



**Calvin, Giordano & Associates, Inc.**

**E X C E P T I O N A L   S O L U T I O N S**

**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service  
Consolidated Contract Schedule**

**Environmental Services -899  
Professional Engineering Services - 871  
Information Technology Equipment Software & Services - 70**

**Contract Number: GS-00F-0013X  
Contract Period: 6/8/2011 to 6/7/2016**

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**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 at <http://www.GSAAdvantage.gov>**



## CORPORATE PROFILE

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Calvin, Giordano & Associates, Inc. (CGA) is an innovative and creative consulting firm offering government agencies a comprehensive approach to engineering, land planning, government regulatory compliance, environmental engineering, construction engineering and inspection and data technologies. Our consolidated schedule offers a host of professional services as a one-source partner that efficiently tackles time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals.

CGA has, over the course of decades, gained considerable recognition for delivering a wide scope of services for dozens of government agencies.

Our services to government encompass engineering, surveying, construction management, emergency management, code compliance and building inspection, planning and zoning, environmental services, information technology and geographic information system (GIS) services.

In 2004, we launched INKforce™, a software solution for government agencies that need to increase productivity, efficiency and collaboration in the areas of regulatory compliance, code enforcement, building and permitting, planning and zoning and fire inspection reporting. Using a wireless connection and web browser, INKforce™ allows users to schedule, track and monitor the life cycle of all permitting, monitoring and inspections directly from the field.

### **OFFICE LOCATIONS**

#### **Fort Lauderdale, FL (Headquarters)**

1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316  
T 954-921-7781

#### **Tampa, FL**

Feather Sound Corporate Center I  
13535 Feather Sound Drive, Suite 135  
Clearwater, FL 33762  
T 727-394-3825

#### **West Palm Beach, FL**

560 Village Boulevard, Suite 340  
West Palm Beach, FL 33409  
T 561-684-6161

#### **Jacksonville, FL**

1334 Walnut Street  
Jacksonville, FL 32206  
T 904-834-4314

#### **Homestead, FL**

97 NE 15<sup>th</sup> Street  
Homestead, FL 34590  
T 786-243-0071

#### **Atlanta, GA**

Ashford Perimeter  
4151 Ashford Dunwoody Road, NE, Suite 120  
Atlanta, GA 30319  
T 678-252-1096

#### **Port St. Lucie, FL**

2400 SE Veterans Memorial Parkway,  
Suite 207  
Port St. Lucie, FL 34952  
T 772-489-9494



## **STAFF**

CGA has over 220 professionals which include engineers, planners, surveyors, construction managers, environmental scientists, IT support specialists, software application developers, and GIS specialists, administrative and management professionals.

## **SERVICES OFFERED**

### **Environmental Services - 899**

**C899-1:** Environmental Planning Services and Documentation

**C899-7:** Geographic Information Services

#### **Environmental Services**

- Environmental Mitigation
- Ecological Assessments and Permitting
- Water Resource Management and Reuse Planning
- LEED/Sustainability Evaluations
- Governmental Permitting
- Environmental Impact Statements
- Endangered Species, Wetland and Natural Resource Management Plans
- Wave and Surface Water Modeling
- Onshore and Offshore Site Surveys
- Regulatory Agency Coordination
- Coastal Risk Assessments
- Flooding and Erosion Protection
- Historic Preservation
- Habitat Restoration
- Vegetative Habitat Delineations and Assessments
- Arborist and Tree Mitigation Services
- Invasive Exotic Vegetation Monitoring and Reporting Services
- Wildlife Monitoring and Reporting Services
- Wetland Mitigation Monitoring and Reporting Services
- Indoor Air Quality Assessments

#### **Geographic Information Systems (GIS)**

- GIS Services and Implementation
- Demographic Analysis and Mapping
- Environmental Resource Analysis and Mapping
- Utility Mapping and Assessment
- Image Rectification
- Water Resources Planning and Management
- Digital Terrain Modeling



## **Emergency Management Services**

The Emergency Management Services Division offers government and private businesses comprehensive emergency management planning, mitigation, training, exercise and regulatory compliance services. CGA's longstanding municipal and public utility partnerships and government experience enables us to offer a comprehensive package of contract services of which planning for public safety is a vital component. Our experienced emergency managers, planners, public administrators, engineers, public utility specialists and information technology staff can pool their talents to comprehensively address the full-range of proactive mitigation, disaster preparedness, response and recovery needs.

