

## PRICE REASONABLENESS DETERMINATION

Buyer: Alfred C. Turner, Purchasing Manager

Date: November 16, 2018

Project: Nature Center Shoreline Restoration

### BASIS FOR AWARD

**(X) Competitive – No. of Suppliers solicited: 3    Offers Received: 3    Acceptable: 1**

**Other sources considered:**

**This project is being procured under Texas Code 2254 Professional and Consulting Services whereby the selected contractor will undergo negotiations that will be compared to City's Independent Cost Estimate comparison to the contractor proposed price.**

**( ) Sole Source**

### PRICE/COST ANALYSIS

**( ) Comparison of proposed prices received in response to the solicitation. Adequate price competition established price reasonableness. See attached price summary.**

**( ) Comparison of previously proposed prices and previous contract prices with current proposed prices for same or similar items. Both the validity of the comparison and the reasonableness of the previous price(s) have been established.**

**( ) Use of parametric estimating methods/application of rough yardsticks (such as dollars per pound or per horsepower, or other units) to highlight significant inconsistencies that warrant additional price inquiry. Explanation attached.**

**(X) Comparison with competitive published price lists, published market prices of commodities, similar indexes, and discount or rebate arrangements. Published Price list is attached or reference here.**

**The type and date of price list(s) used: Huitt-Zollars proposal included commercial pricing list that was compared to downloaded GSA Schedules for AmaTerra and CH2M Hill from GSA Professional Services Schedule for periods of 2015-2020. Attached are the catalog pricing and find that Huitt-Zollars in comparing Hourly Rate and Labor Categories were commercially competitive and find it reasonable for this project. The schedules are attached as a reference.**

**(X) Comparison of proposed prices with independent cost estimates. See attached estimates. Please note that the initial estimate is a lot higher than current proposed price due to FEMA conducting a site visit with the attached inspection report indicating that the dimensions increased in comparison to original cost estimated.**

**(X) Comparison of proposed prices with prices obtained through market research for the same or similar items. See enclosed.**

**(X) Analysis of attached pricing information provided by the offeror.**

**( ) This order is priced per the existing contract # \_\_\_\_\_ that was competitively established by \_\_\_\_\_.**

( ) Other

---

CERTIFICATION

(x) I CERTIFY THAT THE PROSPECTIVE CONTRACTOR IS RESPONSIBLE, AND THAT FIRM HAS THE CAPABILITY IN ALL RESPECTS TO PERFORM FULLY THE CONTRACT REQUIREMENTS AND HAS THE INTEGRITY AND RELIABILITY TO ASSURE GOOD FAITH PERFORMANCE, AND THAT BASED ON THE ABOVE THE PRICE IS CONSIDERED FAIR AND REASONABLE.

Signed: \_\_\_\_\_

Purchasing Manager

Date: \_\_\_\_\_

11/26/18

To:

Work Order# 18919 Damage# 42539

SITE INSPECTION REPORT  
FACILITY DESCRIPTION

CATEGORY G  
Beaches

Applicant:	FIPS#:	Applicant Representative:		Site Inspector:
CITY OF LEAGUE CITY	167-41980-00	SCOTT TUMA JACK MURPHY		JIM DETERMAN ALLISON COGGINS
Applicant Address:	City:	State:	Zip Code:	Site Inspection Date:
300 WEST WALKER STREET	LEAGUE CITY	TX	77573	6/4/18

GPS:	LAT	LONG
	29.533 409	-95.085973

Date Damaged
8/25/19 -

Physical Location/Address: LEAGUE CITY BOAT RAMP & PARK  
FM 270, LEAGUE CITY TX

Year Built
1969 TO 1978 ESTIMATED GOOGLE EARTH
Legal Responsibility?
Yes No

Facility: Beach Berm Dune
Other (Specify): SHOULDER

Pre / Post Storm Profiles
<input checked="" type="radio"/> Yes <input type="radio"/> No

Design Elevation
2 - 4 FT ESTIMATED GOOGLE EARTH

Design Slope
45 DEGREES

ENGINEERS PLANS  
W/ SURVEY - AC  
6.7.12 X  
SE

Facility Description: (Pre-disaster design, function, capacity, and dimensions)	Sketch / Notes
<p>Wetland Preservation Site</p> <p>Man made lake</p> <p>Outlet pipe - like took out - replaced</p> <p>Has consent to approach w/ TRD to operate on boat ramp</p> <p>6 in above high tide - water back flows &amp; fish enter.</p> <p>Applicant did bottom survey of entire lake</p> <p>BANK BESIDE PIPES SCURED</p> <p>GEOTEXTILES</p> <p>RIP RAP</p> <p>US FISH &amp; WILDLIFE PERMIT</p> <p>WANTS TO WORK W/ FISH &amp; WILDLIFE</p> <p>WETLAND PRESERVATION</p>	<p>GPS</p> <p>29.534516, -95.096181</p> <p>BOAT RAMP</p> <p>SHELL MIDDEN</p> <p>DRAINAGE OUTFLOW THROUGH MIDDLE</p> <p>INDIAN KARANKAWA</p> <p>GO BEHIND VEGETATION AND PLACE ROCK</p>

Applicant Representative Signature \_\_\_\_\_

Page 1 of 7

Work Order # 18919 Damage # 42539

Category G

Facility Component Damages							
Site #	Damage Component Material/Model/Type/Capacity	Location (Address, GPS, begin / end if applicable)	Cause of Damage	Damage Dimensions (L x W x D / L x Dia) Electrical/Mechanical/etc	Quantity & Units	PA, Contract, or Both	% Work Completed
1	DIRT, NORTH OUTLET PIPE	BEGIN: 29.533515, -95.085951 END: 29.533670, -95.085958	1	20 FT W X 50 FT LONG X 4 FT DEEP	148.15 CY	C	0
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done) REPLACE IN KIND <b>SHORELINE EROSION</b>							
	GEOTEXTILES NORTH OUT LET PIPE	BEGIN 29.533409, -95.085973 END 29.533515, -95.085951	1	20 FT X 50 FT	1000 SQ FT	C	0
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done) REPLACE IN KIND.							
3	RIPRA NORTH OUTLET PIPE	SAME AS SITE 2	1	20 FT X 50 FT X 1 FT	37.0 CY	C	0
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done) REPLACE IN KIND							
4	DIRT, SCoured SHORE LINE BANK	BEGIN: 29.533690, -95.085958 END 29.534290, -95.085781	1	2 FT WIDE X 2 FT HIGH BANK X (L) 6 PSI (245 FT) BANK 45 DEGREES,	18.15 CY	C	0
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done) <b>ARMOR SHORELINE W/ RIPRAP TO PROTECT REMAINING SHORELINE. SHORELINE LOSS WILL BE NOTED &amp; REPLACED.</b>							
Component Types: 1-Embankment 2-Culvert 3-Well 4-Fencing 5-Armer 6-Spillway 7-Dam 8-Service Road 9-Lining 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14-Valve 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)				Cause of Damage: 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (Specify)			

Applicant Representative Initials: C

Page 2 of 7

Work Order # 18919 Damage # 42539

Category G

Facility Component Damages							
Site #	Damage Component Material/Model/Type/Capacity	Location (Address, GPS, begin / end if applicable)	Cause of Damage	Damage Dimensions (L x W x D / L x Dia) Electrical/Mechanical/etc	Quantity & Units	Contract, for Both	% Work Completed
5	DIRT SCoured FROM TOP OF BANK 0.5 FT TO 1.5 FT ESTIMATED BY APPLICANT.	BEGIN: 29.533690, -95.085958 END: 29.534290, -95.085701	1	245 FT X 20 FT X 1 FT	181.48 CY	C	0
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done)							
SOIL LOSS FROM HARVEY WILL NOT BE REPLACED ARMOR SHORELINE W/ RIP/RAP/GEOTEXTILE TO PROTECT REMAINING SHORELINE							
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done)							
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done)							
Method of Repair Notes & Comments (will there be any change in in pre-disaster design, size, capacity or material type, what work has been completed vs what work remains to be done)							
<b>Component Types:</b> 1-Embankment 2-Culvert 3-Weir 4-Fencing 5-Armer 6-Spillway 7-Dam 8-Service Road 9-Linking 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14-Valve 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)				<b>Cause of Damage:</b> 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (Specify)			

