

ENPLAN

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Environmental Services Supply Schedule

Environmental Planning Services and Documentation SIN 899-1 & 899-1RC
Geographic Information Systems (GIS) Services SIN 899-7 & 899-7RC

For more information on ordering from Federal Supply Schedules visit www.GSA.gov.

Contract Number: GS-10F-0368X

Contract Period: 7/08/2011 to 7/07/2016

Business Size: Certified Small Business Enterprise

Contact Us:

ENPLAN

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Environmental and Geospatial Solutions

Since 1980, ENPLAN has maintained a leading standard of excellence in the fields of environmental planning and geospatial technology throughout northern California. Our clients include the U.S. Forest Service, Bureau of Land Management, U.S. Fish and Wildlife Service, National Park Service, U.S. Department of Health and Human Services, and various tribal governments.



More information is available at www.enplan.com.

Customer Information

Special Item Numbers (SIN)
SIN 899-1 & 899-1RC – Environmental Planning Services Documentation
SIN 899-7 & 899-7RC – Geographic Information Systems (GIS)

Labor Categories for SIN 899-1 and 899-7: See Labor Category table on page 10.

Maximum Order: \$5,000,000.

Minimum Order: \$100.

Geographic Coverage (delivery area): United States (domestic only). Primary service area: Northern California and Southern Oregon. Immediate service area includes the counties of Shasta, Trinity, Tehama, and Siskiyou.

Point of Production: Redding, CA.

Discount from list prices or statement of net price: Government net prices include discounts.

Quantity Discounts: 1% discount applied to task orders of \$200,000 or greater.

Prompt Payment Terms: 1% 15 Days, Net 30.

Government Commercial Credit Card: Government Commercial Credit Cards accepted for all tasks under \$2,500.

Foreign Items: None.

Time of Delivery: To be negotiated with ordering agency on individual task orders.

FOB Points: Destination.

Ordering Address: ENPLAN, 3179 Bechelli Lane, Redding, CA 96002, 530.221.0440, 530.221.6963 (Fax), gsaservices@ENPLAN.com

Payment Address: ENPLAN, 3179 Bechelli Lane, Redding, CA 96002

Warranty Provision: Not applicable.

Exporting Packing Charges: Not applicable.

Terms & Conditions of Government Purchase Card Acceptance: See above.

Terms & Conditions of Rental Maintenance & Repair: Not applicable.

Terms & Conditions of Installation: Not applicable.

Special Attributes: None.

Data Universal Numbering System (DUNS) Number: 153835574

CCR: ENPLAN is registered in the Central Contractor Registration (CCR) database.

Environmental Planning Services and Documentation

ENPLAN is known for its emphasis on sound science, thorough fieldwork, and advanced resource analysis and documentation techniques. These qualifications have established us as leaders in the field of natural resource evaluation and management. Services provided by our well-qualified and experienced team of environmental scientists range from preliminary environmental constraints analysis to comprehensive impact assessment, permit processing and formulation of cost-effective mitigation strategies.

Our cultural resources team has over half a century of collective experience in surveying, assessment and research. This experience has involved facility development projects through to interpretation and preservation programs covering multiple jurisdictions and institutions.

Our NEPA compliance support services range from focused studies and Environmental Assessments through to full Environmental Impact Statements (EIS) including joint NEPA-CEQA documents. We manage public participation, coordinate regulatory agency review and ensure that a defensible public record is established.



ENPLAN assists federal agencies comply with environmental laws and regulations, including:

- National Environmental Policy Act (NEPA)
- Clean Water Act (CWA)
- Clean Air Act (CAA)
- Endangered Species Act (ESA)
- Fish & Wildlife Coordination Act
- Migratory Bird Treaty Act
- Archaeological Resources Protection Act
- National Historic Preservation Act (NHPA)
- Native American Graves Protection and Repatriation Act (NAGPRA)
- Safe Drinking Water Act
- Department of Transportation Equity Act
- Rivers and Harbors Act
- Executive Orders addressing Endangered Species, Wetlands, Floodplains, Farmland Protection, and Environmental Justice

NEPA Compliance

ENPLAN offers a full range of environmental planning services and documentation, from early consultation to preparation of full-scope reports in compliance with the National Environmental Policy Act (NEPA) and related state regulations. This includes preparation of Environmental Assessments/Findings of No Significant Impacts (EA/FONSI), or EIS.

ENPLAN also provides public participation management and coordination of regulatory agency review. Public outreach managed includes scoping meetings, development of public participation websites, and managing opinion surveys.

Biological Studies and Special-Status Species Surveys

ENPLAN has extensive experience in conducting biological studies and assessments, including general wildlife surveys, botanical surveys, species-specific plant and wildlife studies, plant community inventories, tree inventories, habitat assessments, fisheries studies, macroinvertebrate studies, and terrestrial/aquatic habitat restoration and creation projects.



Cultural Resource Studies

The ENPLAN cultural resources team has conducted and managed all types of cultural resource study projects. Our services include ethnographic and historical research; Native American consultation and public participation; archaeological inventory, evaluation, site excavation, management, and mitigation; historical architecture investigations; Section 106 compliance; and construction monitoring.

