



GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE

Authorized Federal Supply schedule FSS Price List Federal Supply Group: Professional Services Multiple Award Schedule (MAS)

CONTRACT INFORMATION

Contract No. 47QRAA22D00EH
September 8, 2022 – September 7, 2027

CONTACT INFORMATION

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Aspen Environmental Group
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Agoura Hills, CA 91301
Business Size: Small Business

For more information on ordering
go to the following website: <https://www.gsa.gov/schedules>

Price list current as of Modification #PA-0005 effective March 10, 2023

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov.

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Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541620	541620RC	Environmental Consulting Service
541370GIS	541370GISRC	Geographic Information System (GIS) Services
OLM	OLMRC/OLMSTLOC	Order-Level Materials (OLM's)

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. **See Page 13**

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. **See Page 13 thru 27**

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

3. Minimum order: **\$1,000**

4. Geographic coverage (delivery area). **Domestic and Overseas**

5. Point(s) of production (city, county, and State or foreign country). **5020 Chesebro Road Suite 200, Agoura Hills, CA 91301**

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

7. Quantity discounts. **None**

8. Prompt payment terms. **Net 30 days.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

10a. Time of delivery. (Contractor insert number of days.) **To Be Determined at the Task Order level**

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

11. F.O.B. point(s). **Destination**

12a. Ordering address(es).

Aspen Environmental Group

- 5020 Chesebro Road Suite 200,
Agoura Hills, CA 91301 (Headquarters)

- 235 Montgomery Street, Suite 640
San Francisco, CA 94104

- 8801 Folsom Blvd., Suite 275
Sacramento, CA 95826

- 615 N. Benson Ave., Suite E
Upland, CA 91786

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). **Aspen Environmental Group,
5020 Chesebro Road, Suite 200
Agoura Hills, CA 91301**

14. Warranty provision. **Standard Commercial Warranty Terms & Conditions**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

18b. Terms and conditions for any other services (if applicable). **Not Applicable**

19. List of service and distribution points (if applicable). **Not Applicable**

20. List of participating dealers (if applicable). **Not Applicable**

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at:
<https://www.Section508.gov/>.

Not Applicable

23. Unique Entity Identifier (UEI) number. **V5ZLCTAWJM28**

24. Notification regarding registration in System for Award Management (SAM) database. **Contractor registered and active in SAM.**

1. About Aspen Environmental Group

Aspen is an expert environmental services firm focused on the provision of services to clients responsible for building, maintaining, or regulating infrastructure and public works projects. Since the company's inception in 1991, Aspen's multidisciplinary staff has provided environmental compliance, impact assessment, planning, and mitigation services for a wide variety of federal, state, and local clients. Aspen has effectively managed many large, complex, and high-profile projects involving large teams of subconsultants on behalf of public clients.



Aspen's focus on specific types of projects provides us with the knowledge, insight, and understanding needed to efficiently prepare environmental analyses that meet project needs, disclose important information to the public, and fully conform to all applicable federal, state, and local requirements.

Aspen has provided environmental compliance services for a wide variety of infrastructure, public works, and industrial projects across the western US, including water, energy, flood control, and telecommunications infrastructure, as well as many types of public facilities. Aspen has extensive experience managing large-scale IDIQ and on-call contracts with such clients as U.S. Army Corps of Engineers, Bureau of Land Management, Western Area Power Administration, and U.S. Fish and Wildlife. One of Aspen's primary services is compliance with the requirements of the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). In addition, Aspen provides expertise needed for successful compliance with the Clean Water Act, Clean Air Act, Endangered Species Act, and other federal and state environmental laws.

Aspen is known for the quality of our work products and has developed an effective Quality Assurance Program. High standards have been a foundation of Aspen's ongoing commitment to providing quality products and services to our clients. As such, Aspen routinely performs quality audits, performance monitoring, and reviews of project deliverables. Aspen's Quality Assurance Program has been integral to our developing and producing high-quality work products for agency and private clients and has been tested and refined over several years through our work on numerous on-call projects, and with hundreds of other documents for federal, State and local government agencies.

SIN 541620 Environmental Consulting Services

Aspen regularly serves in the role of prime contractor to federal, state, and local agencies for CEQA and NEPA projects and routinely manages a team of specialists for the purpose of conducting detailed and comprehensive environmental impact analyses.

Aspen's project management and CEQA/NEPA experience is complemented by the expertise and experience of our staff members in collecting data and performing analyses for environmental impact assessment documents and supporting environmental documentation, including specialized services such as biological resources, cultural resources, geographical information systems (GIS) mapping, public participation (noticing, advertising, scoping meetings, public meetings, hearings, etc.), and permit documentation for compliance with the entire range of state and federal environmental regulations. In addition, Aspen prepares Mitigation Plans and has a team of mitigation monitors to ensure adherence to all mitigation requirements during construction.

Aspen specializes in the preparation of environmental impact report (EIR) and environmental impact statement (EIS) documents and has a highly successful track record in producing technically sound and legally defensible environmental analysis documents. We provide all notices, documentation, and services needed for CEQA and NEPA compliance, as necessary. Aspen also provides comprehensive services related to regulatory permit acquisition, including expertise in the efforts necessary for project-specific approvals, including providing compliance monitoring required during pre-construction, construction, and post-construction phases.

We have extensive experience in the management and preparation of the entire range of CEQA and NEPA compliance documents and activities, including Initial Studies (ISs), Negative Declarations (NDs), Mitigated NDs (MNDs), EIRs, and public notices and meetings for CEQA, and Environmental Assessments (EAs), Findings of No Significant Impact (FONSIs), EISs, Records of Decision (RODs), scoping meetings, public hearings, and Federal Register notices for NEPA. We have successfully prepared all of these types of documents and conducted these activities for many different agencies. The bulk of our experience has come under task-order contracts, so we have developed efficient procedures for managing these contracts.

An understanding of environmental legislation is critical to effectively manage most environmental assessment projects, because most agency projects trigger necessary responses or actions to a wide range of other legislation. Aspen has substantial knowledge regarding the requirements of the following state and federal regulations related to natural resources as a result of our past work with various public agencies:

- ◆ Coastal Zone Management Act, Federal Coastal Consistency Determination, California Coastal Act
- ◆ Section 10 of the River and Harbor Act (USACE)
- ◆ California Fish and Game Code (Sections 1600-1607) Lake and Streambed Alteration Agreements
- ◆ Federal Clean Water Act (CWA), Section 404 Permits (Nationwide, Regional General, Standard Individual), including preparation of Formal Wetland Delineation Reports, which involve Minimum Standard Guidelines
- ◆ Section 401 Water Quality Certification from the applicable Regional Water Quality Control Board (RWQCB)

- ◆ Section 402 National Pollutant Discharge Elimination System (NDPES) permits from the State Water Resources Control Board, through the local RWQCB
- ◆ Federal Endangered Species Act (ESA), Section 7 Consultation and Section 10 Habitat Conservation Plans (HCPs) and Incidental Take Permits, including the preparation of Biological Assessments and HCPs
- ◆ Farmland Protection Policy Act
- ◆ Executive Order 11988: Floodplain Management
- ◆ California Public Resources Code
- ◆ Clean Air Act (CAA), General Conformity Analysis
- ◆ California ESA, Section 2081 Permit and other sections (2050 to 2089) of the Fish and Game Code that protect rare and endangered plants and animals, including preparation of Biological Evaluations and Mitigation Monitoring Plans
- ◆ Magnuson-Stevens Fishery Conservation and Management Act
- ◆ Senate Bill 610, requiring Water Supply Assessments for industrial and other large projects
- ◆ Section 106 of the National Historic Preservation Act
- ◆ Numerous mitigation monitoring projects entailing compliance with all permitting and mitigation requirements

CEQA

Aspen’s expertise and extensive experience has been gained over many years and is detailed below with respect to CEQA compliance functions, types of projects, our range of clients, and key issue areas:

- ◆ Categorical Exemption documentation; ISs, NDs, MNDs, and Draft and Final EIRs;
- ◆ Preparation and distribution of required notices, including Notices of Preparation, Notices of Completion, and Notices of Determination;
- ◆ Project descriptions and formulation of feasible alternatives;
- ◆ Field studies and research;
- ◆ Engineering evaluation of projects to determine specific impact parameters;
- ◆ Feasibility studies of alternatives and mitigation measures;
- ◆ Mitigation measure development, evaluation, implementation, and mitigation monitoring; and
- ◆ Public participation, including website creation and maintenance, notices for mail and media, public workshops and hearings, stakeholder meetings, fact sheets and brochures, graphic displays, and non-English language materials.