Services are structured to:

- Enhance preparedness through planning, training and exercise
- Mitigate the impact of hazard and prevent future losses
- Provide EMAP compliance, certification and legal compliance
- Risks assessments for existing or planned facilities

## **Professional Engineering Services -871**

**C871-1:** Strategic Planning for Technology Programs/Activities

**C871-2:** Concept Development and Requirements Analysis

**C871-3:** System Design, Engineering and Integration

**C871-7:** Construction Management

## **Professional Engineering Services**

- Water and Waste Water Treatment Plant Design – New or Expansion
- Water Main, Force Main and Gravity Sewer Design, Extension or Rehabilitation
- Sanitary and Stormwater Pump Station Design and Rehabilitation
- Stormwater Management Master Planning
- Drainage Design and Analysis
- Hydraulic and Hydrologic Modeling
- Civil Site Work Design
- Roadway and Highway Design
- Site Plan and Construction Plan Review for Municipal Clients
- Electrical Engineering Design Services
- Infrastructure Design Costing and Operation
- Due Diligence and Site Suitability Evaluations
- Operations and Management Services
- Site Plan Preparation and Development Approvals
- Paving, Grading, Drainage and Utility System Design
- Urban Retrofit Planning and Design
- Waterway Maintenance and Dredging
- Marina and Waterfront Planning and Design
- Beach Renourishment



## **Construction Engineering and Inspection**

- Construction Observation
- Cost Estimating
- Value Analysis
- Contract Administration
- Construction Coordination
- Quality Assurance
- LEED Registration and Overview
- Construction Bid/Award Management
- Constructability/Value Reviews
- Construction Scheduling
- Project Closeout

## **Surveying & Mapping**

The Surveying and Mapping Division of CGA utilizes the latest in cutting edge technology when preparing surveys including GPS equipment, automated data collection, laser scanners, underground utility detection technologies and a vacuum/slurry subsurface excavation system that exposes existing underground utilities. Additionally, our Hypack software with Odom sounder allows us to offer hydrographic surveying services. By integrating with our Trimble GPS units, the equipment creates a three-dimensional model of the water body being surveyed.

CGA was among the first firms to acquire a 3D Laser ScanStation. Our surveying and mapping staff can now scan virtually anything in half the time of conventional methods, with a level of detail not available before. The ScanStation can take a virtual, detailed snapshot of a site. It collects millions of data points of all items in a 360° horizontal and 270° vertical field of view, allowing a full field of view. The ScanStation captures all items in a permanent record, including hundreds of high quality photos, and graphics or animations, from 3D to virtual walk-through of sites. For convenience, the survey data can be exported to whatever format needed, whether CADD or other software.

- Hydrographic
- Boundary/ALTA
- Topographic
- As-Built/Record Survey
- Control Survey
- Specific Purpose Survey
- Subdivision Record Plat



## **Information Technology Equipment Software & Services – 70**

**C132 32:** Term Software License - SUBJECT TO COOPERATIVE PURCHASING

**C132 34:** Maintenance of Software as a Service - SUBJECT TO COOPERATIVE PURCHASING

**C132 51:** Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

### ***Data Technology and Development***

#### **Information Technology**

CGA's Data Technologies and Development Department offers professionals experienced in the field of IT. Our services span from desktop support to complex network implementations. We support government agencies with managing their existing environment to designing, planning and implementing a new environment. Our different levels of expertise, allows us to provide the right professional depending on the task required.

#### **INKforce™ – exceptional government software solutions**

Unlike most software products, INKforce was developed based on experience. Our software provides an enterprise-wide solution which includes;

- Code/Regulatory Enforcement Tracking (CET)
- Building and Permitting Tracking (BPT)
- Planning and Zoning (PNZ)
- Business Tax Receipts (BTR)
- Fire Inspection Tracking (FIT)
- Point of Sale (POS)

Also, as Microsoft Gold Certified partners, our system was developed on the .net framework, is entirely web based yet can still be completely configured to the needed business processes and workflows. Visit [www.INKforce.net](http://www.INKforce.net) for more information.

#### **Application/Software Development**

CGA also provides application/database development of custom end user applications and custom designed interactive web-based applications. Having CGA as an Application Service provider benefits the customer with the latest technology and systems architecture required for the current competitive market.