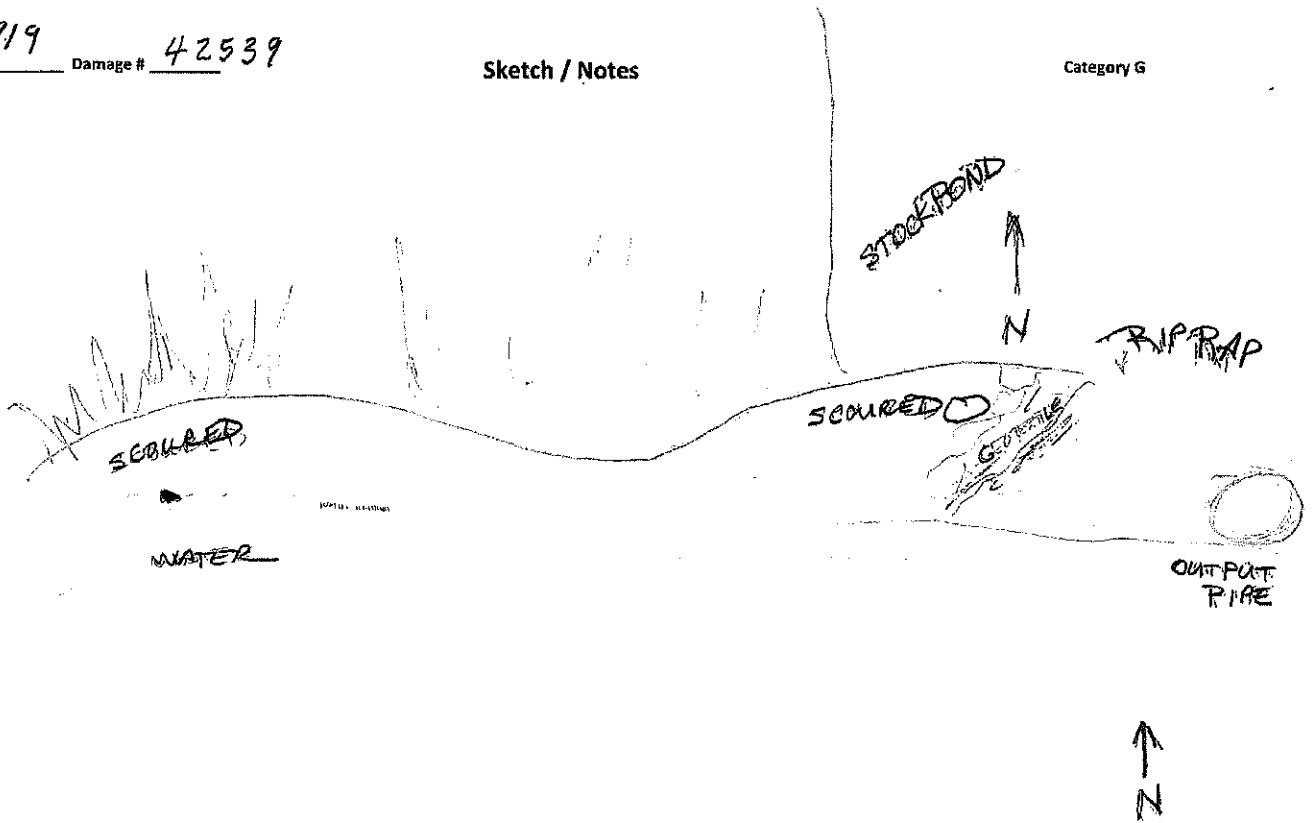
Applicant Representative Initials: X

Page 3 of 7

Work Order # 18919 Damage # 42539

Sketch / Notes

Category G

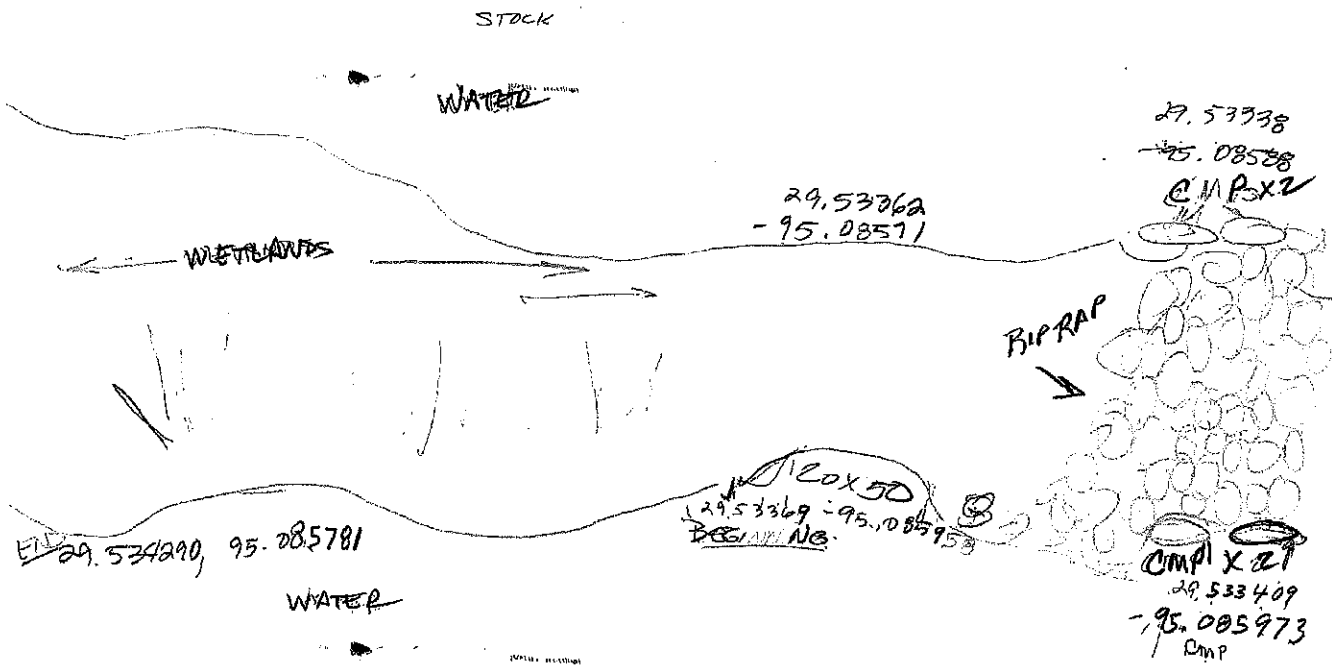


Applicant Representative Initials: [Signature]

Work Order # 18919 Damage # 42539

Sketch / Notes

Category G



Applicant Representative Initials: C

Page 5 of 7

Work Order # 18919 Damage # 42539 Special Considerations

Category **G**

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)?

Unsure Yes ☒ No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody?

Unsure Yes ☒ No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Unsure Yes ☒ No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint - including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards).

Unsure Yes ☒ No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal?

Unsure Yes ☒ No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site?

Unsure Yes ☒ No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select "yes" if there are large tracts of forestland, grassland, or naturally preserved areas, etc.)

Unsure ☒ Yes No

Nature Park

8. Are there any hazardous materials at or adjacent to the damaged facility?

Unsure Yes ☒ No

Applicant Representative Initials [Signature]

Page 6 of 7



Work Order # 18919 Damage # 42539 Special Considerations

Category G

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes ☒ No

List any known endangered species in the work area:

Additional Notes / Comments:

Applicant Representative Initials CE

Page 17 of 7



HUITT-ZOLLARS, INC. | 10360 Richmond Ave. | Suite 300 | Houston, TX 77042-4248 | 281.496.0066 phone | 281.496.0220 fax | huitt-zollars.com

November 16, 2018

Mr. Alfred C. Turner, CPCM, PMP, CSSBB  
Purchasing Manager  
City of League City  
Engineering Department  
1535 Dickinson Avenue  
League City, TX 77573

**Reference:** City of League City – RFQ No. 18-026A  
Nature Center Shoreline Restoration Project

**Subject:** Price Proposal for Professional Services

Dear Mr. Turner:

Thank you for your letter informing us that the City has selected Huitt-Zollars, Inc. (Huitt-Zollars) as the most highly qualified professional service provider for the Nature Center Shoreline Restoration Project. We appreciate the opportunity to provide our price proposal for professional services to the City of League City (City) for topographic survey, environmental investigation and permitting, preparation of plans and specifications, bidding, and construction phase services for the Nature Center Shoreline Restoration Project as described in RFQ No. 18-026A located at 1220 Egret Bay Blvd. North in League City, Galveston County, Texas (Project). Our proposal is based upon the following project understanding, scope of services, compensation and project schedule. Services herein will be performed in accordance with the terms and conditions in the City's standard contract.

It is our understanding that the project work can be performed under a US Army Corps of Engineers Nationwide Permit. Should an Individual Section 10 or Section 404 Permit be required for this project, additional compensation will be required.

## **SCOPE OF SERVICES:**

### **1.0 Basic Services**

#### **1.1 Topographic Survey**

- 1.1.1 Conduct a topographic survey from the northeastern edge of the existing rock shoreline protection project to 350 feet upstream of the existing project.
- 1.1.2 Cross-Sections shall be taken every 50 feet from edge of water to edge of water.

#### **1.2 Environmental Investigation and Permitting**

- 1.2.1 Coordinate with City in application/renewal of the US Army Corps of Engineers Nationwide Permit.
- 1.2.2 Meet with the US Army Corps of Engineers to discuss the proposed project and determine permit requirements.
- 1.2.3 Conduct field investigations and prepare a Jurisdictional Determination Report in accordance with the U.S. Army Corps of Engineers (USACE) Regulatory Guidance Letter (RGL) No. 05-05 and other pertinent guidelines.

Subject: Price Proposal for Professional Services

Date: November 16, 2018

- 1.2.4 Identify and delineate the boundaries of all potential waters of the U.S., including relatively permanent waters, non-relatively permanent waters, and special aquatic sites (e.g. wetlands) within the project boundaries.
- 1.2.5 During field activities, the boundaries of waters of the U.S. (including wetlands) will be delineated using a global positioning satellite (GPS) system capable of sub-meter accuracy. GPS data will be post-processed for use in reporting.
- 1.2.6 Prepare a Jurisdictional Determination report complete with appropriate field forms. The report will include:
  - 1.2.6.1 A brief description of the project, methods/sampling procedures, and results;
  - 1.2.6.2 Boundaries and quantity (acres) of all waters of the U.S. identified in the field;
  - 1.2.6.3 Location of data point/soil stations collected for wetlands and completed data forms; and
  - 1.2.6.4 Supporting graphics (e.g. USGS quad maps, aerial photography, Federal Emergency Management Agency maps, National Wetland Inventory Maps, and USDA soil surveys).
- 1.2.7 Complete the Preliminary Jurisdictional Determination Form for submittal to the US Army Corps of Engineers.
- 1.2.8 Assist the City in completing the Jurisdictional Determination form and applying for a US Army Corps of Engineers Nationwide Permit.

### 1.3 Design Phase Services

- 1.3.1 Design an extension of the existing rock shoreline protection at the outfall previously designed and constructed under the Nature Center Wetland Enhancement & Shoreline Protection Project. The additional section of shoreline protection will be based on the topographic surveys but is anticipated to be approximately 250 feet long extending from the existing structure in a northeasterly direction to repair erosion caused by Hurricane Harvey.
- 1.3.2 Prepare plans, technical specifications and project manual based on the City's standard front-end documents.
- 1.3.3 Submit 90% plans to City for review and comment.
- 1.3.4 Respond to and incorporate City's comments into Bid Ready Construction Contract Documents.
- 1.3.5 Submit Bid Ready Construction Contract Documents to the City for review and signatures.