Our projects have included all areas of California, from urban areas with concerns related to air quality, traffic, noise, and environmental justice, to rural and wilderness areas where biological resources, recreation use, and scenic vistas were the primary concerns. In each of our completed projects, we demonstrated our ability to perform the following critical functions:

- ◆ Evaluation and analysis of project alternatives, cumulative impacts, and growth-inducing effects;
- ◆ Comprehensive analyses of all relevant environmental issues;
- ◆ Support to the Lead Agency in CEQA compliance and public participation;
- ◆ Management of technical specialists from within Aspen and from subcontractor teams; and

- ◆ Production of high-quality environmental documents synthesizing and editing information developed by technical specialists;

NEPA

NEPA requires EIS preparation only for “proposals for legislation and other major federal actions significantly affecting the quality of the human environment.” A federal agency must, therefore, evaluate and screen each proposed action to determine whether NEPA applies, and if it does, whether an EIS must be prepared. First, an agency must determine if the proposed action is categorically excluded or otherwise exempt from NEPA. Second, if the action is not excluded, the agency must determine whether the proposed action may “significantly affect the quality of the human environment.” This step involves preparing an EA to determine whether the proposed action would result in any significant environmental effects. Finally, the agency will either (1) file a FONSI if there are no impacts or they have been suitably mitigated, or (2) prepare an EIS.

Aspen staff are experts in all the technical and procedural requirements of NEPA and supporting federal legislation. Aspen has over 30 years of experience managing, preparing, and processing a wide variety of environmental impact assessment documents for many local, state, and federal government entities. The factors that differentiate us from other environmental consulting firms include our extensive recent and relevant NEPA process work and our project management process that is designed and adjusted to very efficiently conduct projects. Aspen’s repertoire of experience, expertise, and resources make us more than capable of handling all technical and procedural requirements necessary for successful compliance with NEPA and supporting federal legislation.

CEQA/NEPA Joint Documents

Since Aspen’s formation over 30 years ago, we have gained a reputation for successful management of large and challenging joint document projects. . A project that is subject to CEQA will also be subject to NEPA when it: (1) is jointly carried out by a federal agency; (2) requires a federal discretionary permit, entitlement, authorization, or federal funding; or (3) occurs on federal land. Federal agencies are encouraged under NEPA to cooperate with State and local agencies when a project is subject to both NEPA and CEQA and to perform an independent review of any prepared CEQA documents when it is preparing its own NEPA document. A joint EIS/EIR or a joint FONSI/Negative Declaration can be produced to satisfy the requirements of both Acts, if the involved lead agencies sign a Memorandum of Understanding to apply whichever requirements are more stringent.

Supporting Environmental Regulations. Aspen has expertise in handling supporting environmental legislation (both federal and state) for NEPA and CEQA. Understanding supporting federal regulations is critical to working with agencies because each proposed project triggers a different set of related environmental requirements, depending on the type and location of the activity being proposed. Each federal agency has an obligation to inquire as to which other environmental requirements may be applicable to an action, and to list, in the EIS, all federal permits, licenses, and other entitlements that are needed.

SIN 541370GIS Geographic Information Systems (GIS) Services

Aspen Environmental Group is a unique and innovative company providing high-end Geospatial products to local, state, and federal agency clients and has extensive field work expertise throughout the Western US. Aspen's Geospatial Sciences Group has advanced technical knowledge, work experience, and qualified staff to accomplish any and all required tasks related to applied spatial intelligence gathering and analysis. Aspen also has substantial experience with Geospatial data related to land use planning, transmission, renewable energy, and watershed projects. Aspen has a wealth of experience working for federal, State, and local government agencies, as well as the private sector, performing successfully on large, on-call contracts.

Many of Aspen's clients, including local government and regulatory agencies and developers of industrial projects, make use of GIS capabilities to enhance the efficiency with which they assess environmental issues and acquire project permits.

GIS increases project understanding, speeds up data collection and analysis, enables comparison and selection of alternatives, and improves presentation effectiveness. Project managers can reduce budget expenditures by using GIS. The industry trend is toward digital spatial knowledge replacing paper documents and lower-technological solutions. Pinpointing exact locations in project analysis, project managers can increase productivity and can better respond to stakeholders' inquiries; regulatory agencies can identify and map sensitive resources; and specialists can utilize geographic data for specific analysis.



Geospatial Services

- ◆ Mapping Cartographic Production
- ◆ Spatial and Imagery Data Analysis
- ◆ Geospatial Data and Project Management
- ◆ Data Quality Assurance/Quality Control
- ◆ Surveys and Data Collection
- ◆ GPS/GNSS Data Collection
- ◆ Spatial Data Modeling
- ◆ Visual and 3D Simulations
- ◆ Asset Management
- ◆ Operation and Maintenance Support
- ◆ GIS-based Sensitive Resource Modeling
- ◆ Biological and Cultural Surveys, Conservation Measures, & Permitting
- ◆ Database Design and Management
- ◆ Client Training

Aspen can design, develop, and implement geospatial database and management systems. Aspen Team members are experienced in the use of the various regional, state, and federal database systems commonly utilized in the environmental assessment process, including biological, archaeological, air quality, and hazardous materials databases. Over the last 15 years, Aspen has established several Project Col-

laboration Sites to organize and share program- and project-related information among our clients and Aspen Team members. These Collaboration Sites have increased coordination, efficiency, and transparency in providing high-quality products within agreed-upon schedules and budgets.

Aspen's technical GIS and GPS expertise can support long-term infrastructure operation and maintenance. Aspen assisted Western's Sierra Nevada Region Natural Resources Department in implementing the Transmission Asset Management System (TAMS) model, to combine regulatory requirements with operation and maintenance needs on a transmission right-of-way. Western's Natural Resources Department now assists the field crews with daily work routines and keeps Western in compliance with land management requirements.

Aspen has extensive spatial database experience with other projects. Aspen was the sole contractor to the CEC to collect all high-kilovolt transmission lines above 115 kV for the entire State of California. Aspen GIS collected some 120,000 individual tower structures and 20,000 miles of transmission corridors utilizing aerial imagery, GPS, and field reconnaissance, training CEC GIS cartographic staff to update and maintain the CEC's Comprehensive GIS Database and completing the project on time and under budget. In addition, Aspen GIS performed an erosion and sedimentation spatially distributed GIS analysis from 2008-2010 for Angeles National Forest in support of the Tehachapi Renewable Transmission Project on all access roads, pull sites, and staging areas to determine accelerated sedimentation impacts of the project. Aspen conducted this same analysis after the Station Fire in the Angeles National Forest to determine changes in sedimentation rates after the fire.

2. Types of Projects

In the last 30 years, Aspen has focused almost exclusively on the infrastructure and public works sector, and a significant part of that work has involved energy facilities and related infrastructure. We have completed projects in a range of diverse environmental settings, including marine, terrestrial, riparian, and urban environments. Examples of our project experience are listed below.

Aspen is a leader in the provision of environmental services for energy projects. Aspen has analyzed thousands of miles of electrical transmission lines, as well as a variety of other energy facilities, including telecommunication lines. In addition, Aspen has also conducted environmental analysis for numerous oil and gas projects.

Aspen is one of the most accomplished companies in the provision of professional environmental consulting services for water resource projects. Water agencies have relied on Aspen to provide expert environmental services for large capital improvement projects as well as for operations and maintenance activities. Aspen has worked on water projects of all types and scales for some of California's largest water agencies, including the Department of Water Resources, Metropolitan Water District of Southern California, and Los Angeles Department of Water and Power. Aspen's water supply experience includes water pipelines, dams, storage reservoirs, treatment facilities, aqueducts, and pumping plants.

Aspen is also accomplished in the provision of environmental consulting services for habitat restoration projects in California and Arizona. Our restoration experience and services extend from initial planning and design to habitat evaluations, biological surveys, hydrologic and hydraulic modeling, cost and incremental benefit analysis, and alternatives analysis.

In addition, Aspen has been assisting public agencies and private organizations in assessing wildfire hazards and implementing wildfire mitigation strategies to reduce the impact of these tragic events. Some of these strategies include developing wildfire mitigation plans, removing hazard trees, thinning and clearing of vegetated areas for fire breaks, creating fuel modification zones, and expanding and clearing utility line rights-of-ways to reduce fires caused by line strikes. Aspen has also supported rebuild and recovery efforts in areas devastated by wildfire by assisting with permitting and construction monitoring on an expedited schedule and in close coordination with the Federal Emergency Management Agency (FEMA). Many agencies and construction companies are now required to develop Fire Plans for construction activities and to maintain firefighting equipment during project construction. As part of these important strategies, Aspen is supporting our public and private clients with a variety of wildfire services.

Transmission and Telecommunication

Below are some examples of Aspen's experience related to electrical transmission and telecommunication systems.