# LABOR RATES AND DESCRIPTIONS

## Environmental Services (899) & Professional Engineering Services (871)

### *(Domestic)*

Service Category	GSA Price	GSA Price (including IFF)
Principal	\$164	\$165.24
Project Manager	\$103	\$103.78
Engineer III	\$89	\$89.67
Engineer II	\$62	\$62.47
Senior CADD Tech Manager	\$76	\$76.57
CADD Tech	\$53	\$53.40
Director of Planning	\$97.15	\$97.88
Planner	\$61.20	\$61.66
Senior Registered Surveyor	\$108.75	\$109.57
Survey Coordinator	\$57.75	\$58.19
Survey Crew Chief/Survey	\$103.95	\$104.74
Inspector	\$58	\$58.44
Senior Inspector	\$78	\$78.59
Senior Environmental Scientist	\$92	\$92.70
Environmental Specialist	\$84	\$84.63
GIS Specialist	\$90	\$90.68
Clerical	\$48	\$48.36

### *International*

Service Category	GSA Price	GSA Price (including IFF)
Principal	\$164	\$165.24
Project Manager/Engineer IV	\$103	\$103.78
CADD Tech	\$53	\$53.40
Clerical	\$48	\$48.36



# LABOR RATES AND DESCRIPTIONS

## Information Technology Equipment Software & Services (70) (Domestic)

Service Category	GSA Price	GSA Price (including IFF)
Principal	\$164	\$165.24
Project Manager	\$103	\$103.78
Senior Applications Developer	\$132	\$133
Network Administrator	\$131.75	\$132.75
IT Support Specialist	\$80.75	\$81.36
Clerical	\$48	\$48.36

### Service Contract Act (SCA) Matrix

The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Engineer II	30040--Civil Engineering Technician	2005-2111
Senior CADD Technician Manager	30064--Drafter/CAD Operator IV	2005-2111
GIS Specialist	30030 - Cartographic Technician	2005-2111
CAD Technician	30061--Drafter/CAD Operator I	2005-2111
Clerical	01611--Word Processor I	2005-2111
Senior Registered Surveyor	99830 – Survey Party Chief	2005-2111
Survey Coordinator	99832 – Surveying Technician	2005-1111
Survey Crew Chief	99830- Survey Party Chief	2005-2011





# LABOR RATES AND DESCRIPTIONS

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## PRINCIPAL

**Responsibilities:** The Principal has primary responsibility for client liaison, and for the overall quality of services produced by the company. The Principal is ultimately responsible for business development, financial management, risk analysis and mitigation, and has final authority on all decisions relevant to the company as well as specific projects.

**Experience/Education:** Minimum education credentials include a B.S in a relevant discipline, minimum of 20 years experience in the field of engineering or planning, incorporating a minimum of 10 years management experience, and professional registration with the appropriate governing state and body.

## PROJECT MANAGER/ENGINEER IV

**Responsibilities:** The primary function of this position is to oversee and ensure performance of all tasks associated with individual projects. The Project Manager leads all team members in professional efforts and provides managerial direction for problem definition, project analysis, requirement development, and implementation of best practices to meet project requirements. The project manager is also responsible for project schedules, budgets and subcontractor coordination.

**Experience/Education:** Minimum education credentials include a Bachelors Degree in a relevant discipline, a minimum of 10 years experience in a relevant field, incorporating 5 years management experience, and professional registration with the appropriate governing state and body.

## ENGINEER III

**Responsibilities:** This is professional engineering position which works in the design and review of a wide variety of engineering projects. Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making design adaptations and modifications.

**Experience/Education:** Bachelor's Degree in engineering from an ABET accredited curriculum, or field of specialization appropriate to area of assignment, plus a minimum of 10 years experience; or any equivalent combination of relevant training and experience. Licensed Professional Engineer required.



# LABOR RATES AND DESCRIPTIONS

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## ENGINEER II

**Responsibilities:** This is professional engineering position which works in the design and review of a wide variety of engineering projects. Performs assignments requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.

**Experience/Education:** Bachelor's Degree in engineering from an ABET accredited curriculum, or equivalent, with at least 2 years experience.