### 1.4 Bidding Phase Services

- 1.4.1 Place the project on CivCast for advertising.
- 1.4.2 Assist City in advertising for and obtaining bids for the Project and maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conference, and receive and process Contractor charges for the Bidding Documents.
- 1.4.3 Issue Addenda as appropriate to clarify, correct, or change the Bidding documents.
- 1.4.4 Consult with City as to the acceptability of Contractor, subcontractors, suppliers and other individual and entities proposed for the Project.

Subject: Price Proposal for Professional Services

Date: November 16, 2018

- 1.4.5 Attend the Bid opening, prepare Bid tabulation sheets and assist City in evaluating Bids or proposals and in assembling and awarding contracts for the Project.

#### 1.5 Construction Phase Services

- 1.5.1 Review Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit. Huitt-Zollars' review is for the limited purpose of checking for general conformance with design concepts and the information shown in the Construction Documents. Huitt-Zollars' review shall not include a review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. Huitt-Zollars' review shall be conducted with reasonable promptness while allowing sufficient time in Huitt-Zollars' judgment to permit adequate review. Review of a specific item shall not indicate that Huitt-Zollars has reviewed the entire assembly of which the item is a component. Huitt-Zollars shall not be responsible for any deviation from the Construction Documents not brought to the attention of Huitt-Zollars by the Contractor. Huitt-Zollars shall not be required to review partial submissions or those for which submissions of correlated items have not been received.
- 1.5.2 Make periodic site visits to the project site (as opposed to providing a full-time Project Representative and observation of the construction work) and provide a written report of activities observed during the visit. During such site visits, Huitt-Zollars will endeavor to protect the City against defects and deficiencies in the work of Contractor, but does not guarantee the performance of the Contractor nor assume responsibility for Contractor's construction means, methods, techniques, sequences, procedures, and safety precautions/programs in connection with the construction work. Huitt-Zollars shall not be responsible for the acts or omissions of the Contractor, or any subcontractor's agents or employees, or any other persons performing any of the work.
- 1.5.3 Provide consultation and advice to the City during construction. Huitt-Zollars shall be, in the first instance, the interpreter of the requirements of the Contract Documents and the impartial judge of the performance there under by both the City and Contractor. Huitt-Zollars shall make decisions on all claims of the City or Contractor relating to the execution and progress of the work. Huitt-Zollars' decisions in matters relating to artistic effect shall be final if consistent with the intent of the Contract Documents. Clarifications, interpretations and decisions of Huitt-Zollars shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in written or graphic form. In the capacity of interpreter and judge, Huitt-Zollars shall endeavor to secure faithful performance by both City and Contractor, shall not show partiality to either, and shall not be liable for the result of any interpretation or decision rendered in good faith in such capacity.
- 1.5.4 Conduct a final inspection of the completed Project with the City.

Subject: Price Proposal for Professional Services

Date: November 16, 2018

- 1.5.5 Prepare Record Drawings based on Contractor's "As-Built" Drawings. Provide one (1) paper copy and one (1) Adobe Acrobat PDF electronic copy of Record Drawings.

## 2.0 Additional Services:

Because the effort required for some items of work varies considerably from project to project, and because certain items of work are sometimes provided separately by the City, these items of work are not included in the basic services fees and are charged separately. Additional Services, mutually agreed upon and authorized separately by the City in writing, shall be completed on an hourly basis in accordance with the attached Rate Sheet. Such additional services may include:

- 2.1 Determination of the tidally-influenced boundary.
- 2.2 As-Built Surveys.
- 2.3 Preparation of a Biological Evaluation (Section 7 of the Endangered Species Act.)
- 2.4 Coordination with the State Historic Preservation Office.
- 2.5 Coordination with the United States Fish & Wildlife Department (USFWS) and/or the Texas Parks & Wildlife Department (TPWD).
- 2.6 Coordination with and/or obtaining a Coastal Surface Lease from the Texas General Land Office (TGLO).
- 2.7 Providing a full-time Project Representative during construction to provide further consultation and advice to the Client.
- 2.8 Assistance to the Client as expert witness in any litigation, and special technical assistance to prepare for litigation.
- 2.9 Providing services made necessary by the default of the Construction Contractor, or by major defects or deficiencies in the Work of the Construction Contractor, or by failure of performance of Construction Contractor under the Contract for Construction.
- 2.10 Any other service not otherwise included in the Basic Services.

## 3.0 Client Provided Services:

Client shall provide Huitt-Zollars with the following:

- 3.1 Access to Project Site.

## COMPENSATION:

### 1.0 Fee Budget

- 1.1 Our estimated fee budget for the Basic Services is \$59,600.00 (Lump Sum) as shown below. This amount shall not be exceeded without written authorization.

Topographic Survey	\$ 12,300.00 (Lump Sum)
Environmental Investigation and Permitting	\$ 15,100.00 (Lump Sum)
Design Phase Services	\$ 21,200.00 (Lump Sum)
Bidding Phase Services	\$ 4,000.00 (Lump Sum)
Construction Phase Services	\$ 7,000.00 (Lump Sum)
<b>Total Fee Budget:</b>	<b>\$59,600.00 (Lump Sum)</b>

Subject: Price Proposal for Professional Services  
Date: November 16, 2018

**2.0 Reimbursable Expenses**

- 2.1 Reimbursable Expenses shall include mileage, reproduction, and advertising fees (CivCast).
- 2.2 Expenses shall be compensated based upon the attached Rate Schedule. Copies of paid receipts shall accompany reimbursement requests.
- 2.3 Reimbursable Expenses are estimated at **\$800.00**.

**3.0 Total Estimated Budget**

- 3.1 Our total estimated budget for this project is **\$60,400.00**

**4.0 Invoicing**

- 4.1 Invoices will be submitted monthly. Lump sum tasks shall be invoiced based upon percentage of work completed. Hourly tasks shall be invoiced based upon actual time spent working on the assignment based on the attached hourly rate sheet to a maximum not to exceed amount authorized by the City.

**SCHEDULE:**

We anticipate completion of the Topographic Surveys, Environmental Services and Design Phase Services within ninety (90) calendar days from receipt of a written Notice to Proceed (NTP) from the City.

**AUTHORIZATION:**

Should this proposal meet with your approval, please return a City contract for our execution. We will schedule the above services as soon as we receive your written authorization. If you have any questions, please call.

Respectfully submitted,  
**Huitt-Zollars, Inc.**



Daniel R. Menendez, P.E., PWLF  
Vice President

Enclosure

## Nature Center Shoreline Restoration Project

RFQ No. 18-026A

Discipline	Proposed Personnel	Hours
Senior Project Manager	Dewey H. Brunt III, PE	86
Quality Assurance Manager	Frank Andrews, PE	3
Civil Engineer	David Migl, PE	46
Engineer Intern	Fernando Soto, EIT	48
Survey Manager	Maurice Love, RPLS	16
Survey Technician	Mustafa Doan	32
3-Person Survey Crew	Varies	32
Resident Project Representative	Kyle Manthai	24
Project Support	Diana Ruiz	44
Environmental Services	Raba Kistner Environmental, LLC	80

WHITE PAPER

## Houston

### 2018

### HOURLY RATE SHEET

#### Engineering/Architecture

Principal-In-Charge	\$ 245.00
Design Principal	\$ 210.00
Sr. Project Manager	\$ 210.00
QA Manager	\$ 190.00
Project Manager	\$ 185.00
Sr. Civil Engineer	\$ 180.00
Sr. Structural Engineer	\$ 190.00
Sr. Mechanical Engineer	\$ 180.00
Sr. Electrical Engineer	\$ 185.00
Civil Engineer	\$ 175.00
Structural Engineer	\$ 170.00
Mechanical Engineer	\$ 150.00
Electrical Engineer	\$ 160.00
Plumbing Engineer	\$ 150.00
Engineer Intern	\$ 120.00
Sr. Architect	\$ 185.00
Architect	\$ 150.00
Architect Intern 1	\$ 90.00
Architect Intern 2	\$ 110.00
Architect Intern 3	\$ 140.00
Sr. Landscape Architect	\$ 165.00
Landscape Architect	\$ 130.00
Landscape Architect Intern	\$ 95.00
Sr. Planner	\$ 205.00
Planner	\$ 120.00
Planner Intern	\$ 80.00
Sr. Designer	\$ 150.00
Designer	\$ 125.00
Sr. CADD Technician	\$ 130.00
CADD Technician	\$ 90.00

#### Interior Design

Sr. Interior Designer	\$ 110.00
Interior Designer	\$ 95.00
Interior Designer Intern	\$ 75.00

#### Survey

Survey Manager	\$ 160.00
Sr. Project Surveyor	\$ 150.00
Project Surveyor	\$ 125.00
Surveyor Intern	\$ 120.00
Survey Technician	\$ 105.00

#### Survey Crews

1-Person Survey Crew	\$ 95.00
2-Person Survey Crew	\$ 140.00
3-Person Survey Crew	\$ 170.00

#### Construction

Construction Manager	\$ 175.00
Resident Engineer	\$ 165.00
Sr. Project Representative	\$ 125.00
Resident Project Representative	\$ 95.00

#### Administrative

Sr. Project Support	\$ 95.00
Project Support	\$ 70.00

#### Reimbursable Expenses

Consultants	Cost + 10%
Other Direct Costs	Cost + 10%
Mileage	IRS Standard Business Mileage Rate