- ◆ **West of Devers Upgrade Project.** EIR/EIS for the removal and replacement of approximately 48 miles of existing 220-kV transmission lines with new double-circuit, 220-kV transmission lines, between the existing Devers Substation (near Palm Springs), Vista Substation (in Grand Terrace), and San Bernardino Substation.
- ◆ **Coolwater-Lugo Transmission Project.** Draft EIR/EIS for a 64-mile, 500-kV and 220-kV transmission line and substation in the upper Mojave Desert.
- ◆ **San Luis Transmission Project.** EIS/EIR and conducting biological and cultural surveys for this 62-mile transmission line in Central CA.
- ◆ **Sunrise Powerlink.** EIR/EIS for a new high-voltage transmission line to provide capacity to interconnect renewable energy projects in Imperial and San Diego Counties.
- ◆ **Tehachapi Renewable Transmission Project.** EIR/EIS for this major project to provide transmission capacity for wind energy projects in CA's upper Mojave Desert.
- ◆ **Devers-Palo Verde No. 2 Transmission Project.** EIR/EIS for a 230-mile, high-voltage transmission line traversing the Mojave Desert from AZ to CA's Coachella Valley.
- ◆ **Antelope Transmission Project.** EIR for a series of high-voltage transmission lines to provide capacity interconnect wind energy projects in CA's Antelope Valley.
- ◆ **Antelope-Pardee Transmission Project.** EIR/EIS for a high-voltage transmission line to provide capacity to interconnect wind energy projects in CA's Antelope Valley.
- ◆ **North Area Right-of-Way Maintenance Project.** Prepared O&M plans and procedures and an EA for Western, Sierra Nevada Region.
- ◆ **Sacramento Area Voltage Support.** EIS/EIR for a new double-circuit 230-kV circuit and reconstruction of a double-circuit 230kV/115-kV transmission line into a double-circuit 230-kV line.
- ◆ **Jefferson-Martin 230-kV Transmission Project.** EIR for a 27-mile 230-kV transmission line from San Mateo County to the City of Brisbane, CA.



Renewable Energy

Aspen has experience providing environmental services for the complete range of renewable energy facilities, including solar photovoltaic, solar thermal, wind, biomass, and geothermal energy projects. Below are some examples of Aspen's experience related to wind energy.

- ◆ **Ocotillo Wind Energy Facility.** EIS/EIR for the BLM and County of Imperial for a 465-megawatt (MW) wind facility on a 12,500-acre site near Ocotillo, CA.
- ◆ **Alta East Wind Project.** EIS/EIR for a 318-MW wind facility on a 2,592-acre site in Kern County, CA.
- ◆ **Mesa Wind Re-power Project.** EA and technical reports for a 30-MW repower project on BLM land in the San Geronio Pass Wind Resource Area.
- ◆ **Alta-Oak Creek Mojave Wind Project.** EIR for a 710-MW wind facility on a 9,120-acre site in Kern County, CA.
- ◆ **Alta Infill II Wind Energy Project.** EIR for a 530-MW wind facility on a 5,185-acre site in Kern County, CA.
- ◆ **Morgan Hills Wind Energy Project.** EIR for a 230-MW wind energy facility on a 3,808-acre site in Kern County, CA.
- ◆ **Pacific Wind Energy Project.** EIR for a 151-MW wind energy facility on an 8,300-acre site in Kern County, CA.
- ◆ **North Sky River Wind Energy Project & Jawbone Wind Energy Project.** Prepared an EIR for two adjacent wind energy projects capable of generating 339 MW of energy on a combined 13,535-acre site in Kern County, CA.
- ◆ **Lompoc Wind Energy Project.** Final EIR for a 97.5-MW wind energy facility and associated 9-mile 115-kV power line in Santa Barbara County, CA.
- ◆ **Pine Tree Wind Development Project.** Air quality analysis to determine the impacts associated with changes to this LADWP wind energy project in Kern County, CA.
- ◆ **Tehachapi Wind Resource Area.** Programmatic analysis for the development of wind energy in the Tehachapi Wind Resource Area in Kern County, CA, based on the potential development of 4,500 MW of wind generation.



Below are some examples of Aspen's experience related to solar energy.

- ◆ **Del Sur Solar Project.** EIR for the 100 MW photovoltaic facility on 725 acres and associated 2 to 4-mile generation tie-line.

- ◆ **Desert Harvest Solar Project.** EIS (prepared to a standard that complies with all requirements of the CEQA), as well as supporting technical analyses.
- ◆ **Panoche Valley Solar Farm Project.** EIR and supporting technical analyses for San Benito County.
- ◆ **Topaz Solar Farm.** EIR for a 550-MW photovoltaic solar power plant in Carrizo Plain, an unincorporated portion of eastern San Luis Obispo County.
- ◆ **California Valley Solar Ranch.** EIR for a 250-MW solar photovoltaic power plant on approximately 4,000 acres of rangeland in the Carrizo Plain.
- ◆ **City of Palmdale Hybrid Power Plant.** Assisted the CEC with the Staff Assessment.
- ◆ **Abengoa Mojave Solar Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Beacon Solar Energy Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Ivanpah Solar Electric Generation System Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Blythe Solar Power Project.** Assisted the CEC with the Staff Assessment for the Blythe Energy Project Transmission Line Modifications. Conducted an alternative assessment, looking at different locations and technologies of the transmission line modifications.
- ◆ **Palen Solar Power Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Genesis Solar Energy Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Desert Sunlight Project.** Desert Sunlight is a photovoltaic solar farm in the Chuckwalla Valley in eastern Riverside County located on land managed by the BLM. Aspen provided peer review of the EIS prepared by BLM's consultant.
- ◆ **Ridgecrest Solar Power Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Carrizo Energy Solar Farm (CESF).** Supported the CEC during preparation of its Staff Assessment, for the proposed CESF in San Luis Obispo County. The CESF project was canceled and the project site was acquired by First Solar for the Topaz Solar Farm Project.
- ◆ **Imperial Valley Solar Project.** Assisted the CEC with the Staff Assessment.
- ◆ **Rice Solar Energy Project.** Assisted the CEC with the Staff Assessment.
- ◆ **San Joaquin Solar 1 & 2 Power Plant.** Supported the CEC during preparation of its Staff Assessment.

Oil and Gas

Below are some examples of Aspen's experience related to oil and gas, including exploration, transportation, refining, and storage.

- ◆ **Senate Bill 4 Regulations – Oil and Gas Well Stimulation Treatments in California EIR.** EIR that is required by State Public Resources Code 3161(b)(3) and (4) (e.g., one of SB 4's directives). The EIR includes six Study Regions that are addressed on a programmatic level. Aspen has been responsible for all logistics, execution and facilitation of five public scoping meetings throughout the State that were collectively attended by over 450 people, and logged over 1,300 individual comments.
- ◆ **Hollister Oil and Gas EIS and RMP Amendment.** Preparation of a resource management plan (RMP) Amendment and associated EIS to guide management of oil and gas resources on a BLM-administered mineral estate within the Hollister Field Office. The EIS/RMP Amendment analyzes the effects of alternative oil and gas management approaches to update the reasonably foreseeable development scenario and the existing 2007 Hollister RMP in order to incorporate new information about well stimulation technologies, natural resource conditions, and socioeconomic trends.
- ◆ **PXP Tranquillon Ridge Oil and Gas Development Project EIR.** EIR for the Santa Barbara County Energy Division. This project involved the development of oil and gas wells from Platform Irene into the Tranquillon Ridge Field using extended reach drilling technology.
- ◆ **California Department of Conservation, Division of Oil, Gas and Geothermal Resources (DOGGR) CEQA Compliance Assessment, Data Gap Analysis, and Initial Study.** Comprehensive assessment of DOGGR's compliance with CEQA when issuing well drilling permits.
- ◆ **Kirby Hills Natural Gas Storage Facility.** IS/MND for the proposed Kirby Hills natural gas storage facility that involved the conversion of a depleted gas reservoir into a storage facility for resale of natural gas.
- ◆ **City of Hermosa Beach Urban Drill Site.** Served as a Permit Process Consultant for the City of Hermosa Beach for an urban drill site that would produce oil and gas from both onshore and offshore fields.
- ◆ **Environmental Information Document and Coastal Consistency Determinations for Federal Oil and Gas Leases.** Multidisciplinary environmental document and 10 coastal consistency determinations evaluating the potential effects of development of federal oil and gas leases offshore of Santa Barbara, Ventura, and San Luis Obispo Counties.
- ◆ **Gaviota Marine Terminal/Chevron Tankering Project.** EIR/EIS for a Joint Review Panel consisting of the CSLC, Santa Barbara County, USACE, and CALEPA.
- ◆ **Kinder Morgan Concord-to-Sacramento Pipeline Project.** EIR and pipeline risk assessment for a proposed 70-mile petroleum products pipeline from Concord (Contra Costa County) to West Sacramento (Yolo County).
- ◆ **Kinder Morgan Carson-to-Norwalk Pipeline Project.** EIR for the Sante Fe Pacific 13-mile petroleum products pipeline project through urban Los Angeles (Carson, Long Beach, Bellflower, Norwalk, Artesia, and Cerritos).