## SENIOR CADD TECH MANAGER

**Responsibilities:** This is advanced technical work in computer aided drafting utilizing computer files of various engineering drawings, technical and graphic materials. Work involves performing complex drafting assignments for professional and technical superiors involving the use of computer aided drafting software (AutoCAD, Microstation). Work requires considerable job knowledge and skill in carrying out assignments. Assists in coordinating engineering drafting functions with other departments. Provides technical assistance and guidance on work methods and procedures to less experienced personnel engaged in related work.

**Experience/Education:** Graduation from high school, or equivalent; supplemented by a 2 year degree from a technical college; eight (8) years experience in sub-professional engineering drafting including two (2) years experience in managing other technical staff.

## CADD TECH

**Responsibilities:** Responsible for work in the preparation of engineering and technical drawings, construction plans, plats, sketches and various graphic materials. Work requires the application of knowledge of a limited technical area of engineering, survey or a related field. Work involves the use of computer aided drafting software (AutoCAD, Microstation) necessary for the preparation of various graphic materials. Prepares complex drawings using specialized drafting computer software; prepares preliminary and final plans and work is reviewed for technical accuracy in progress and upon completion.

**Experience/Education:** Graduation from high school, including or supplemented by a 2 year degree from a technical college; experience in computer assisted drafting and design; or any equivalent combination of training and experience.



# LABOR RATES AND DESCRIPTIONS

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## DIRECTOR OF PLANNING

- Responsibilities:** Represents the city, county, state, and federal entities managing planning activities. Acts as primary contact or support with relations with government agencies. Represents the client's interest at public hearings. Coordinates the acquisition of permits and other approvals required from governmental agencies. Manages client's land-planning activities. Monitors proposed and current laws, ordinances, and regulations that affect or might affect client operations and keep clients informed. Works cooperatively with other managers and employees to achieve the company's mission.
- Experience/Education:** Graduation from an accredited college or university with a Master's degree in Urban Planning or closely related field; Minimum of five (5) years experience in public administration, public works and/or land planning; or any equivalent combination of related training and experience. Knowledge of planning laws and AICP preferred.

## PLANNER

- Responsibilities:** Responsibilities include analytical tasks related to planning and monitoring. Work involves the utilization of principles and methods in the formulation and implementation of various zoning studies, reports, projects and recommendations. In addition, work may include practical code or plan analysis and recommendations for various public entities. Develops or monitors any one of a number of elements contained in a development approval or land use plan, such as district regulations, permit and review procedures, landscape requirements or housing, future land use or recreation elements, population, tourism, agriculture, housing, recreation, transportation, wastewater and law enforcement. Makes oral and written interpretative assessments of zoning or planning data. Assists governments in formulating and implementing a comprehensive development plan. Analyzes rezoning petitions to determine the best land use and zoning for a parcel. Drafts ordinances, resolutions and formal procedures.
- Experience/Education:** Bachelor's degree from an accredited college or university with major course work in Urban Planning, Geography, Public Administration or a closely related field, with two (2) years related experience; or a Master's degree with major coursework in Urban Planning or related field, and one (1) year of related experience; or any equivalent combination of related training and experience.



# LABOR RATES AND DESCRIPTIONS

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## SENIOR REGISTERED SURVEYOR

**Responsibilities:** This is professional position encompasses the surveying and mapping of environmental, land development, utility and public works facilities. Work involves the application of surveying principles and practices to support planning and engineering projects. Perform quality control review of field surveys. Work assignments include the supervision of subordinate survey and technical personnel engaged surveying and mapping of projects such as streets, highways, bridges, sewers, water distribution projects and public lands. Evaluates performance; assigns, schedules work; and establishes project priorities. Must be competent in the knowledge of/and able to perform the following: analyze survey control; prepare ALTA surveys; ensure the accurate and complete preparation and certification of Boundary Surveys, Condominium Documents; Plats and Legal Descriptions.

**Experience/Education:** Graduation from high school or equivalent supplemented by college level course work in land surveying, civil engineering or related field; ten (10) years experience in land surveying work which includes G.P.S. Registered Professional Land Surveyor with; at least four (4) years of experience after registration.

## SURVEY COORDINATOR

**Responsibilities:** Supervise survey field crews performing boundary, topography, ALTA, right of way and construction surveys for public and private clients. Work includes office support for all phases of work in the field. Duties include performing varied technical survey tasks and coordinating the layout of construction work. Plan daily activities considering multiple projects. Communicate with the entire crew and office staff about all aspects of the projects.