# **GENERAL SERVICES** **ADMINISTRATION**

## **Federal Supply Service**

### ***Authorized Federal Supply Schedule Price List***

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

**Schedule for – Professional Services Schedule**

**Industrial Group: 00Corp: Class: 899, 874, 871**

**Contract Number: GS-00F-018CA**

**For more information on ordering from Federal Supply Schedules**

**click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period: 2-1-2015 through 1-31-2020 (Base Period)**

**Pricelist Effective April 2015**

**Contractor: CH2M Hill, Inc.**

**9193 S. Jamaica St.**

**Englewood, CO 80112**

**Business Size: Large Business**

**Telephone: (865)560-2907**

**Extension:**

**FAX Number: (865)-560-2802**

**Web Site: [www.ch2m.com](http://www.ch2m.com)**

**E-mail: [mbell@ch2m.com](mailto:mbell@ch2m.com)**

**Contract Administration: Michelle Bell**

# **CUSTOMER INFORMATION:**

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

<b>SIN #</b>	<b>DESCRIPTION</b>
899-1 & 899-1RC	Environmental Consulting Services
899-7 & 899-7RC	Geographic Information Systems (GIS) Services
874-1 & 874-1RC	Integrated Consulting Services
874-6 & 874-6RC	Acquisition Management Support
874-7 & 874-7RC	Integrated Business Program Support Services
871-1 & 871-1RC	Strategic Planning for Technology Programs/Activities
871-2 & 871-2RC	Concept Development and Requirements Analysis
871-3 & 871-3RC	System Design, Engineering and Integration
871-4 & 871-4RC	Test and Evaluation
871-5 & 871-5RC	Integrated Logistics Support
871-6 & 871-6RC	Acquisition and Life Cycle Management
871-7 & 871-7RC	Construction Management and Engineering Consulting Services Related to Real Property

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**

**2. Maximum Order: \$1,000,000**

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery Area): FOB Domestic and Overseas**

**5. Point(s) of production (city, county, and state or foreign country):**

**6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted). See prices attached**

**7. Quantity discounts: Applicable to SINs C871-1 through C871-7 and C871-1RC through C871-7RC - A volume discount of 1% is applicable on single transactions at/or exceeding \$1 million. (Single transaction means an order or a modification to an order; it does not mean an order that reaches \$1 million or more due to modifications to the initial order.)**

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

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes**

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor**

**10. Foreign items (list items by country of origin): None**

**11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order**

**11b. Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

**11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**11d. Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact Contractor

**12. F.O.B Points(s): Destination**

**13a. Ordering Address (es): Same as contractor**

**13b. Ordering procedures:** for supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), 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 (es): CH2M HILL LOCK BOX, Dept. 925, Denver, CO 80271**

**15. Warranty provision: Contractor's Standard Commercial Warranty**

**16. Export Packing Charges (if applicable): N/A**

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor**

**18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A**

**19. Terms and conditions of installation (if applicable): N/A**

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**

**20a. Terms and conditions for any other services (if applicable): N/A**

**21. List of service and distribution points (if applicable): N/A**

**22. List of participating dealers (if applicable): N/A**

**23. Preventive maintenance (if applicable): N/A**

**24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A**

**24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor'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: 06-324-8207**

**26. Notification regarding registration in Central Contractor Registration (CCR) database:**

SINs: 899-1 and 899-7 including RC (Recovery Contracting) SINs	Base Period Hourly Prices				
	Year 1 2/1/2015 to 1/31/2016	Year 2 2/1/2016 to 1/31/2017	Year 3 2/1/2017 to 1/31/2018	Year 4 2/1/2018 to 1/31/2019	Year 5 2/1/2019 to 1/31/2020
Labor Categories					
Sr. Consultant	\$207.12	\$211.06	\$215.07	\$219.15	\$223.32
Sr. Project Manager	\$200.91	\$204.73	\$208.62	\$212.58	\$216.62
Project Manager	\$153.86	\$156.78	\$159.76	\$162.80	\$165.89
Sr. Engineer/Scientist/Specialist	\$169.34	\$172.55	\$175.83	\$179.17	\$182.58
Project Engineer/Scientist/Specialist	\$133.71	\$136.25	\$138.84	\$141.48	\$144.17
Associate Engineer/Scientist/Specialist	\$95.91	\$97.73	\$99.59	\$101.48	\$103.41
Sr. Health & Safety Coordinator	\$169.34	\$172.55	\$175.83	\$179.17	\$182.58
Health & Safety Coordinator	\$95.91	\$97.73	\$99.59	\$101.48	\$103.41
Contracts Manager	\$180.76	\$184.19	\$187.69	\$191.26	\$194.89
Contracts Administrator	\$113.36	\$115.52	\$117.71	\$119.95	\$122.23
Administrative Assistant	\$65.88	\$67.13	\$68.41	\$69.71	\$71.03
Sr. Information Solutions	\$195.92	\$199.65	\$203.44	\$207.30	\$211.24
Mid-Level Info Solutions	\$159.52	\$162.56	\$165.64	\$168.79	\$172.00
Jr. Info Solutions	\$99.11	\$100.99	\$102.91	\$104.87	\$106.86
Sr. Consultant - Int'l.	\$239.15	\$243.69	\$248.32	\$253.04	\$257.85
Sr. Project Manager - Int'l.	\$215.84	\$219.94	\$224.12	\$228.38	\$232.72
Project Manager - Int'l.	\$168.08	\$171.28	\$174.53	\$177.85	\$181.23
Sr. Engineer/Scientist/Specialist - Int'l.	\$190.77	\$194.39	\$198.09	\$201.85	\$205.68
Project Eng/Scientist/Specialist - Int'l.	\$133.71	\$136.25	\$138.84	\$141.48	\$144.17
Associate Engineer/Scientist/Specialist - Int'l.	\$95.91	\$97.73	\$99.59	\$101.48	\$103.41
Health & Safety Coordinator - Int'l.	\$190.77	\$194.39	\$198.09	\$201.85	\$205.68
Health & Safety Coordinator - Int'l.	\$95.91	\$97.73	\$99.59	\$101.48	\$103.41
Contracts Manager - Int'l.	\$180.76	\$184.19	\$187.69	\$191.26	\$194.89
Contracts Administrator - Int'l.	\$133.70	\$136.24	\$138.83	\$141.47	\$144.16
Administrative Assistant - Int'l.	\$55.94	\$57.00	\$58.09	\$59.19	\$60.31

Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 1.9%

SINs: 874-1, 874-6 and 874-7 including RC (Recovery Contracting) SINs	Base Period Hourly Prices				
	Year 1 2/1/2015 to 1/31/2016	Year 2 2/1/2016 to 1/31/2017	Year 3 2/1/2017 to 1/31/2018	Year 4 2/1/2018 to 1/31/2019	Year 5 2/1/2019 to 1/31/2020
	Labor Categories				
Consultant	\$209.35	\$215.63	\$222.10	\$228.76	\$235.63
Principal Project Manager	\$232.67	\$239.65	\$246.84	\$254.24	\$261.87
Sr. Project Manager	\$188.17	\$193.82	\$199.63	\$205.62	\$211.79
Project Manager	\$177.55	\$182.88	\$188.36	\$194.01	\$199.83
Project Manager Consultant	\$128.71	\$132.57	\$136.55	\$140.64	\$144.86
Sr. Eng/Scientist/Specialist/Consultant	\$175.28	\$180.54	\$185.95	\$191.53	\$197.28
Eng/Scientist/Specialist/Consultant	\$124.93	\$128.68	\$132.54	\$136.51	\$140.61
Jr. Eng/Scientist/Specialist/Consultant	\$90.04	\$92.74	\$95.52	\$98.39	\$101.34
Sr. Planner/Scheduler	\$173.33	\$178.53	\$183.89	\$189.40	\$195.08
Planner/Scheduler	\$126.33	\$130.12	\$134.02	\$138.04	\$142.19
Senior Technician	\$110.40	\$113.71	\$117.12	\$120.64	\$124.26
Technician	\$77.47	\$79.79	\$82.19	\$84.65	\$87.19
Jr. Technician	\$53.78	\$55.39	\$57.06	\$58.77	\$60.53
Contracts Manager	\$188.17	\$193.82	\$199.63	\$205.62	\$211.79
Contracts Administrator	\$127.34	\$131.16	\$135.10	\$139.15	\$143.32
Project Accountant	\$70.15	\$72.25	\$74.42	\$76.65	\$78.95
Administrative Assistant	\$70.15	\$72.25	\$74.42	\$76.65	\$78.95
Int'l. Consultant	\$239.06	\$246.23	\$253.62	\$261.23	\$269.06
Int'l. Sr. Project Manager	\$188.17	\$193.82	\$199.63	\$205.62	\$211.79
Int'l. Project Manager Consultant	\$143.09	\$147.38	\$151.80	\$156.36	\$161.05
Int'l. Sr. Eng/Scientist/Specialist/Consultant	\$188.17	\$193.82	\$199.63	\$205.62	\$211.79
Int'l. Engineer/Scientist/Specialist/Consultant	\$140.36	\$144.57	\$148.91	\$153.38	\$157.98
Int'l. Jr. Eng/Scientist/Specialist/Consultant	\$103.19	\$106.29	\$109.47	\$112.76	\$116.14
Int'l. Senior Technician	\$122.68	\$126.36	\$130.15	\$134.06	\$138.08
Int'l. Technician	\$77.47	\$79.79	\$82.19	\$84.65	\$87.19
Int'l. r. Technician	\$53.78	\$55.39	\$57.06	\$58.77	\$60.53
Int'l. Contracts Manager	\$188.17	\$193.82	\$199.63	\$205.62	\$211.79
Int'l. Contracts Administrator	\$141.52	\$145.77	\$150.14	\$154.64	\$159.28
Int'l. Project Accountant	\$77.99	\$80.33	\$82.74	\$85.22	\$87.78
Int'l. Administrative Assistant	\$77.99	\$80.33	\$82.74	\$85.22	\$87.78

Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 3%

SINs: 871-1 through 871-7 including RC (Recovery Contracting) SINs	Base Period Hourly Prices				
	Year 1	Year 2	Year 3	Year 4	Year 5
	2/1/2015  to 1/31/2016	2/1/2016  to 1/31/2017	2/1/2017  to 1/31/2018	2/1/2018  to 1/31/2019	2/1/2019  to 1/31/2020
Labor Categories					
Executive Level	\$302.74	\$310.01	\$317.45	\$325.06	\$332.87
Program Manager	\$232.96	\$238.55	\$244.28	\$250.14	\$256.14
Sr. Consultant	\$188.61	\$193.14	\$197.77	\$202.52	\$207.38
Project Manager	\$196.35	\$201.06	\$205.89	\$210.83	\$215.89
Sr. Level Professional	\$169.84	\$173.92	\$178.09	\$182.36	\$186.74
Mid-Level Professional	\$130.25	\$133.38	\$136.58	\$139.85	\$143.21
Jr. Level Professional	\$93.43	\$95.67	\$97.97	\$100.32	\$102.73
Sr. Level Technician	\$112.42	\$115.12	\$117.88	\$120.71	\$123.61
Mid-Level Technnician	\$93.87	\$96.12	\$98.43	\$100.79	\$103.21
Jr. Level Technician	\$80.90	\$82.84	\$84.83	\$86.87	\$88.95
Clerical/Office	\$66.50	\$68.10	\$69.73	\$71.40	\$73.12
Filed Sr. Project Manager	\$180.33	\$184.66	\$189.09	\$193.63	\$198.27
Field Projects Controls/Construction Mgr.	\$156.36	\$160.11	\$163.96	\$167.89	\$171.92
Field Construction Inspector	\$121.72	\$124.64	\$127.63	\$130.70	\$133.83
Field Manager	\$119.84	\$122.72	\$125.66	\$128.68	\$131.77
Field Project Engineering Support	\$87.18	\$89.27	\$91.41	\$93.61	\$95.86

Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2.4%

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable 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. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
<i>SINs 871-1 through 871-7</i>		
Sr. Level Technician	30083 - Engineer Tech III	05-2081
Mid Level Technician	30082 - Engineer Tech II	05-2081
Jr. Level Technician	30081 - Engineer Tech I	05-2081
Clerical/Office	01020 - Administrative Assistant	05-2081
<i>SINs 899-1 and 899-7</i>		
Administrative Assistant	01020 - Administrative Assistant	05-2081
<i>SINs 874-1, 874-6 and 874-7</i>		
Project Accountant	01012 - Accounting Clerk III	05-2081
Administrative Assistant	01020 - Administrative Assistant	05-2081

# LABOR CATEGORY DESCRIPTIONS

## SINS 899-1 and 899-7

Domestic/International			
Title/Role (GSA)	Labor Category Definitions	Min Education	Min Experience
Sr. Consultant	May be a recognized technical expert/resource for a broad discipline	BS and MS degree	Minimum 10 years' experience
Sr. Project Manager	May manage projects	BS and MS degree	Minimum 10 years' experience
Project Manager	May serve as a project manager for small projects or segments of larger projects	BS or MS degree	Minimum 6 years' experience
Sr. Engineer/Scientist/Specialist	Independently applies advanced procedures and techniques to complex assignments	BS or MS degree	Minimum 6 years' experience
Project Engineer/Scientist/Specialist	Select and applies stand procedures and techniques	BS or MS degree	Minimum of 2 years' experience
Associate Engineer/Scientist/Specialist	Typically performs design tasks or functions as project lead technician	NICET certification in area of specialty or higher level	Minimum 2 years' experience
Sr. Health & Safety Coordinator	Independently applies advanced procedures and techniques to complex assignments	BS or MS degree	Minimum 6 years' experience
Health & Safety Coordinator	Functions as project lead	Certification in area of specialty	Minimum of 2 years' experience
Contracts Manager	May have administrative responsibility for a group of professionals and technicians	BS or MS degree	Minimum 9 years' experience

Contracts Administrator	Select and applies standard procedures and techniques	BS or MS degree	Minimum 2 years' experience
Administrative Assistant	Performs a variety of administrative, accounting or technical activities in support of the department of project	High School or Equivalent.	0-10 or more years' experience
Sr. Information Solutions	Provides technical expertise related to complex or unique assignments	BS or MS degree	Minimum 9 years' experience
Mid-Level Info Solutions	Fully competent professional	BS or MS degree	Minimum of 4 years' experience
Junior Info Solutions	Performs routine aspects of assignments requiring knowledge and application of basic techniques and procedures	BS degree	0-2 years' experience

**LABOR CATEGORY DESCRIPTIONS**  
**SINS 874-1, 874-6 and 874-7**

<b>Domestic/International</b>		
<b>Title/Role (GSA)</b>	<b>Experience</b>	<b>Responsibilities</b>
Consultant	Minimum 10 years' experience. BS and MS degree.	May be a recognized technical expert/resource for a broad discipline.
Principal Project Manager	Minimum 20 years' experience. BS or MS degree.	Responsible for technical excellence of projects, technical development of staff, project deliverables, and project delivery programs.
Senior Project Manager	Minimum 12 years practical, pertinent experience. BS or MS degree.	Responsible for technical excellence of projects and technical development of staff.
Project Manager	Minimum 9 years' experience. BS or MS degree	Manages projects and task or segments of larger more complex projects.
Project Manager Consultant	Minimum 4 years' experience. BS or MS degree.	Recognized technical expert/resource for a broad discipline.
Senior Engineer/Scientist/Specialist /Consultant	Minimum 9 years' experience in science or engineering. BS or MS degree	Provides technical expertise related to complex or unique assignments. Manages projects, and tasks or segments of larger more complex projects
Engineer/Scientist/Specialist /Consultant	Minimum 4 years' experience in science or engineering. BS or MS degree	Fully competent professional.



Junior Engineer/Scientist/Specialist /Consultant	0-2 years' experience. B.S. degree.	Performs routine aspects of assignments requiring knowledge and application of basic techniques and procedures.
Senior Planner/Scheduler	Minimum 9 years' experience. BS or MS degree	Provides technical expertise related to complex or unique assignments. Plans and conducts assignments involving one or more projects
Planner/Scheduler	Minimum 4 years' experience. BS or MS degree.	Evaluates, selects and applies standard engineering procedures and techniques.
Senior Technician	Minimum 4 years' experience.	Develops design automation plan for complex projects. Expert in providing or directing others to provide CAD file translation support and production. Senior project lead technician, and design automation specialist.
Technician	Minimum 2 years' experience.	Creates initial project files. Performs design tasks or functions as project lead technician.
Junior Technician	Minimum 2 years' experience.	Uses project drawing databases that have been set up by others to begin and complete individual drawing files. Begins to assume responsible for own work quality, meeting deliverable deadlines, and adherence to assignment scope of work.
Contracts Manager	Minimum 9 years' experience. BS or MS degree.	Recognized technical expert/resource for a broad discipline.
Contract Administrator	Minimum 2 years' experience. BS or MS degree.	Fully competent professional. May assist with large more complex tasks and assignments.
Project Accountant	0- 10 or more years' experience. High School or equivalent.	Performs a variety of administrative, technical activities in support of the project.
Administrative Assistant	0- 10 or more years' experience. High School or equivalent.	Preparation and maintenance of reports, bills or reconciliation of project cost and schedule activities.
Intl - Consultant	Minimum 12 years practical, pertinent experience. Advanced degree desirable. Trained beyond basics through continuing education.	Direct discipline support to projects staff. Responsible for technical excellence of projects. Supports in marketing, salary settings, and evaluations.
Intl - Sr. Project Manager	Minimum 12 years practical, pertinent experience. BS or MS degree.	Responsible for technical excellence of projects and technical development of staff.
Intl - Project Manager Consultant	Minimum 9 years' experience. BS or MS degree	Manages projects and task or segments of larger more complex projects.

Intl - Sr. Engineer/Scientist/Specialist	Minimum 9 years' experience in science or engineering. BS or MS degree	Provides technical expertise related to complex or unique assignments. Manages projects, and tasks or segments of larger more complex projects
Intl - Engineer/Scientist/Specialist	Minimum 4 years' experience in science or engineering. BS or MS degree	Fully competent professional.
Intl - Jr. Engineer/Scientist/Specialist	0-2 years' experience. B.S. degree.	Performs routine aspects of assignments requiring knowledge and application of basic techniques and procedures.
Intl - Sr. Technician	Minimum 4 years' experience.	Develops design automation plan for complex projects. Expert in providing or directing others to provide CAD file translation support and production. Senior project lead technician, and design automation specialist.
Intl - Technician	Minimum 2 years' experience.	Creates initial project files. Performs design tasks or functions as project lead technician.
Intl - Jr. Technician	Minimum 2 years' experience.	Uses project drawing databases that have been set up by others to begin and complete individual drawing files. Begins to assume responsible for own work quality, meeting deliverable deadlines, and adherence to assignment scope of work.
Intl - Contracts Manager	Minimum 9 years' experience. BS or MS degree.	Recognized technical expert/resource for a broad discipline.
Intl - Contracts Administrator	Minimum 2 years' experience. BS or MS degree.	Fully competent professional. May assist with large more complex tasks and assignments.
Intl - Project Accountant	0- 10 or more years' experience. High School or equivalent.	Performs a variety of administrative, technical activities in support of the project.
Intl - Administrative Assistant	0- 10 or more years' experience. High School or equivalent.	Preparation and maintenance of reports, bills or reconciliation of project cost and schedule activities.

**LABOR CATEGORY DESCRIPTIONS**  
**SINS 871-1 through 871-7**

<b>Title</b>	<b>Functions/Responsibilities</b>	<b>Education</b>	<b>Experience</b>
Executive Level Professional	Provides strategic vision, persuasive leadership, and coordinates with all offices to ensure that all of the company's skills are being used by the client.	BS or MS degree	Experience range is 20 years.