- ◆ **Pacific Pipeline Project.** Prepared two environmental documents for the Pacific Pipeline Project.
- ◆ **Gaviota to Ventura County EIR.** Original EIR evaluated an oil pipeline from coastal Santa Barbara County to the Los Angeles Basin, via coastal Ventura County and the Santa Clara River Valley.
- ◆ **Kern County to Los Angeles Refineries EIS/SEIR.** Revised project, evaluated in an EIS and Subsequent EIR, originating in the southern San Joaquin Valley and following Interstate 5 over Tejon Pass joining the original route at Castaic Junction in Los Angeles County.
- ◆ **San Joaquin Refining Company Health Risk Assessment.** Dispersion modeling using ISCST model. Analyzed emissions and reported the toxicology for each substance. Risk analysis included pathway-specific data files for plant products, animal products, mothers' milk, and water ingestion.
- ◆ **Yellowstone Pipeline.** EIS to evaluate the impacts of Yellowstone Pipeline Company's proposed 67-mile petroleum products pipeline in western Montana.

Water Supply

Below are some examples of Aspen's experience related to water supply facilities.

- ◆ **Tehachapi East Afterbay Project.** EIR for the DWR for a project to construct and operate a storage afterbay on the East Branch of the CA Aqueduct in the western Mojave Desert.
- ◆ **Taylor Yard Water Recycling Project.** IS/MND for this recycled water project for the LADWP.
- ◆ **River Supply Conduit Project - Upper and Lower Reaches.** Two EIRs and several associated studies and reports for the LADWP to address the construction of a new major pipeline for water transmission.
- ◆ **Littlerock Reservoir Sediment Removal Project.** Conducting the CEQA/NEPA environmental review process, providing hydraulic engineering and design services, and preparing a suite of natural resource studies to support the removal of sediment to provide greater water storage capacity for the Palmdale Water District.
- ◆ **Santa Ana Valley Pipeline Repairs.** CEQA environmental review, permitting, and construction monitoring. Prepared and filed a CEQA Notice of Exemption with the State Clearinghouse for the repairs.
- ◆ **Horsethief Creek Bridge and Mojave Siphon Maintenance.** Strategy development for completing the bridge construction while avoiding the peak season for arroyo toads and other sensitive wildlife present at the bridge site. Protocol and focused surveys were conducted in addition to wetland delineation, regulatory permit acquisition, pre-construction clearance surveys, worker training, and construction monitoring. Also prepared an IS/MND.



- ◆ **Mulholland Pumping Station and Lower Hollywood Reservoir Outlet Chlorination Station Project.** IS was prepared in support of a City of Los Angeles General Exemption for the LADWP.
- ◆ **Redmont Pump Station Replacement Project.** IS/MND that addressed replacement of a water supply pump station located in the community of Sunland in the City of Los Angeles, for the LADWP.
- ◆ **Lincoln Avenue Water Permit Support and Pipeline Repair.** EA/supporting documentation for the Lincoln Avenue Water Company for the renewal of Special Use Permits for existing facilities on National Forest System lands.
- ◆ **Piru Creek Erosion Repairs and Pyramid Dam Bridge Retrofit.** CEQA documentation, prepared and processed federal and State environmental permitting, conducted biological surveys for maintenance and repair of facilities on the West Branch of the CA Aqueduct.
- ◆ **Simulation of Natural Flows in Middle Piru Creek.** EIR for proposed changes to the seasonal flow release schedule of Pyramid Dam, located at the West Branch of the CA Aqueduct.

Restoration

Below are some examples of Aspen's restoration experience.

- ◆ **Santa Ana River Main Stem Project.** Multiple baseline data reports and environmental documents to support flood control and habitat restoration along the Santa Ana River on behalf of the USACE. Currently directing restoration efforts for riparian and upland habitats at Prado Dam and Reach 9 of the Santa Ana River.
- ◆ **Santa Maria River Levee Improvement Project.** EA and Ecosystem Restoration Plan to support repairs and expansion of the Santa Maria River levee on behalf of the USACE.
- ◆ **Sulphur Creek Ecosystem Restoration Project.** Detailed Project Report for riparian restoration planning in the City of Laguna Niguel, CA on behalf of the USACE.
- ◆ **Ormond Beach Wetlands Restoration Feasibility Plan.** Managed and prepared the Feasibility Plan for the California State Coastal Conservancy in Ventura County, CA.
- ◆ **Yolo County Cache Creek Supplemental EIR.** Supplemental EIR for the Cache Creek Resources Management Plan and Cache Creek Improvement Project in Yolo County, CA.
- ◆ **Bull Creek Ecosystem Restoration Project.** EA and Ecosystem Restoration Report to evaluate the USACE's proposal to restore the lower portion of Bull Creek, located in the Sepulveda Basin, Los Angeles County, CA.
- ◆ **Tucson (Ajo) Detention Basin Ecosystem Restoration Project.** Ecosystem Restoration Report and Design Modification Report for the Tucson (Ajo) Detention Basin in the City of Tucson, AZ.
- ◆ **Agua Fria Ecosystem Restoration Project.** Integrated Detailed Project Report and EA for three restoration sites along the lower Agua Fria River at its confluence with the Gila River for the USACE.

- ◆ **Muranaka Farm Flood Plain Restoration Project.** Assisting the landowner with restoration activities including site preparation, planting, and regulatory compliance for the flood plain restoration project (Moorpark, CA).
- ◆ **Rillito River Riparian and Wetland Development Project.** Biological baseline conditions report, assisted the prime contractor in the development of restoration alternatives and completed the habitat evaluation analysis for the restoration of approximately one mile of the Rillito River in Tucson, AZ.
- ◆ **Matilija Dam Ecosystem Restoration Project.** EIS/EIR and a variety of supplemental documents to support the USACE Feasibility Study for the removal of Matilija Dam on Matilija Creek in Ventura County, CA.
- ◆ **Laguna Canyon Creek Initial Study and Conceptual Restoration Plan.** IS and Conceptual Restoration Plan for approximately 4,000 lineal feet of Laguna Canyon Creek in the City of Laguna Beach, CA.
- ◆ **Old San Jose Creek Ecosystem Restoration Project.** EA and Coastal Consistency Determination, as well as a Habitat Evaluation Procedure Plan for the Old San Jose Creek in San Jose, CA.
- ◆ **Habitat Restoration Economic Impacts Analysis.** Economic and fiscal impact analysis from proposed wetlands conversion and restoration of productive agricultural lands in the Cache Slough area from agricultural and wetlands use in Solano County, CA.

Wildfire Prevention and Asset Protection

Below are some examples of Aspen's experience with Wildfire Prevention and Asset Protection.

- ◆ **Wildfire Risk Reduction and Asset Protection Project (WRAP).** EIR/EIS preparation and support to Trinity PUD in obtaining all regulatory permits to support right-of-way clearance and operations and maintenance activities. Extensive assessment and inventory of biological and cultural resources in project area.
- ◆ **Parker-Davis Transmission System Routine Operation and Maintenance Project and Proposed Integrated Vegetation Management (IVM) Program.** Programmatic EA for Western Area Power Administration's current operations and maintenance activities and implementation of Integrated Vegetation Management program.
- ◆ **Powerhouse Vegetation and Fuel Treatment Project and Sawmill-Liebre Reforestation Project.** Categorical Exclusions for fuel management treatment, including completing a Biological Evaluation/Biological Assessment (BE/BA).
- ◆ **Laguna Canyon Fuel Modification Professional Services.** Biological, cultural, and paleontological resource assessments to support wildfire-prevention projects. IS/MND prepared for fuel modification activities.
- ◆ **Santa Monica Mountains North Area Plan and Community Standards District.** Preparation of EIR and public outreach, detailed biological assessment documenting plants and wildlife in the North Area.

- ◆ **Border Protection NEPA and Monitoring.** Conducted biological and cultural resources surveys and prepared technical reports, EAs and Biological Assessments, construction monitoring of vegetation treatment implementation in resource sensitive areas.