**Experience/Education:** Graduation from high school, or equivalent including or supplemented by course work in field survey work; or any equivalent combination of training and experience. Minimum of three (3) years experience working in a field crew as a crew chief.



# LABOR RATES AND DESCRIPTIONS

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## SURVEY CREW CHIEF/SURVEY CREW

- Responsibilities:** Survey crew leader performing boundary, topography, ALTA, right of way and construction surveys for public and private clients. Supervises all phases of work in the field and performs the more difficult survey tasks using a theodolite, electronic survey equipment, or level. Takes field notes and makes sketches. Perform field survey activities in accordance with standards set by the company, state and the American Congress of Surveying & Mapping. Makes necessary calculations to establish location and elevation of surface features; sets bench marks, land corners, and elevations; measures distances; determines grades and elevations; takes canal soundings.
- Experience/Education:** Graduation from high school, or equivalent including or supplemented by course work in field survey work; or any equivalent combination of training and experience. Minimum of three (3) years experience working in a field crew as a crew chief.

## SENIOR INSPECTOR

- Responsibilities:** Supervises professional field representatives involved in the field inspection of construction projects. The senior inspector must demonstrate considerable familiarity with the application of engineering and construction principles and practices. Observes work progress to ensure conformance with plans and specifications. Examines workmanship of finished installations for conformity to standards. Maintains daily report of construction inspection activities. Prepares sketches of construction installations that deviate from plans and incorporates changes into master plans. Inspects equipment operation and materials on the job site. Interprets specifications as related to materials and workmanship. Prepares change orders and pay requests. Reads and interprets plans, specifications, correspondence and related construction documents. Performs emergency inspections to help resolve problems.
- Experience/Education:** Graduation from high school or equivalent recognized certification; minimum eight (8) years of relevant progressive experience.



## LABOR RATES AND DESCRIPTIONS

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### INSPECTOR

**Responsibilities:** Responsible for performing construction observation assignments and assisting Senior Inspector in the performance of their duties. Monitor and report construction related activities on a regular basis. Observe the contractor's work. Responsible for reading construction plans, performing basic measurements and calculations and verifying and reporting quantities on daily reports of construction. Receives general supervision from the Senior Inspector who reviews work while in progress.

**Experience/Education:** Graduation from high school or equivalent; two (2) years experience in construction inspection.

### SENIOR ENVIRONMENTAL SCIENTIST

**Responsibilities:** Position plays a vital role in the development, implementation, and enforcement of regulations designed to protect and preserve the environment working with governments and private institutions to comply with applicable rules and legislation. While most assignments focus on the natural environment itself, some specialists work in the fields of environmental health, industrial hygiene, surface and groundwater clean-up and monitoring as well as air quality monitoring, modeling and reporting. Must have a thorough understanding of issues like conservation, replenishment, and degradation and be capable of conceiving and undertaking studies, compile findings into a useful form, and clearly communicate those findings to their superiors and the client. Supervise contractors that perform remedial activities. Coordinate the implementation of efforts or studies to monitoring, manage or clean-up pollutants such as microbiological contamination, respirable particulates, pesticides, metals and volatile chemicals.

**Experience/Education:** Bachelor's degree from an accredited college or university with a major in Biology, Botany, Microbiology, Environmental Science or related field; minimum of five (5) years supervisory experience in IAQ, industrial hygiene environmental health, building systems and/or construction; or any equivalent combination of relevant training or experience.



## LABOR RATES AND DESCRIPTIONS

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### ENVIRONMENTAL SPECIALIST

**Responsibilities:** Responsibilities include conducting site inspections; maintaining equipment; and assisting with biological/environmental monitoring, data collection, data entry. Responsible for conducting site inspections, which may include oversight of contractors performing work such as exotic vegetation control, environmental restoration, evaluating and recording efforts on environmental construction projects; or assessing impacts or damage at natural areas. Assists in the collection of biological, geological and physical samples of data, e.g. animal and plant surveys; fish, sea grass and other marine surveys; soil surveys; photographic documentation. Maintain equipment, enters data and maintains databases. Assists in the development of project plans and specifications. Inspects construction sites to evaluate and record progress.

**Experience/Education:** Graduation from an accredited four-year college or university with major course work in Physical or Natural Sciences, Environmental Studies, with at least two (2) years of experience.