Program Manager	This is a senior, management professional who is responsible to oversee the program. They oversee all the project managers associated with the program, and ensure that the client's needs are being achieved at the program level.	BS or MS degree	Experience range from 12 to 18 years
Senior Consultant	Technical leaders in the firm. Known in the professional community for their technical abilities and technical contributions to the firm, clients, and profession.	BS or MS degree	Between 10 and 15 years of experience.
Project Manager	Is a leader of a project and is responsible to implement CH2M HILL's Project Delivery System	BS or MS degree	Typical experience range is 6 to 9 years
Sr. Level Professional	Limited supervision and general direction, independently applies advanced techniques to complex assignments. Viewed as a fully competent, experienced professional.	BS or MS degree	Experience range from 9 to 14 years
Mid-Level Professional	Fully competent professional in all convention aspects of the subject matter. Under minimal-to-general supervision.	BS or MS degree	Experience range from 5 to 9 years.
Jr. Level Professional	Under general direction and limited-to-moderate supervision.	BS or MS Degree	Experience range from 0 to 6 years.
Sr. Level Technician	Possesses superior management skills with a history of delivering top quality product in the most cost effective manner.	Demonstrated mastery of Mid-Level, and Jr. Level	5 years of experience
Mid-Level Technician	Requires an extensive knowledge of innovative engineering and design practices.	Demonstrated mastery of Jr. Level.	5 years of experience
Jr. Level Technician	General limited supervision for routine field office and lab tasks and for routine sequential step complicated activities.	Post High School education	0 to 4 years' experience
Clerical/Office	Provides standard to advanced administrative support services to a group of professionals or management personnel. Some work may be of a proprietary or confidential nature. Requires moderate to advanced secretarial, administrative skills, and may require some decisions based upon independent judgment	High School or equivalent required. Some college preferred	3 to 5 years secretarial or administrative office experience
Field Senior Project Manager	Single point of responsibility to client staff for Project Management Consultant performance including contract administration of all contracts "held" by Owner, quality, cost and schedule management of the program. Has a specific focus on delivery of the project	BS or MS in applicable field of study (i.e., engineering, science, architecture, etc.).	Typical experience ranges from 10 to 15 years.
Project Controls/Construction Manager	Limited supervision and general direction, independently applies advanced techniques to complex assignments. Viewed as a fully competent, experienced professional.	BS or MS degree	Experience range from 9 to 14 years

Field Construction Inspector	This individual is responsible for the oversight of all construction efforts at a large project site. Oversees all craft activities at the site and provides overall direction and guidance	Four-year degree in construction management, engineering or related field or equivalent combination of technical training and/or experience.	Minimum of 10 years construction management and/or craft supervision experience
Field Manager	Supports CH2M HILL and client's senior management team on contract administration, change management, coordination, quality assurance, and cost and schedule management/oversight for their specific assigned contracts.	BS degree	Typical experience is 6 years
Field Project Engineering Support	Preconstruction-supports client management on information management/data entry, contract deliverable tracking, decision and issue tracking and resolution, design review, design review tracking, lessons learned tracking/input, client coordination, document control, meeting minutes, and other reports as needed	BS or MS degree in an engineering discipline	Typical engineering experience range from 3 to 6 years.



**GSA Contract Information  
Professional Services Schedule  
Industrial Group: 00CORP**

**Contract Number:** GS-10F-0326N

**Contract Period:** 4-3-2003 through 4-2-2018

**Contractor:** AmaTerra Environmental, Inc.  
4009 Banister Ln, Ste 300  
Austin, TX 78704

**Business Size:** Small, Woman-owned, Economically Disadvantage Small Business  
(SB, SDB, WOSB, EDWOSB)

**Telephone:** 512/329-0031  
**FAX:** 512/329-0012

**Contract  
Administration:** Victor Palma

**Email:** [vpalma@amaterra.com](mailto:vpalma@amaterra.com)

**Web Site:** [www.amaterra.com](http://www.amaterra.com)

---

1a. Awarded Special Item Number (SIN): 899-1 Environmental Consulting Services and SIN 899-1RC Disaster and Recovery

1b. Model No. Unit Price: N/A

1c. Labor Category Descriptions: See below.



2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic Delivery Only

5. Points of Production:

- 4009 Banister Ln, Ste 300, Austin, TX 78704

6. Discount From List Prices/Statement of Net Price: AmaTerra has discounted the labor mass rates 5.4% off its commercial rates for SINS 899-1. This discount is reflected in the rates provided herein.

Price Adjustments: Price adjustments on this contract are in accordance with the Economic Price Adjustment (EPA) clause 552.216-70 (Paragraph C.29 solicitation page 44). AmaTerra's commercial flat rate fees are the basis for contract award therefore paragraph (b) (1) (a) of the EPA clause applies. *The most recent EPA was approved by the GSA on July 8, 2010. Rates provided herein reflect this EPA.*

Most Favored Category of Customers: The MFC for purposes of determining price reductions in accordance with the Price Reductions Clause 552.238-75 (paragraph 30 solicitation page 45) shall be the U.S. Army – White Sands Missile Range. Since this category of customers may receive discounts from AmaTerra's commercial flat rate fees or other types of concessions, the discount relationship GSA has with the MFC may also be 5.4%.

7. Quantity Discounts: Contact AmaTerra.

8. Prompt Payment Discount Terms: Net 30 days

9. Government Credit Card: Contractor will accept the Government credit card for orders over the micro purchase threshold.



10. Foreign Items: None.

11a. Time of Delivery: To be negotiated with ordering agency on each task order.

11b-d. Expedited Delivery: Contact AmaTerra.

12. FOB Point(s): Destination

13. Ordering Address(es): Same as Contractor

14. Payment Address(es): Same as Contractor

15. Warranty Provisions: Contractor's standard commercial warranty.

16. Export Packaging Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance: Contact Contractor

18. Terms and Conditions of Rental, Maintenance, and Repair: N/A

19. Terms and Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts, etc.: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24. Special Attributes: N/A



25. Data Universal Numbering System (DUNS) Number: 07-832-6947

26. Notification Regarding Registration in Central Contractor Registration (CCR) database: Yes

## Labor Category Descriptions

### I. Principal

Minimum Description/Job Duties: Any Shareholder/Officer actively involved in day-to-day operations of the firm. Duties include establishing the strategic plan, goals, and objectives; developing policies; reviewing corporate guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Approves all hires and fires. Develops and implements marketing strategies. Reviews and approves management, productivity, and financial reports and studies. Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance. Reviews budgets and provides final approval. Provides periodic Quality Assurance/Quality Compliance (QA/QC) reviews of project deliverables. Has authority to enter into contracts and to commit corporate resources (personnel and financial) to same.

Minimum Education: BS/BA in any science, engineering, business, or related field.

Minimum Experience: 25 years of senior-level management experience in the environmental consulting industry.

### II. Program Director

Minimum Description/Job Duties: Performs highly advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning over a given program (i.e., Natural Resources, Cultural Resources, Historical Resources, etc.). Work involves coordinating with the Principals to develop goals and objectives consistent with the firm's strategic plan. Develops and implements techniques for evaluating program activities. Identifies the need to revise program area(s). Develops proposals, cost estimates, and oversees program projects and personnel. Interviews potential staff and coordinates with Principals on staffing needs/reductions, as well as program infrastructure/support needs. Plans, assigns, and supervises the work of others. Works





under minimal supervision, with extensive latitude for the use of initiative and independent judgment. May serve as QA/QC Officer on specific projects.

Minimum Education: Graduation from an accredited four-year college or university with a BA/BS degree in major course work in a field relevant to assignment.

Minimum Experience: 20 years of experience in the related field. A PhD may be substituted for 5 years experience or an MS/MA may be substituted for 3 years of experience. Experience should include the management and direction of a program or significant projects relevant to assignment. Knowledge of local, state, and federal laws and regulations relevant to program.

Registration, Certification, or Licensure: May be required to be registered, certified, or licensed in a specialty area.

### **III. Project Manager**

Minimum Description/Job Duties: Performs advanced (senior-level) project management work. Reviews and recommends proposals and bids to management. Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections. Also coordinates the planning and initiation of projects at various levels of completion, monitoring the budget, progress, and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. May plan, assign, and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Must exhibit ability to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others. Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications. Identifies potential project risks and difficulties, and designs strategies to mitigate or avoid them. Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Minimum Education: Graduation from an accredited four-year college or university with a BA/BS degree in major course work in a field relevant to assignment.

Minimum Experience: 10 years of experience in the related field. A PhD may be substituted for 5 years experience or an MS/MA may be substituted for 3 years of experience. Experience should include the management and direction of a program or significant projects relevant to assignment. Knowledge of local, state, and federal laws and regulations relevant to program.



Registration, Certification, or Licensure: May be required to be registered, certified, or licensed in a specialty area.

#### **IV. Environmental Specialist IV**

Minimum Description/Job Duties: Performs advanced and/or supervisory (senior-level) natural resources work. Work involves overseeing natural resources operations; conducting natural resources surveys, investigative research, studies, and inspections; conducting field or laboratory tests; and analyzing and evaluating results with regard to the impact on natural resources. Evaluates statistical and natural resources data, interprets the results, and prepares technical reports of findings. Prepares documents such as: environmental assessments, categorical exclusions, environmental information documents, threatened and endangered species surveys, biological assessments, etc.; negotiates mitigation methods and permit conditions with regulatory agencies; performs environmental monitoring to ensure that the client is in compliance with permit conditions. May plan, assign, and/or supervise the work of others. Ability to train/supervise the work of others, to communicate effectively, to interpret laws and regulations, to apply scientific principles, and to detect and evaluate potential impacts to natural resources. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Minimum Education: Graduation from an accredited four-year college or university with major course work in natural science or a related field.