3. Price Lists

SIN 541620: Environmental Planning Services and Documentation

Labor Category	Year 1 Including IFF	Year 2 Including IFF	Year 3 Including IFF	Year 4 Including IFF	Year 5 Including IFF
Environmental Expert III	\$331.86	\$342.48	\$353.44	\$364.76	\$376.42
Principal / Program Manager	\$272.30	\$281.01	\$289.99	\$299.27	\$308.85
Sr Project Manager II	\$257.17	\$265.40	\$273.89	\$282.66	\$291.71
Sr Project Manager	\$236.88	\$244.46	\$252.28	\$260.35	\$268.69
Sr. Associate, Air Quality and Greenhouse Gas/Global Climate Change	\$234.66	\$242.17	\$249.91	\$257.91	\$266.17
Principal Environ. Consultant I	\$228.51	\$235.83	\$243.38	\$251.16	\$259.20
Sr. Environmental Scientist VIII	\$222.92	\$230.06	\$237.42	\$245.02	\$252.86
Sr. Environmental Consultant III	\$206.72	\$213.34	\$220.17	\$227.21	\$234.49
Sr. Environmental Consultant II	\$171.28	\$176.77	\$182.42	\$188.25	\$194.28
Sr. Environmental Consultant I	\$154.61	\$159.56	\$164.66	\$169.93	\$175.38
Sr. Engineer	\$199.63	\$206.02	\$212.60	\$219.41	\$226.43
Engineer II	\$158.69	\$163.77	\$169.01	\$174.42	\$180.00
Earth Science / Hydrology-IV	\$277.32	\$286.20	\$295.36	\$304.81	\$314.56
Earth Science / Hydrology-III	\$232.23	\$239.66	\$247.32	\$255.24	\$263.42
Registered Professional Archaeologist Principal	\$186.40	\$192.36	\$198.52	\$204.87	\$211.43
Registered Professional Archaeologist Sr. Associate	\$162.03	\$167.21	\$172.56	\$178.09	\$183.79
Earth Science / Hydrology-II	\$150.13	\$154.93	\$159.89	\$165.01	\$170.29
Earth Science / Hydrology-I	\$123.92	\$127.89	\$131.98	\$136.20	\$140.56
Supervisory Archaeologist	\$146.10	\$150.77	\$155.60	\$160.57	\$165.71
Cultural Resource Specialist II	\$111.18	\$114.74	\$118.41	\$122.20	\$126.11
Cultural Resource Specialist I	\$87.16	\$89.94	\$92.83	\$95.80	\$98.86
Biologist-IV	\$204.95	\$211.52	\$218.29	\$225.27	\$232.47
Biologist-III	\$186.40	\$192.36	\$198.52	\$204.87	\$211.43

Labor Category	Year 1 Including IFF	Year 2 Including IFF	Year 3 Including IFF	Year 4 Including IFF	Year 5 Including IFF
Certified Fisheries Biologist, Senior	\$162.03	\$167.21	\$172.56	\$178.09	\$183.79
Biologist-II	\$143.72	\$148.31	\$153.06	\$157.95	\$163.01
Biologist-I	\$130.99	\$135.18	\$139.51	\$143.97	\$148.57
Environmental Consultant II	\$111.18	\$114.74	\$118.41	\$122.20	\$126.11
Social Scientist / Planner-IV	\$210.11	\$216.83	\$223.77	\$230.93	\$238.32
Social Scientist / Planner-III	\$203.12	\$209.62	\$216.33	\$223.25	\$230.40
Senior Environmental Planner	\$166.25	\$171.57	\$177.06	\$182.72	\$188.56
Social Scientist / Planner-II	\$124.83	\$128.82	\$132.94	\$137.19	\$141.58
Social Scientist / Planner-I	\$109.72	\$113.23	\$116.86	\$120.59	\$124.45
Environmental Scientist II	\$106.16	\$109.55	\$113.06	\$116.68	\$120.41
Information Technology	\$144.94	\$149.58	\$154.37	\$159.30	\$164.40
Document Production	\$109.25	\$112.75	\$116.35	\$120.08	\$123.92
Sr. GIS Specialist	\$151.94	\$156.81	\$161.82	\$167.00	\$172.34
Senior GIS/Info Tech Specialist	\$136.02	\$140.37	\$144.87	\$149.50	\$154.29
Graphics / Drafting	\$104.98	\$108.34	\$111.81	\$115.39	\$119.07
Staff GIS/Info Tech Specialist	\$99.45	\$102.63	\$105.91	\$109.30	\$112.80
Administrative / Project Acct- II	\$133.40	\$137.67	\$142.08	\$146.62	\$151.31
Project Accounting-I	\$103.49	\$106.80	\$110.22	\$113.74	\$117.38
Administrative	\$73.17	\$75.51	\$77.92	\$80.41	\$82.98

SCLS Matrix		
GSA Labor Category	SCLS Equivalent Code - Title	WD Number
Project Accounting I	01013 – Accounting Clerk III	2015-5645
Administrative	01113 – General Clerk	2015-5645
Document Editing QA/QC	30463 – Technical Writer III	2015-5645

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

541620 – Labor Descriptions

ENVIRONMENTAL EXPERT III

This is a specific subject matter specialist. This position requires general environmental science/ analytical experience including twenty (20) years direct, specialized experience in the specific subject matter area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order's tasks. Incumbent must have served as a project manager in directly related experience areas. Applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/ analytical projects. Also, responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.

Degrees may emphasize Environmental Science, Biological Science, Physical Science, Computer Science, Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Materials Science Engineering, Agricultural Engineering, Computer/Software Engineering, Environmental Engineering, Systems Engineering and other engineering or scientific disciplines and/or Business Administration.

- ❖ *Minimum Experience:* 20 years
- ❖ *Minimum Education:* Master's Degree in Environmental Science

PRINCIPAL/PROGRAM MANAGER

A professional with overall corporate management responsibility for the company or for a large program (a group of projects). The ultimate arbiter of client or subcontractor grievances.

- ❖ *Minimum Experience:* 15 years
- ❖ *Minimum Education:* Master's Degree in Environmental Science

SENIOR PROJECT MANAGER II

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general guidance from principals.

Accountable for all aspects of a project including negotiating contracts, client relations, defining the scope of work, and working with the client to establish budgets and schedules. Ultimate manager of quality control and quality assurance. Engages subcontractors, monitors their performance, and ensures subcontractor produce quality work. Ensures compliance with schedules and budgets. Develops, reviews, and signs deliverables. Directs projects and coordinates the work of all technical specialists on the organization chart for that project.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Bachelor's Degree in Environmental Science

SENIOR PROJECT MANAGER

Plans, schedules, and executes a majority of work in a largely unsupervised manner. Responsible for project quality, management, and client relations with only general and infrequent review and guidance

from principals. Accountable for all aspects of a project including negotiating contracts, client relations, defining the scope of work, and working with the client to establish budgets and schedules. Ultimate manager of quality control/quality assurance. Engages subcontractors, monitors their performance, and ensures subcontractor produce quality work. Ensures compliance with schedules and budgets. Develops, reviews and signs deliverables. Directs projects and coordinates the work of all technical specialists on the organization chart for that project. Most Aspen Project Managers have an advanced degree or at least ten years of experience.

- ❖ *Minimum Experience:* 6 years
- ❖ *Minimum Education:* Bachelor's Degree in Environmental Science

SENIOR ASSOCIATE, AIR QUALITY AND GREENHOUSE GAS/GLOBAL CLIMATE CHANGE

Possesses the ability to work independently on and manage a wide range of projects and is experienced with the management and preparation of complex air quality analyses. Possesses in-depth knowledge of air quality modeling techniques and software, air emissions estimation methods, and air permitting processes as they relate to the Federal Clean Air Act and other environmental regulatory programs. Demonstrates subject matter expertise in air quality principles, air quality impact analysis methodologies, greenhouse gas management strategies, climate change impact analysis methodologies, and related policies and regulatory programs. Stays current in subject matter through professional development, training, involvement in professional organizations, and attending conferences or workshops. Assumes responsibility for project team, budget, schedule, and quality of project execution and delivery. Reports directly to directors of the firm or clients. Represents the firm or clients in public settings, negotiations, and in business and professional organizations.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Master's Degree in Engineering, Environmental Sciences, or Environmental Resource Management

PRINCIPAL ENVIRONMENTAL CONSULTANT I

Project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and/or GIS).

- ❖ *Minimum Experience:* 15 years
- ❖ *Minimum Education:* Master's Degree Environmental Science

SENIOR ENVIRONMENTAL SCIENTIST VIII

Develop regulatory compliance requirements and provide approaches to accomplish regulatory compliance during the concept or design stages. Project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/

analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and/or GIS).

- ❖ *Minimum Experience:* 20 years
- ❖ *Minimum Education:* Master's Degree Environmental Science

SENIOR ENVIRONMENTAL CONSULTANT III

Develop regulatory compliance requirements and provide approaches to accomplish regulatory compliance during the concept or design stages. Project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and/or GIS).