### SENIOR APPLICATIONS DEVELOPER

**Responsibilities:** Applies standard programming procedures, business logic and detailed knowledge of pertinent subject matter in a programming area. Develops, modifies and maintains operator instructions for assigned programs. May analyze present performance of a program and take action to correct deficiencies based on discussion with users and approval of supervisor. Works independently under specified objectives. Applies judgment in devising program logic and in selecting standard programming procedures; resolves problems and deviations and obtains advice where precedents are unclear or not available. Prepares specifications and programs of a technical or complex nature. Encodes, tests, debugs and documents custom applications. Evaluates performance; assigns, and schedules work; establishes project priorities and standards.

**Experience/Education:** Bachelors degree from an accredited college or university with a specialty in Computer Science, or closely related field; four (4) years relevant experience; or any equivalent combination of related training and experience.



# LABOR RATES AND DESCRIPTIONS

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## NETWORK ADMINISTRATOR

**Responsibilities:** Responsibilities include the design, implementation, management and operational support of information network communication systems. Responsible for network technical support, customer service, user support, maintaining software, hardware, up-to-date documentation, network troubleshooting, phone systems and other portable communications. Responsible for the acquisition, installation, maintenance, and usage of the client's Local Area Networks (LAN). Evaluate vendor products to meet client's needs. Install network hardware, software and telecommunication equipment. Develop and implements LAN policies, procedures, and standards to ensure client's objectives are met. Train LAN users and troubleshoot LAN problems. Install, customize and tests network communications and desktop workstation systems. Monitor current network configurations and performance, create reports, recommendations and solutions to meet short and long range goals. Participate in the development and enforcement of networking systems and desktop workstations standards and policies for connected computing environments. Work with multiple hardware and software platforms at an intermediate level.

**Experience/Education:** Bachelors degree from an accredited college or university with a specialty in Computer Science, MIS, related technical training with courses in information technology; experience in the support of networks and network connected devices; or any equivalent combination of related training and four (4) years of relevant experience.

## IT SUPPORT SPECIALIST

**Responsibilities:** This is entry level support position which involves providing help desk support to end users on a variety of issues. Identify, research, and resolves technical problems. Respond to telephone calls, email and personnel requests for technical support. Document, track and monitor the problems to ensure a timely resolution. Maintain high levels of customer satisfaction by resolving customer support issues quickly, completely, and with a high level of professionalism. Provide problem diagnosis and resolution for hardware and software related problems as required. Work with Data Technology team to deploy applications that affect the workstation in any way.

**Experience/Education:** Degree in related area; two (2) years relevant experience in customer /helpdesk support of networks and network connected devices; or any equivalent combination of related training and experience.





# LABOR RATES AND DESCRIPTIONS

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## GIS SPECIALIST

**Responsibilities:** This is specialized technical work in the support and analysis of topology, graphic features and databases in Geographic Information Systems (GIS) Technology. Perform work involving the application of all conventional aspects and principles of GIS to the functional area of the assignment. Coordinate the implementation and maintenance of geographic databases. GIS activities to include creating spatial features, developing databases, database management, data conversion, and performing spatial analyses. Work is performed with independent judgment under general supervision.

**Experience/Education:** Graduation from an accredited college or university with major course work in Geographical Information Systems, Geography, Computer Science, Engineering or related field; four (4) years experience in GIS software applications.

## CLERICAL

**Responsibilities:** The primary function of this position is to provide support and resources to all project personnel to aid the timely and cost effective completion of each project. Duties include assistance in clerical as well as logistic areas to help all departments operate efficiently.

**Experience/Education:** Minimum educational credentials include a High School Graduation Certificate, and at least 2 years experience in various aspects of office management and computer training.



## C132 32 TERM SOFTWARE LICENSES

### INKforce™ Modules

**Code Enforcement Tracking (CET)** is a dynamic mobile web based software solution that provides a fully automated turn-key system to support efficient and accurate code enforcement. INKforce CET will automate your entire code enforcement process from tracking, to delivery of end to end case management, and provides mobile field services such as hardcopy printouts, digital picture archiving, digital signature capture, and secure real time access.

**Building and Permitting Tracking Software (BPT)** is a turn-key web-based solution which enables both contractors and residents the ability to streamline the building and permitting process with this end-to-end solution. All key functions including registration, application, payment of fees, plan reviews, approvals, and even messaging is accomplished online which frees up valuable time for your entire staff.