Minimum Experience: 15 years experience in environmental quality, natural resources, botany, agronomy, or biological work. Knowledge of local, state, and federal laws and regulations relevant to projects, as well as appropriate sampling/investigative and reporting procedures, particularly the provisions of the National Environmental Policy Act (NEPA), and the associated environmental review processes and documents; techniques used to assess and evaluate environmental impact on wildlife, plant life, and other natural resources; field and technical research practices; data compilation techniques and reporting practices; methods used to minimize and/or mitigate the environmental impact of engineering projects; English grammar, usage, and syntax.

## **V. Environmental Specialist III**

Minimum Description/Job Duties: Performs advanced, and/or supervisory (senior-level) environmental work. Work involves inspecting, surveying, or investigating to ensure compliance with environmental laws, and evaluating for environmental impact, including public health and safety. Evaluates environmental impact of potential project activities in one or more areas: noise pollution, air and/or water quality; wetlands, hazardous materials, socioeconomics, biological resources, geological areas, and/or other general ecological/environmental resources. Oversees, reviews, analyzes, coordinates, or conducts inspections, field surveys, assessments, or investigations to ensure compliance with applicable state and federal environmental or public health laws, rules, regulations, and policies and procedures. Prepares documents such as: environmental assessments, categorical exclusions, environmental information documents, threatened and endangered species survey, biological assessments, etc.; negotiates mitigation methods and permit conditions with regulatory agencies; performs environmental monitoring to ensure that the client is in compliance with permit conditions. Ability to train/supervise the work of others, to communicate effectively, to interpret laws and regulations, to apply scientific principles, and to detect and evaluate environmental and public health hazards. May assign and/or supervise the work of others. Works under minimal direction with considerable latitude for the use of initiative and independent judgment.

Minimum Education: Graduation from an accredited four-year college or university with major course work in environmental or natural sciences, history, geology, environmental engineering, or a related field.

Minimum Experience: 10 years experience in environmental or natural sciences, history, geology, environmental engineering, or a related field. Knowledge of local, state, and federal laws and regulations relevant to projects, as well as appropriate sampling/investigative and reporting procedures, particularly the provisions of the National Environmental Policy Act (NEPA), and the associated environmental review processes and documents; techniques used to assess and evaluate environmental impact on wildlife, plant life, and other natural resources; field and technical research practices; data compilation techniques and reporting practices; methods used to minimize and/or mitigate the environmental impact of engineering projects; English grammar, usage, and syntax.

## **VI. Environmental Specialist II**

Minimum Description/Job Duties: Performs routine (journey-level) natural resources work. Work involves conducting natural resources surveys, investigative research, studies, and inspections; conducting field and/or laboratory tests; and analyzing and

evaluating results with regard to the impact on natural resources. Prepares technical papers, permits, publications, and reports. Provides technical assistance related to natural resources work being performed. May train others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Minimum Education: Graduation from an accredited four-year college or university with major course work in natural science.

Minimum Experience: 5 years experience in environmental or natural sciences, history, geology, environmental engineering, or a related field. Knowledge of local, state, and federal laws and regulations relevant to projects, as well as appropriate sampling/investigative and reporting procedures.

## **VII. Environmental Specialist I**

Minimum Description/Job Duties: Performs routine (journey-level) ecological/environmental work. Work involves inspecting, surveying, or investigating to ensure compliance with environmental laws, and evaluating for environmental impact, including public health and safety. Evaluates environmental impact of proposed project activities in one or more areas: noise pollution, air and/or water quality; wetlands, hazardous materials, socioeconomics, biological resources, geological areas, and/or other general ecological/environmental resources. May train others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Minimum Education: Graduation from an accredited four-year college or university with major course work in natural science.

Minimum Experience: Entry level. Knowledge of local, state, and federal laws and regulations relevant to projects, as well as appropriate sampling/investigative and reporting procedures.

## **VIII. Environmental Engineer**

Minimum Description/Job Duties: This labor class is at the Senior-level and is assigned more complex or controversial projects and work, under less supervision while providing a higher level of professional expertise. Under direction of Project/Program Manager or Principal, performs and supervises the review and analysis of environmental impacts of engineering/hazardous materials/waste projects, depending on specialty. May evaluate analysis of and/or run predictive environmental models.

Minimum Education: Possession of a bachelor's degree in engineering or environmental studies, environmental law, planning, geography, life sciences, or a closely related field.



Minimum Experience: Five years of professional experience in land-use planning or environmental review.

Registration, Certification, or Licensure: May be required to be registered, certified, or licensed in a specialty area.

## **IX. Land Use Planner**

Minimum Description/Job Duties: Performs professional planning activities primarily in – but not limited to - local and regional land use planning. Collects, analyzes, interprets and reports land use, economic, demographic, and other related information; and draws conclusions and formulate recommendations. Drafts planning documents. Provides staff support to groups addressing land use and related issues and facilitates effective discussions and decision-making processes.

Minimum Education: Bachelor's degree in planning, public or business administration, economics or field related to job duties.

Minimum Experience: Three years related experience and considerable knowledge of land use planning principles, practices, issues and regulations.

## **X. Sr. Archeologist/Principal Investigator**

Minimum Description/Job Duties: This specialization requires complete responsibility to plan, implement and report archeological research including field investigations, laboratory analyses and synthesis of data. Develops research designs and permit applications. Directs archeological research projects including surface inventories, test excavations, and block excavations. Ensures adequacy and accuracy of collected data. Documents new and previously known archeological sites. Uses GPS and total station technology to document locations of cultural resources. Completes site records, draws sketch maps, photographs cultural resources. Conducts and supervises recordation and/or collection of artifact assemblages. Collects samples for scientific assay. Authors reports and portions of reports. Integrates report elements created by others into draft report. Synthesizes archeological, historical, geomorphological, and geophysical data. Evaluates research potential of cultural resources and makes recommendations of eligibility for federal and state registers. Ensures regulatory compliance of investigations and resulting reports.

Minimum Education: The minimum requirements for this specialization are an advanced degree (master's or doctorate) in archeology, anthropology or a closely related discipline.

Minimum Experience: Ten years of previous archeological experience and the demonstrated ability to carry archeological projects through to completion. Also a working knowledge of federal and state laws, regulations and guidelines pertaining to cultural resources.

Registration, Certification, or Licensure: Certification by Registry of Professional Archeologists (RPA) and/or compliance with minimum professional qualifications established by the Secretary of the Interior.

## **XI. Project Archeologist**

Minimum Description/Job Duties: This specialization involves conducting new archeological research including field investigations, laboratory analyses, and synthesis of data under the indirect guidance of a Principal Investigator. Assists Principal Investigator in developing research designs and permit applications. Directs archeological research projects including surface inventories, test excavations, and block excavations under parameters of research design. Ensures adequacy and accuracy of collected data. Documents new and previously known archeological sites. Uses GPS and total station technology to document locations of cultural resources. Completes site records, draws sketch maps, photographs cultural resources. Conducts and supervises recordation and/or collection of artifact assemblages. Collects samples for scientific assay. Authors reports and portions of reports. Integrates report elements created by others into draft report. Synthesizes archeological, historical, geomorphological, and geophysical data. Evaluates research potential of cultural resources and makes recommendations of eligibility for federal and state registers.

Minimum Education: The minimum requirements for this specialization are a bachelor's degree in archeology, anthropology or a closely related discipline.

Minimum Experience: Five years of previous supervisory experience and the demonstrated ability to conduct archeological research including the writing of reports, and a working knowledge of federal and state laws, regulations and guidelines pertaining to cultural resources.

## **XII. (Archeological) Field Director**

Minimum Description/Job Duties: Leads and directs archeological field investigations including inventories and excavations under the indirect guidance of a Project Archeologist and/or Principal Investigator. Directs one or more archeological field crews in conducting archeological surface inventories and excavations under parameters of a research design. Ensures adequacy and accuracy of collected data. Documents new and previously known archeological sites. Uses GPS and total station technology to document locations of cultural resources. Completes site records, draws sketch maps,

photographs cultural resources. Conducts and supervises recordation and/or collection of artifact assemblages. Collects samples for scientific assay. Authors reports and portions of reports.

Minimum Education: Must have a bachelor's degree in archeology, anthropology or a closely related discipline.

Minimum Experience: Five years of previous field experience including at least two years of supervisory experience. Knowledge of local, state, and federal laws and regulations relevant to cultural resources.

### **XIII. (Archeological) Crew Chief**

Minimum Description/Job Duties: Performs archeological field investigations, including inventories and excavations, under the indirect supervision of a Field Director. Directs one or more Archeological Field Technicians in conducting archeological surface inventories and excavations under parameters of a research design. Documents new and previously known archeological sites. Uses GPS technology to document locations of cultural resources. Completes site records, draws sketch maps, photographs cultural resources. Conducts and supervises recordation and/or collection of artifact assemblages. Collects samples for scientific assay. Authors reports and portions of reports.

Minimum Education: A bachelor's degree in archeology, anthropology or a closely related discipline.

Minimum Experience: Two years of previous field experience.

### **XIV. Historical Architect**

Minimum Description/Job Duties: Performs architectural work to ensure compliance with Secretary of the Interior's Standards for Historic Preservation projects (Volume 48 of the Federal Register, 44716). The Historical Architect functions as a member of Cultural Resources Program to provide historic architectural design and design process consulting services, as well as conducting and assisting with cultural resource investigations, surveys, and Section 106 compliance review projects. Works with other staff members to serve a wide variety of clients and has the primary team responsibility to guide clients and projects in the proper application of historic methods, materials and principles for a variety of construction and planning projects while providing general preservation design support to the Cultural Resources Program. Requires coordination with external cultural and environmental clients and interface with state and federal agencies that regulate cultural resources. In addition to the Historic Architect duties, the position is responsible for project management, proposal and scope development, and preparation of reports and presentations.