- ❖ *Minimum Experience:* 12 years in the engineering or scientific discipline applicable to the position
- ❖ *Minimum Education:* Bachelor's degree in relevant field. May hold a PE. Provide senior-level technical oversight, assistance, and guidance regarding broad ranges of complex technical issues.

SENIOR ENVIRONMENTAL CONSULTANT II

Scientists and engineers in this grade provide senior level expertise to complex problems and projects and, as necessary, provide direct support and assistance to project managers regarding the technical aspects of projects. Employees work with minimum guidance and supervision, may provide direct assistance to clients, and may oversee and/or check the technical performance of employees at lower grades.

- ❖ *Minimum Experience:* 12 years in related engineering or scientific field
- ❖ *Minimum Education:* Bachelor's Degree

SENIOR ENVIRONMENTAL CONSULTANT I

Group leaders provide technical supervision within departments, assigning and supervising work within the technical group. Senior scientific and engineering employees provide high-level expertise to complex engineering, technical and scientific issues with a minimum of supervision. These employees may mentor junior employees and may review the work of junior employees. Employees provide direct assistance to clients within the context of project assignments

- ❖ *Minimum Experience:* 7 years
- ❖ *Minimum Education:* Bachelor's Degree

SENIOR ENGINEER

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Holds a B.A. or higher (usually a graduate degree) in an engineering field and at least 10 years of experience. Capabilities and experience in the practical application of materials, energy, and technology to

processes, systems, machines, structures, and products. Capabilities and experience encompassing evaluation, conceptual and detailed design, construction, and operation. Includes (but is not limited to) such disciplines as civil, geotechnical, environmental, mechanical, chemical, process, structural, soils, sanitation, transportation, and nuclear engineering. Performs marketing, developing relationships with clients. Oversees the proposal process, gathers and oversees staff for awarded projects, manages the project and oversees its budget and quality control.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Bachelor's Degree in an Engineering field

ENGINEER II

Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel based on moderate to extensive technical and client service experience. May take substantial responsibility for small projects or large project tasks, including product delivery and client relations. Capabilities and experience in the practical application of materials, energy, and technology to processes, systems, machines, structures, and products. Capabilities and experience encompassing evaluation, conceptual and detailed design, construction, and operation. Includes (but is not limited to) such disciplines as civil, geotechnical, environmental, mechanical, chemical, process, structural, soils, sanitation, transportation, and nuclear engineering.

- ❖ *Minimum Experience:* 5 years
- ❖ *Minimum Education:* Bachelor's Degree in an Engineering field

EARTH SCIENCE/HYDROLOGY IV

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

- ❖ *Minimum Experience:* 15 years
- ❖ *Minimum Education:* Bachelor's Degree in Earth Science

EARTH SCIENCE/HYDROLOGY III

Based on moderate to extensive technical and client service experience, executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for small projects or large project tasks, including product delivery and client relations. Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Bachelor's Degree in Earth Science

REGISTERED PROFESSIONAL ARCHAEOLOGIST PRINCIPAL

The Principal Investigator (PI) is responsible for developing project research designs, planning, overseeing fieldwork and analysis, and preparing portions of a variety of technical reports. The PI monitors day-to-day progress of projects and works with project managers to ensure that each participant in the project is meeting their assigned tasks. The types of reports a PI may work on are cultural resource overviews; CRM plans; survey, testing, and data recovery reports; research proposals; treatment plans; public interpretative material; and management of documents such as Programmatic Agreements and Memorandums of Agreement. The PI also prepares cost estimates and budgets, edits reports and budgets of others, and is responsible for overseeing fieldwork, analysis, write-up, and production. The PI participates in consultations with review agencies, tribal representatives, and other interested parties.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Master's Degree in Anthropology or related field

REGISTERED PROFESSIONAL ARCHAEOLOGIST SENIOR ASSOCIATE

Responsible for developing project research designs, planning, overseeing fieldwork and analysis, and preparing portions of a variety of technical reports. The Sr. Associate monitors day-to-day progress of projects and works with Project Managers to ensure that each participant in the project is meeting their assigned tasks. Among the reports that a Sr. Associate may work on are cultural resource overviews; CRM plans; survey, testing, and data recovery reports; research proposals; treatment plans; public interpretative material; and management documents such as Programmatic Agreements and Memorandums of Agreement. The Sr. Associate also prepares cost estimates and budgets, edits the reports and budgets of others, and takes ultimate responsibility for fieldwork, analysis, write-up, and production. The Sr. Associate participates in consultations with review agencies, tribal representatives, and other interested parties.

- ❖ *Minimum Experience:* 10 years of fieldwork and analytical experience
- ❖ *Minimum Education:* Master's Degree Anthropology or a related field

EARTH SCIENCE/HYDROLOGY II

Based on moderate technical and client service experience, executes work under a moderate and regular level of review and guidance by supervisory personnel. May take on minor responsibility for small projects or large project tasks, including product delivery and client relations. Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

- ❖ *Minimum Experience:* 5 years of experience in Archaeology, Anthropology or related field
- ❖ *Minimum Education:* Bachelor's Degree in Earth Science

EARTH SCIENCE/HYDROLOGY I

Based on limited technical and client service experience, executes work with a substantial level of review and guidance by supervisory personnel. Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

- ❖ *Minimum Experience:* 3 years of experience in Archaeology, Anthropology or related field
- ❖ *Minimum Education:* Bachelor's Degree in Earth Science

SUPERVISORY ARCHAEOLOGIST

Individual may possess knowledge and experience with planning, conducting and supervising project tasks with regards to archaeological investigations and historical issues. Possesses experience in evaluating cultural resources management reports. Duties may include gathering and correlating basic data, preparing routine analysis and evaluations, writing cultural resources management reports, drafting, photographing, performing laboratory analysis, and technical editing.

- ❖ *Minimum Experience:* 5 years of experience in Archaeology, Anthropology or related field
- ❖ *Minimum Education:* Master's Degree in Archaeology, Anthropology, or related field

CULTURAL RESOURCE SPECIALIST II

Individual may possess knowledge and experience with planning, conducting and supervising project tasks with regards to archaeological investigations and historical issues. Possesses experience in evaluating cultural resources management reports. Duties may include gathering and correlating basic data, preparing routine analysis and evaluations, writing cultural resources management reports, drafting, photographing, performing laboratory analysis, and technical editing.

- ❖ *Minimum Experience:* 3 years of experience in Archaeology, Anthropology or related field
- ❖ *Minimum Education:* Master's Degree in Archaeology, Anthropology, or related field

CULTURAL RESOURCE SPECIALIST I

Individual may possess knowledge and experience with planning, conducting and supervising project tasks with regards to archaeological investigations and historical issues. Possesses experience in evaluating cultural resources management reports. Duties may include gathering and correlating basic data, preparing routine analysis and evaluations, writing cultural resources management reports, drafting, photographing, performing laboratory analysis, and technical editing.

- ❖ *Minimum Experience:* 1 year of experience in Archaeology, Anthropology or related field
- ❖ *Minimum Education:* Bachelor's Degree in Archaeology, Anthropology, or related field

BIOLOGIST IV

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Holds a B.A. or higher degree in life science or environmental science and has at least 5 to 10 years of experience. Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Includes (but is not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), toxicology, public health, and medicine.

- ❖ *Minimum Experience:* 15 years of experience in biological science
- ❖ *Minimum Education:* Bachelor's Degree in Biology or a related field

BIOLOGIST III

Executes work under limited and sporadic level of review and guidance by supervisory personnel usually coincident with project start-up and major milestones. May take on substantial responsibility for projects or large project tasks, including product delivery and client relations. Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Includes (but is not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), toxicology, public health, and medicine.

- ❖ *Minimum Experience:* 10 years of experience in biological science
- ❖ *Minimum Education:* Bachelor's Degree in Biology or a related field

CERTIFIED FISHERIES BIOLOGIST, SENIOR

Certified Fisheries - Develops and/or conducts a variety of aquatic sampling studies and applies fisheries field techniques. Scientists in this grade provide senior level expertise to complex problems and projects and, as necessary, provide direct support and assistance to project managers regarding the technical aspects of projects. Employees work with minimum guidance and supervision, may provide direct assistance to clients, and may oversee and/or check the technical performance of employees at lower grades.

- ❖ *Minimum Experience:* 15 years of experience and certification in the Fisheries Biology field
- ❖ *Minimum Education:* Bachelor's Degree, Fisheries Certification

BIOLOGIST II

This is a mid-level biologist capable of performing tasks with a range of complexity. Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on limited responsibility for small projects or large project tasks, including product delivery and client relations. Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Performs

field surveys, prepares reports on field survey results, and conducts assessments of project effects on native flora and fauna.