**Planning and Zoning Module (PNZ)** is a turn-key web-based solution which enables the planning department to streamline the planning process with this end-to-end solution. All key functions including registration, application, payment of fees, plan reviews, approvals, and even messaging is accomplished online which frees up valuable time for your entire staff.

**INKforce GIS Update License** allows the CET, BPT, and PNZ modules to have a complete integration with ESRI - ArcGIS. On a quarterly basis Data is retrieved from the local government Tax Assessor in the form of a tax roll database and GIS parcel base map. The raw data files are manipulated in an effort to extract the agency's data lying within their jurisdictional boundary. The data is scrubbed to include the fields that are pertinent to INKforce™. The scrubbed data is integrated into INKforce™ product environment and tested to ensure data has been integrated accurately. The GIS data is then pushed to the live environment at our data center.

#### ***INKforce™ license fees include:***

- *Access to INKforce™ software (one user per license) for one year, via CGA's secure server. Licensing fees are the same regardless of location.*
- *Eight (8) hours of standard training on INKforce™ use.*
- *Standard Technical Support which includes, one (1) telephone support call per month and unlimited email support with 48/72 hour response time during business hours. Business hours are Monday through Friday 8am-5pm EST. No support after 5pm EST, weekends or holidays.*

#### ***INKforce™ license fees do not include:***

- *Raw data are supplied by the contracting agency or provided by CGA at cost.*
- *Implementation and or customization of any INKforce™ module. Such items include:*
  - *Setup environment and implementation*
  - *Data Conversion and Migration*
  - *Business Review and Analysis*
  - *Network Analysis*



# INKFORCE LICENSING AND SUPPORT

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- Customization of specific tools and work flows
- Custom Training
- Please refer to 132 34 INKforce™ Implementation Package. Contracting agency must select both the installation package and indicate the desired module and number of staff licenses.
- Ancillary hardware and software costs to support the licensed users are not included and is the responsibility of the contracting agency.
- Travel costs are billed to the contracting agency according to federal guidelines.

## C132 34 MAINTENANCE OF SOFTWARE AS A SERVICE

### **INKforce™ Upgraded Support (Annual)**

#### ***INKforce™ upgraded support includes:***

- Standard Technical Support which includes, five (5) telephone support call per month and unlimited email support with 8 hour response time during business hours. Business hours are Monday through Friday 8am-5pm EST. There is a response time of 24 hours after 5pm EST and weekends.
- Software Upgrades

#### ***INKforce™ upgraded support does not include:***

- No support on Holidays.
- After 5 calls per months support is billed to the contracting agency on an hourly basis.

### **INKforce™ Implementation Package (One Time Fee per Module)**

The INKforce™ Implementation Package fee is for the set-up, configuration and training of the INKforce product. Services under the implementation package include:

#### **Setup environment and implementation**

Setup SQL databases to accept data from the forms and change all templates with agency logos and agency name. Test and roll out to live environment.

#### **Customization of specific tools and work flows**

Data will be gathered and documented describing the daily process and functions of the agency to ensure that key factors are captured within the software application.

Some Internal software process, business rules or workflows can be changed to meet specific client needs, as long as the integrity of the software module is not affected. The fee includes up 80 hours of business review, analysis and customization. Any additional hours will be charged on an hourly basis at the Senior Applications Developer rate.



# INKFORCE LICENSING AND SUPPORT

## **Custom Training**

Training can be designed on a group basis, individually or directly in the field with staff and all training sessions are hands-on using the agency's data and hardware. The fee includes 16 hours of customized training. Any additional hours will be charged on an hourly basis at the Senior Applications Developer rate.

*The INKforce™ Implementation Package does not include: (These services are charged on an hourly basis at the Senior Applications Developer rate)*

## **Data Conversion and Migration**

Conversion or migration of data currently housed in legacy type systems into the INKforce™ SQL database or push data to existing ERP systems.

## **Network Analysis**

Assess your current network environment and provide you with a detailed report to ensure that your current network has the hardware required to deploy INKforce™.