Minimum Education: A professional degree in architecture.

Minimum Experience: Two years of full-time experience managing historic preservation projects. One year of graduate study in historic preservation, American architectural history, preservation planning, or closely related field may substitute for one year of experience.

Registration, Certification, or Licensure: Must have a current state license to practice architecture.

## **XV. Historian**

Minimum Description/Job Duties: Performs surveys, research and documentation efforts carried out in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (Volume 48 of the federal Register, 44716) in compliance with Section 106 (Title 16, United States Code §470f) of the National Historic Preservation Act of 1966, as amended, and other state and federal historic preservation related laws and regulations. Associated activities include: delineation of the area of potential effects for projects with the potential to affect historic properties; field surveys and photographic and written documentation on historic properties located within a project's area of potential effects; development of historic contexts that provide an organizational and thematic format for evaluating historic properties; determination of National Register eligibility for identified historic properties; preparation of historic documentation on affected properties in accordance with the documentation requirements of the Historic American Buildings Survey and the Historic American Engineering Record; evaluation of the effect of projects on significant properties; and the development of management and preservation plans for historic properties.

Minimum Education: The minimum requirements for this specialization are a Master's degree in United States history, American Studies, Architectural History, or a closely related field.

Minimum Experience: Two years of direct experience performing surveys, research or documentation of historic buildings, structures, and objects. Knowledge of local, state, and federal laws and regulations relevant to historical resources.

## **XVI. Architectural Historian**

Minimum Description/Job Duties: Performs surveys, research, and documentation efforts carried out in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (Volume 48 of the federal Register,



44716) in compliance with Section 106 (Title 16, United States Code §470f) of the National Historic Preservation Act of 1966, as amended, and other state and federal historic preservation related laws and regulations. Associated activities include: delineation of the area of potential effects for projects with the potential to affect historic properties; field surveys and photographic and written documentation on historic properties located within a project's area of potential effects; development of historic contexts that provide an organizational and thematic format for evaluating historic properties; determination of National Register eligibility for identified historic properties; preparation of historic documentation on affected properties in accordance with the documentation requirements of the Historic American Buildings Survey and the Historic American Engineering Record; evaluation of the effect of projects on significant properties; and the development of management and preservation plans for historic properties.

Minimum Education: Requires a master's degree in architectural history, historic preservation or a closely related field, with course work in American architectural history.

Minimum Experience: Two years of direct experience performing surveys, research or documentation of historic buildings, structures, and objects. Knowledge of local, state, and federal laws and regulations relevant to historical resources.

## **XVII. Preservation Planner**

Minimum Description/Job Duties: This specialization involves working with government agencies, private entities, and the general public to ensure that historic preservation is included in their decision-making processes and that the historic resources are maintained and preserved in a manner consistent with approved federal historic preservation guidelines.

Minimum Education: Must have a master's degree in urban/regional planning or closely related field, with course work in American architectural history.

Minimum Experience: Two years direct experience in preservation planning. Knowledge of local, state, and federal laws and regulations relevant to historical resources.

## **XVIII. (Archeological) Laboratory Supervisor**

Minimum Description/Job Duties: Performs archeological laboratory investigations and preparation of archeological materials for curation under the indirect supervision of a Project Archeologist and/or Principal Investigator. Directs one or more Archeological Lab Technicians. Examines, records, photographs, draws and prepares artifact

assemblages for curation. Prepares samples for assay. Maintains inventory of samples and artifacts.

Minimum Education: Requires a bachelor's degree in archeology, anthropology or a closely related discipline.

Minimum Experience: Two years of previous laboratory experience and three months of field experience. Working knowledge of laws and regulations relevant to curation of cultural resources.

### **XIX. (Archeological) Laboratory Technician**

Minimum Description/Job Duties: Performs archeological laboratory investigations and preparation of archeological materials for curation under the direct supervision of a Laboratory Supervisor and/or Project Archeologist. Examines, records, photographs, draws and prepares artifact assemblages for curation. Prepares samples for assay. Maintains inventory of samples and artifacts.

Minimum Education: The minimum requirements for this specialization are a bachelor's degree in archeology, anthropology or a closely related discipline.

Minimum Experience: Entry level position. Three months experience in an archeological laboratory preferred.

### **XX. Editor**

Minimum Description/Job Duties: Reviews documents and reports prepared by staff for non-technical correctness, including format, spelling, grammar, sentence structure, references and table of contents, and general readability/flow.

Minimum Education: A bachelor's degree in English, or in science, anthropology, or a related field.

Minimum Experience: Two years experience in performing reviews of scientific and technical reports/documents.

### **XXI. Illustrator**

Minimum Description/Job Duties: Prepares drawings by hand or through the use of computer aided or generated graphics of project features, sites, or materials (i.e., cultural resources artifacts) for reproduction/presentation in formal documents.

Minimum Education: Prefer degree in art or associated field, but artistic talent is more important than degree. Skilled at realistic depiction of objects via illustration/drawing/painting.

Minimum Experience: Two years experience in performing illustration/drawing/painting.

## **XXII. GIS Specialist**

Minimum Description/Job Duties: This specialization involves using geographical information systems (GIS) to analyze and produce graphical representations of project sites, features, archeological data, or other project-related information under the indirect guidance of senior project staff.

Minimum Education: The minimum requirements for this specialization are a bachelor's degree in geography, environmental science, or a closely related discipline.

Minimum Experience: Two years previous experience or educational specialization in GIS applications, and working knowledge of relevant computer systems.

## **XXIII. (Archeological) Field Technician**

Minimum Description/Job Duties: This specialization involves performing archeological field investigations including inventories and excavations under direct supervision of a crew chief or field director.

Minimum Education: The minimum requirements for this specialization are a bachelor's degree in archeology, anthropology, or a closely related discipline.

Minimum Experience: Completion of a field school in archeological methods or three months of related field experience.

## **XXIV. Administrative**

Minimum Description/Job Duties: Serves as Office Manager reporting directly to the firm's Principals. Performs advanced (senior-level) administrative support or technical program assistance work, as well as routine office duties. Coordinates with the Principals on billings and accounts receivable/payables. Performs various inventory control and purchasing. Compiles timesheet and expense data to prepare draft invoices for Project Manager's/Principal's review and approval. Develops, coordinates, and maintains record keeping and filing systems. Serves as HR representative in that this position responds to staff inquiries regarding administrative regulations, policies, procedures, and insurance matters. Handles paperwork for new hires. Prepares payroll for Principal's review/approval/signatures. Opens and distributes incoming mail and prepares mail-outs.



Performs daily backup of company's server. May research administrative issues for Principals. Coordinates financial reviews with outside auditors. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Minimum Education: Graduation from an accredited four-year college or university with major course work in a field related to job requirements.

Minimum Experience: Five years experience in high-level administrative support work, accounting/bookkeeping, and/or document production. Knowledge of office practices and administrative procedures. Skill in the use of standard office equipment and software. Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, to train others, and to supervise the work of others.

## **XXV. Clerical**

Minimum Description/Job Duties: Typically a part-time position that performs routine clerical work in areas such as receptionist, filing, document production/reproduction, data entry and retrieval, light office administrative support, and other duties as assigned. Works under significant supervision with limited latitude for the use of initiative and independent judgment.

Minimum Education: High school diploma.

Minimum Experience: One year of experience in general office tasks and skill in using a personal computer and office equipment.

Registration, Certification, or Licensure: May require a valid driver's license.



**Service Contract Act (SCA) Matrix for  
AmaTerra Environmental, Inc. (AmaTerra)  
GSA Contract #: GS-10F-032N**

Labor Category	SCA Code - Title	Wage Determination Number, Rev #, Date of Last Revision
Field Director	30023 Archeological Technician III	05-2503, Rev. #9, 06/06/2010
Crew Chief	30023 Archeological Technician II	05-2503, Rev. #9, 06/06/2010
Laboratory Supervisor	30023 Archeological Technician II	05-2503, Rev. #9, 06/06/2010
Laboratory Technician	30023 Archeological Technician I	05-2503, Rev. #9, 06/06/2010
Editor	01613 Word Processor III	05-2503, Rev. #9, 06/06/2010
Illustrator	15080 - Graphic Artist	05-2503, Rev. #9, 06/06/2010
GIS Specialist	30030 Cartographic Technician	05-2503, Rev. #9, 06/06/2010
Field Technician	30021 Archeological Technician I	05-2503, Rev. #9, 06/06/2010
Administrative	01020 - Administrative Assistant	05-2503, Rev. #9, 06/06/2010
Clerical	01113 General Clerk III	05-2503, Rev. #9, 06/06/2010

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



**AMATERRA ENVIRONMENTAL, INC. (AmaTerra)**

**GSA Rates**

**Contract GS--10F-0326N**

<b>GSA Labor Category</b>	<b>GSA Rate (includes IFF Adjustment) (price x 0.9975)</b>
Principal	\$ 129.00
Program Director	\$ 106.11
Project Manager	\$ 96.76
Environmental Specialist IV	\$ 89.44
Environmental Specialist III	\$ 80.11
Environmental Specialist II	\$ 65.55
Staff Ecologist	\$ 54.62
Environmental Engineer	\$ 105.08
Land Use Planner	\$ 55.14
Sr. Archeologist/Principal Investigator	\$ 85.31
Project Archeologist	\$ 61.49
Field Director	\$ 55.14
Crew Chief (Cultural Resources)	\$ 46.82
Historical Architect	\$ 74.90
Historian	\$ 52.02
Architectural Historian	\$ 55.14
Preservation Planner	\$ 52.02
Laboratory Supervisor	\$ 46.82
Laboratory Technician	\$ 37.46
Editor	\$ 44.74
Illustrator	\$ 39.54
GIS Specialist	\$ 50.97
Field Technician	\$ 38.49
Administrative	\$ 41.61
Clerical	\$ 30.17