Includes (but not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), and toxicology. Responsible for analyzing the relationship between project actions and their impacts on biological resources.

- ❖ *Minimum Experience:* 5 years in Biology field
- ❖ *Minimum Education:* Bachelor's degree in biological science

BIOLOGIST I

This is a junior-level biologist capable of performing tasks of limited complexity. Executes work under substantial and regular review and guidance by supervisory personnel. Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Performs field surveys, prepares reports on field survey results, and conducts assessments of project effects on native flora and fauna.

Includes (but not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), and toxicology. Responsible for analyzing the relationship between project actions and their impacts on biological resources.

- ❖ *Minimum Experience:* 3 years in Biology field
- ❖ *Minimum Education:* Bachelor's degree in biological science

ENVIRONMENTAL CONSULTANT II

Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks.

Applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of engineering/scientific/analytical projects. May perform as, or work in support of the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Further, may contribute to written scholarly or technical products.

- ❖ *Minimum Experience:* 4 years
- ❖ *Minimum Education:* Bachelor's Degree

SOCIAL SCIENTIST/PLANNER IV

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but not limited

to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

- ❖ *Minimum Experience:* 15 years
- ❖ *Minimum Education:* Bachelor's Degree in Social Sciences

SOCIAL SCIENTIST/PLANNER III

This is a mid-level position capable of performing tasks with a range of complexity. Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on limited responsibility for small projects or large project tasks, including product delivery and client relations. Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but is not limited to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Bachelor's Degree in Social Sciences

SENIOR ENVIRONMENTAL PLANNER

Possesses ability to work on and manage a wide range of projects or environmental tasks. Acts as responsible participant, including as a project team leader. Prepares technical reports and analyses with little guidance from Associates or Principals and reviews reports/analyses prepared by others. Is adept at implementing knowledge of environmental planning and resource management theory, methodology, and field application, and is experienced and confident in the practice and application of CEQA, NEPA, and/or other environmental regulatory statutes. Possesses excellent communication and writing skills.

- ❖ *Minimum Experience:* 6 years
- ❖ *Minimum Education:* Bachelor's Degree in Planning, Environmental Planning, or related field

SOCIAL SCIENTIST/PLANNER II

This is a mid-level position capable of performing tasks with a range of complexity. Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on limited responsibility for small projects or large project tasks, including product delivery and client relations. Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but is not limited to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

- ❖ *Minimum Experience:* 5 Years
- ❖ *Minimum Education:* Bachelor's Degree in Social Sciences

SOCIAL SCIENTIST/PLANNER I

This is a junior-level position capable of performing tasks of limited complexity. Executes work under substantial and regular review and guidance by supervisory personnel. Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but is not limited to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

- ❖ *Minimum Experience:* 3 Years
- ❖ *Minimum Education:* Bachelor's Degree in Social Sciences

ENVIRONMENTAL SCIENTIST II

Associate engineers and junior scientists perform routine computations, analyses, and tasks under supervision and review of more experienced employees. Mid-level technical employees generally support projects within their expertise and prepare work products for review by the Project Manager or more senior employees.

- ❖ *Minimum Experience:* 3 Years
- ❖ *Minimum Education:* Master's Degree

INFORMATION TECHNOLOGY

Provides computer, network, internet, and communications hardware, software, and training and consulting support to project managers and clients for the purposes of project communication and reporting, information and report sharing and transfer, and project website development, operation, and maintenance.

- ❖ *Minimum Experience:* 5 Years
- ❖ *Minimum Education:* Bachelor's Degree in Information Technology

DOCUMENT PRODUCTION

Involved in the production of technical reports and proposals, including organization, formatting, indexing, reproduction, and delivery of documents. Compiles all components of reports and proposals into complete, well organized, and professionally produced documents, including organization of files, graphics, and supporting materials.

- ❖ *Minimum Experience:* 3 years
- ❖ *Minimum Education:* Bachelor's Degree

SENIOR GIS SPECIALIST

Based on extensive technical and client service experience, executes work under minimal and sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for large project tasks, including product delivery and client relations. Capabilities and experience with geo-

graphic information systems (GIS) software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Designs, develops, and maintains complex GIS databases; analyzes and interprets digital data sets, maps, aerial photography, and other source documents; performs GIS data conversion, transformation, and spatial analysis; and prepares maps and map series using professional cartographic techniques. Possess an understanding of GIS principles, concepts, and techniques including coordinate systems, transformations, and projections; digital data input methods including digitizing, scanning, coordinate geometry, and georeferencing; topological data models and relational databases; and use of GIS software and the ability to produce quality cartographic products and other presentation materials.

- ❖ *Minimum Experience:* 10 years of experience in a geography, engineering, or physical sciences field
- ❖ *Minimum Education:* Bachelor's Degree in Geography, Engineering, or the Physical Sciences

SENIOR GIS/INFO TECH SPECIALIST

Develops and implements standard operating procedures and templates for producing graphs, charts, and tables. Performs calculations, supervises lower-level staff on assignments with varying degrees of difficulty, and reports data and operational procedures.

- ❖ *Minimum Experience:* 10+ years' experience; performs non-routine assignments
- ❖ *Minimum Education:* Bachelor's Degree

GRAPHICS/DRAFTING

At the direction of the project manager, prepares (using a wide variety of software) drawings, photos, maps, and other necessary graphics. Capabilities and experience in the composition and production technical drawings, maps, and graphics, including drawings, maps, and graphics for specialized technical readership and for general public readership. Includes (but not limited to) such disciplines as CADD, geographic information systems (GIS), cartography, geography (with cartography or GIS emphasis), graphic arts, computer graphics.

- ❖ *Minimum Experience:* 5 years experience; performs non-routine assignments
- ❖ *Minimum Education:* Bachelor's Degree

STAFF GIS/INFO TECH SPECIALIST

Develops and implements standard operating procedures and templates for producing graphs, charts, and tables. Performs calculations, works on assignments with varying degrees of difficulty, and reports data and operational procedures to supervising GIS/Info Tech Specialists and task managers.

- ❖ *Minimum Experience:* 2 years experience; performs non-routine assignments
- ❖ *Minimum Education:* Bachelor's Degree

ADMINISTRATIVE/PROJECT ACCOUNTING II

Plans, schedules, and executes a majority of work in a largely unsupervised manner. Responsible for project quality, management, and client relations with only general and infrequent review and guidance from principals and project managers

Project accounting includes provision of management of information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information. Has 8 years' experience in accounting and/or finance.

- ❖ *Minimum Experience:* 8 years of experience in project accounting/control field
- ❖ *Minimum Education:* Bachelor's Degree in Accounting or Finance

PROJECT ACCOUNTING I

Plans, schedules, and executes work under regular supervision, with frequent review and guidance from Principals and project managers.

Project accounting includes provision of management of information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

- ❖ *Minimum Experience:* 3 years of experience in project accounting
- ❖ *Minimum Education:* Bachelor's Degree in Accounting

ADMINISTRATIVE

This classification covers basic secretarial skills, such as documentation and file maintenance. It also includes word processing, data entry, editing, and document production. Works at the direction of project managers and others carrying out an assortment of duties as assigned. Strong English skills required in certain positions. Executes work under regular and detailed supervision by personnel at higher professional levels. Client interaction is generally limited to specific and narrowly defined work assignments.

- ❖ *Minimum Experience:* 0 years of experience in administrative duties
- ❖ *Minimum Education:* High School Diploma

4. Price Lists

SIN 541370GIS: Geographic Information Systems (GIS) Services

Labor Category	Year 1 Including IFF	Year 2 Including IFF	Year 3 Including IFF	Year 4 Including IFF	Year 5 Including IFF
Principal/Program Manager	\$272.30	\$281.01	\$289.99	\$299.27	\$308.85
Information Technology Manager	\$201.15	\$207.59	\$214.23	\$221.08	\$228.15
Information Technology Data Analyst	\$90.17	\$93.06	\$96.04	\$99.11	\$102.29
Database Manager	\$104.05	\$107.38	\$110.81	\$114.36	\$118.02
GIS Manager	\$171.03	\$176.50	\$182.16	\$187.99	\$194.01
Sr. GIS Specialist	\$154.61	\$159.56	\$164.66	\$169.93	\$175.38
GIS Specialist - II	\$109.72	\$113.23	\$116.86	\$120.59	\$124.45
GIS Technician - II	\$113.77	\$117.41	\$121.17	\$125.05	\$129.05
GIS Technician - I	\$62.43	\$64.42	\$66.49	\$68.61	\$70.81
Graphics/Drafting Analyst	\$116.88	\$120.61	\$124.47	\$128.45	\$132.56
Document Editing QA/QC	\$117.92	\$121.69	\$125.58	\$129.60	\$133.75
Administrative/Project Account II	\$133.40	\$137.67	\$142.08	\$146.62	\$151.31
Project Accounting I	\$103.49	\$106.80	\$110.22	\$113.74	\$117.38
Administrative	\$73.17	\$75.51	\$77.92	\$80.41	\$82.98

SCLS Matrix

GSA Labor Category	SCLS Equivalent Code - Title	WD Number
Project Accounting I	01013 – Accounting Clerk III	2015-5645
Administrative	01113 – General Clerk	2015-5645
Document Editing QA/QC	30463 – Technical Writer III	2015-5645

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

541370GIS – Labor Descriptions

PRINCIPAL/PROGRAM MANAGER

A professional with overall corporate management responsibility for the company or for a large program (a group of projects). The ultimate arbiter of client or subcontractor grievances.