## **INKforce™ Rate Table**

<b>INKforce™ Standard Edition Hosted Deployment</b>				
<b>Applicable SIN</b>	<b>Product/Service Name</b>	<b>Unit</b>	<b>GSA Price</b>	<b>GSA Price (Including IFF)</b>
<b>Licensing Fees</b>				
C132 32	INKforce Building Permit Module (BPT) License	Per license/Per year	\$696.43	\$701.69
C132 32	INKforce Code Enforcement Module (CET) License	Per license/Per year	\$696.43	\$701.69
C132 32	INKforce Planning & Zoning Module (PNZ) License	Per license/Per year	\$696.43	\$701.69
C132 32	INKforce GIS Update License	Per Client/Per Year	\$4,320	\$4,352.64
<b>Implementation Fees</b>				
C132 34	INKforce Implementation Package	Per Module	\$7,600	\$7,657.43
Training		16 hours per module included		
Customization		80 hours per module included		
<b>Support Fees</b>				
C132 34	INKforce Upgraded Support Package	Per Client/Per Year	\$4,875	\$4,911.84



## CUSTOMER INFORMATION

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### 1a. Awarded Special Item Numbers:

#### Environmental Services - 899

**C899-1:** Environmental Planning Services and Documentation

**C899-7:** Geographic Information Services

#### Professional Engineering Services -871

**C871-1:** Strategic Planning for Technology Programs/Activities

**C871-2:** Concept Development and Requirements Analysis

**C871-3:** System Design, Engineering and Integration

**C871-7:** Construction Management

#### Information Technology Equipment Software & Services - 70

**C132 32:** Term Software License

**C132 34:** Maintenance of Software as a Service

**C132 51:** Information Technology Professional Services

**1b. Lowest Priced Item:** Please see Labor Rates (page 7 and 8) and INKforce Price List (page 20). The Contractor's hourly rates provided herein are the lowest rate available for each labor category and are in accordance with the Contractor's customary commercial practices.

**1c. Labor Category Descriptions:** Please refer to Pages 9 thru 17.

**2. Maximum Order:** SIN 871 - \$1,000,000 SIN 899 - \$1,000,000 SIN 70 - \$500,000

**3. Minimum Order:** \$100

**4. Geographic Coverage:** Domestic US and Overseas

**5. Point of Production:** Same as Company Address and our regional offices

**6. Discount:** Government Net Prices as stated in Section 1b

**7. Quantity Discounts:** No additional discount applied

**8. Prompt Payment Terms:** Net 30 Days – no additional discounts applied

**9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Accepted

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

**10. Foreign Items:** N/A

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

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight / 2-Day Delivery:** Contact Contractor



## CUSTOMER INFORMATION

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**11d. Urgent Requirements:** Contact Contractor

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

**13a. Ordering Address:** Calvin, Giordano & Associates, Inc.  
1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316

**13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules))

**14. Payment Address:** Same as Company Address

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

**16. Export Packing Charges:** N/A

**17. Terms and Conditions of Government purchase card acceptance:** None

**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:** N/A

**20a. Terms and Conditions for Any Other Services:** N/A

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

**22. List of Participating Dealers:** N/A

**23. Preventive Maintenance:** N/A

**24a. Special Attributes:** N/A

**24b. Section 805 Compliance Information:** N/A

**25. DUNS Number:** 04-429-7369

**26. SAM:** Calvin Giordano and Associates is Registered in the SAM Database (Cage Code 51J13) –  
Registration valid through 05/23/2014.



## TERMS AND CONDITIONS APPLICABLE TO IT PROFESSIONAL SERVICES (SIN 132-51)

NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

### 1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of the Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. Performance Incentives I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the Contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the Contractor. Incentives shall be based on objectively measurable tasks.

### 3. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### 4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.



## CUSTOMER INFORMATION

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- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Professional Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

### 5. **Stop-Work Order (FAR 52.242-15) (AUG 1989)**

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

### 6. **Inspection of Services**

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (JUNE 2010) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Contract orders placed under this contract with regard to inspection of services.





## 7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## 8. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## 9. Independent Contractor

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## 10. Organizational Conflicts of Interest

### a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.



### **12. Payments**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made when authorized by the order. For time-and-materials orders, the Payments under Time-and-materials and Labor-Hour Contracts at FAR 52.212-4 (JUN 2010) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract.

### **13. Resumes**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. Incidental Support Costs**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. Approval of Subcontracts**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. Description of IT Professional Services and Pricing**

See Labor Category Descriptions beginning on Page 9 and rates and prices on Pages 7, 8 and 20.