- ❖ *Minimum Experience:* 15 years
- ❖ *Minimum Education:* Master's Degree

INFORMATION TECHNOLOGY MANAGER

Plans, schedules, and executes work in a largely unsupervised manner. Responsible for project quality, management, and client relations with only general and infrequent review and guidance from principals and senior project managers.

Directs projects and coordinates the work of information technology personnel. Supervises computer, network, internet, and communications hardware, software, training and consulting support to staff and clients. Provides assistance in project communication and reporting, information and transfer, project website development, operation, and maintenance.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Bachelor's Degree in Computer Sciences

INFORMATION TECHNOLOGY DATA ANALYST

Assists in the design, development, and maintenance of databases, including designing menu systems, developing reports, and designing and generating tracking and monitoring tools. Participates in the development of outcomes and process measures, including technical specifications, to enable population measurement, guideline implementation, and evaluation. Maintains statistical routines using macros, vendor software, or internally developed software programs.

- ❖ *Minimum Experience:* 3 years
- ❖ *Minimum Education:* Bachelor's Degree in Computer Sciences

DATABASE MANAGER

Plans, schedules, and executes work in a largely unsupervised manner. Responsible for project quality, management, and client relations with only general and infrequent review and guidance from principals and project managers

Responsible for working with database management systems software in order to determine the best methods to organize and store data. Analyzes informational requirements, develops database specifications, and enforces database standards. Monitors system performance and designs and implements system security and other security measures.

- ❖ *Minimum Experience:* 3 years
- ❖ *Minimum Education:* Bachelor's Degree in Computer Sciences

GIS MANAGER

Plans, schedules, and executes work in a largely unsupervised manner. Responsible for project quality, management, and client relations with only general and infrequent review and guidance from principals and senior project managers.

Manager of quality control/quality assurance for GIS services and products. Ensures compliance with schedules and budgets. Develops, reviews, and delivers proposals and work products. Engages subcontractors, monitors their performance, and ensures they produce quality work.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Master's Degree in Geography, Engineering, or Physical Sciences

SENIOR GIS SPECIALIST

Based on extensive technical and client service experience, executes work under minimal and sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for large project tasks, including product delivery and client relations.

Experience with geographic information systems (GIS) software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Designs, develops, and maintains complex GIS databases; analyzes and interprets digital data sets, maps, aerial photography, and other source documents; performs GIS data conversion, transformation, and spatial analysis; and prepares maps and map series using professional cartographic techniques. Possess an understanding of GIS principles, concepts, and techniques including coordinate systems, transformations, and projections; digital data input methods including digitizing, scanning, coordinate geometry, and georeferencing; topological data models and relational databases; and use of GIS software and the ability to produce quality cartographic products and other presentation materials.

- ❖ *Minimum Experience:* 10 years
- ❖ *Minimum Education:* Master's Degree in Geography, Engineering, or Physical Sciences

GIS SPECIALIST II

Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. Has moderate to extensive technical and client service experience. May take on substantial responsibility for small and moderate projects or large project tasks, including product delivery and client relations.

Experience with geographic information systems (GIS) software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Designs, develops, and maintains complex GIS databases; analyzes and interprets digital data sets, maps, aerial photography, and other source documents; performs GIS data conversion, transformation, and spatial analysis; and prepares maps and map series using professional cartographic techniques. Possess an understanding of GIS principles, concepts, and techniques including coordinate systems, transformations, and projections; digital data input methods including digitizing, scanning, coordinate geometry, and

georeferencing; topological data models and relational databases; and use of GIS software and the ability to produce quality cartographic products and other presentation materials.

- ❖ *Minimum Experience:* 3 years
- ❖ *Minimum Education:* Bachelor's Degree in Geography, Engineering, or Physical Sciences

GIS TECHNICIAN II

Executes work under a high level of review and guidance by supervisory personnel. May take on substantial responsibility for small and moderate tasks.

Analyzes data and develops maps and map layers through the use of geographic information systems (GIS) software and programs. Interprets source data, by electronically drafting or digitizing the information into the computer database, while adhering to pre-established GIS mapping conventions and following pre-established procedures and sequences. Provides quality assurance of maps and layers for accuracy. Identifies and corrects GIS errors. Establishes and maintains GIS and computer data files, determines scale, line size, and color to print hard copies of computerized maps. Gathers data in the field using GPS systems.

- ❖ *Minimum Experience:* 3 years
- ❖ *Minimum Education:* Bachelor's Degree in Geography, Engineering, or Physical Sciences

GIS TECHNICIAN I

Executes work under a high level of review and guidance by supervisory personnel. May take on substantial responsibility for small tasks.

Analyzes data and develops maps and map layers through the use of geographic information systems (GIS) software and programs. Interprets source data, by electronically drafting or digitizing the information into the computer database, while adhering to pre-established GIS mapping conventions and following pre-established procedures and sequences. Provides quality assurance of maps and layers for accuracy. Identifies and corrects GIS errors. Establishes and maintains GIS and computer data files, determines scale, line size, and color to print hard copies of computerized maps. Gathers data in the field using GPS systems.

- ❖ *Minimum Experience:* 1 year
- ❖ *Minimum Education:* Bachelor's Degree in Geography, Engineering, or Physical Sciences

GRAPHICS/DRAFTING ANALYST

At the direction of the project manager, prepares (using a wide variety of software) drawings, photos, maps, and other necessary graphics.

Experience in the composition and production of technical drawings, maps, and graphics, including drawings, maps, and graphics for specialized technical readership and for general public readership.

Includes (but not limited to) disciplines such as CADD, geographic information systems (GIS), cartography, geography (with cartography or GIS emphasis), graphic arts, computer graphics.

- ❖ *Minimum Experience:* 3 Years
- ❖ *Minimum Education:* Bachelor's Degree in Geography, Engineering, or Physical Sciences

DOCUMENT EDITING QA/QC

Involved in the editing of technical reports and proposals, including content organization, grammar, spelling, and referenced materials. Ensures conformity with established standards and styles as well as internal consistency of reports and proposals.

Executes work under regular and detailed supervision by personnel at higher professional levels. Client interaction is generally limited to specific and narrowly-defined work assignments.

- ❖ *Minimum Experience:* 8 Years
- ❖ *Minimum Education:* Bachelor's Degree in English

ADMINISTRATIVE/PROJECT ACCOUNTING II

Plans, schedules, and executes a majority of work in a largely unsupervised manner. Responsible for project quality, management, and client relations with only general and infrequent review and guidance from principals and project managers.

Project accounting includes provision of management of information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; management, projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

- ❖ *Minimum Experience:* 10 Years
- ❖ *Minimum Education:* Bachelor's Degree in Accounting or Finance

PROJECT ACCOUNTING I

Plans, schedules, and executes work under regular supervision, with frequent review and guidance from Principals and project managers.

Project accounting includes provision of management of information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; management, projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

- ❖ *Minimum Experience:* 3 Years
- ❖ *Minimum Education:* Bachelor's Degree in Accounting and Finance

ADMINISTRATIVE

This classification covers basic secretarial skills, such as documentation and file maintenance. It also includes word processing, data entry, editing, and document production. Works at the direction of project managers and others carrying out an assortment of duties as assigned.

Executes work under regular and detailed supervision by personnel at higher professional levels. Client interaction is generally limited to specific and narrowly-defined work assignments.

- ❖ *Minimum Experience:* 0 years
- ❖ *Minimum Education:* High School degree

5. Order Aspen's Services

Orders from government agencies are placed directly with Aspen (via tools such as GSA's E-Buy) in the manner of a task order. Our deliveries are made directly to the client.

To ensure a Best Value:

- ◆ Agencies prepare a Statement of Work
- ◆ Agencies send a Request for Quotes
- ◆ Aspen prepares a response, including a fee proposal
- ◆ Agencies review Aspen's quote (consider price, administrative costs)
- ◆ Agencies select the contractor who provides the Best Value
- ◆ Agencies places order directly with Aspen by writing an order