Wetland Evaluations

ENPLAN has performed wetland analyses, screenings, and delineations for more than 20 years. Analyses are initiated by reviewing soil survey data, lists of hydric soils, National Wetlands Inventory maps, and in-house records for a particular project study area. We conduct field assessments of vegetation, soils, and hydrologic characteristics in the study area to determine if any wetlands or “Other Waters of the United States” (e.g., streams) are present on the site.



Our services include flagging boundaries of all wetland features in a study area, obtaining coordinates of the boundaries using a GPS unit with sub-meter accuracy, and completing field data sheets. We determine the extent of wetlands and other waters of the United States, basing acreage calculations on GPS data and field measurements. Technical reports describing our methodology and results, including forms and final maps, are prepared for submittal to the U.S. Army Corps of Engineers. Additionally, if requested by the Corps, we accompany their staff for a field verification of our delineation, and then revise our report and maps as may be needed based on the field review.

Air Quality Analyses

ENPLAN has solid experience in conducting air quality analyses in support of environmental compliance documentation. Our team specializes in evaluating compliance with thresholds set by regional, city, and county agencies. ENPLAN utilizes URBEMIS, an environmental management software application, to calculate air emissions from construction and land use sources, as well as motor vehicle emissions. These findings are incorporated into environmental compliance documentation end-products. In addition, technical specialists are available to supplement in-house staff when needed.

Noise Studies

Existing-condition noise studies conducted by ENPLAN have addressed noise sources as diverse as energy production facilities, spectator-sports events, industrial activities, and vehicle traffic. All measurements are taken in accordance with accepted methodologies such as ISO or ASTM standards, using Type I/II integrating sound level meters. Evaluations are made in terms of community planning standards such as local noise control ordinances, the California Model Community Noise Control Ordinance, and CNEL/Ldn standards.

We also model and predict noise impacts due to increased traffic volumes, construction activity, or other activities associated with proposed land uses. Noise level projections can be depicted in tabular and/or graphic formats for easy comprehension by the project team and reviewing public. Studies may address a variety of variables such as traffic volumes, vehicle mix, activity patterns, topographic conditions, and mitigation options.

Hazardous Material Assessments

ENPLAN's Registered Environmental Assessors have performed hazardous materials assessments, in accordance with ASTM standards, for a wide range of projects. Depending on the project, our analysis may include a Phase I and/or Phase II Environmental Assessment, or be limited to a records search and field observations. If necessary, we are available to conduct hazardous materials sampling, as well as recommend an approach to remediation.



Asbestos Management

ENPLAN has a CAL-OSHA Certified Asbestos Consultant (CAC) on staff to assist clients through the complex state and federal asbestos management regulations. ENPLAN has extensive experience performing asbestos inspections, developing abatement specifications, and performing air clearance sampling. Our CAC is fully trained in accordance with the curriculum established by the Asbestos Hazard Emergency Response Act and attends a yearly refresher course to stay apprised of current asbestos issues and management strategies.

Erosion Control and Water Quality

ENPLAN has extensive experience in the preparation of Storm Water Pollution Prevention Plans (SWPPPs) and Storm Water Management Plans (SWMPs), supervising implementation of specified plans, conducting site inspections, performing required sampling, and preparing final documentation. ENPLAN specialists utilize cutting-edge geospatial information technology to map storm drain infrastructure, perform drainage analyses, determine areas of disturbance, and generate quality graphics. Erosion control recommendations are tailored to the site and activity. Our storm water plans not only stand up to intense regulatory scrutiny, but they have also been praised by our clients for embodying control measures that are both practical to implement and cost-effective.



Visual Impact Simulations and Analyses

ENPLAN has developed a uniquely objective approach to visual impact simulation and analysis. We provide the service directly where entities simply wish an accurate visualization of a proposed project or as part of a broader impact analysis being undertaken pursuant to NEPA and applicable state criteria. We can also design the visualization to determine compliance with other regulatory or advisory criteria, such as may be contained in relevant federal guidelines, or state scenic highways programs. Analyses typically address existing visual character of the project vicinity, relevant public policies, and viewer group sensitivities. Whatever the purpose, our methodology is science-based and yields defensible results that all parties at interest can agree are both realistic and impartial, thereby serving well as a basis for the formulation of mitigations as may be needed.



Monitoring and Restoration

ENPLAN has extensive experience in preparing and implementing mitigation plans, performing construction monitoring, and post-construction monitoring. Our work has included, but is not limited to, oversight of activities affecting hazardous materials, cultural resources, wetlands, water quality, and biological resources, including fish, wildlife, and vegetation. We are also experienced in restoration/creation of streams, wetlands, riparian habitat, and oak woodlands, as well as project site restoration and revegetation for erosion control purposes.

Regulatory Compliance and Permitting

In the course of providing environmental services and NEPA environmental documentation, ENPLAN has worked in close cooperation with the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, NOAA Fisheries, Federal Highway Administration, U.S. Forest Service, Bureau of Land Management, National Park Service, U.S. Health and Human Services, and numerous other federal and state agencies. We also routinely assist our clients in wetland evaluation and planning processes, obtaining Department of the Army permits, Streambed Alteration Agreements, Water Quality Certifications, and use permits, as well as in preparing erosion control plans.

Geographic Information Systems (GIS) Services

ENPLAN offers a variety of geospatial technology solutions. We apply geospatial information technologies to our resource management, environmental impact assessment, and compliance planning activities and documentation. We are both end-users and developers of geographic information systems, geospatial data and software. Consequently, we bring our knowledge and experience in these specializations to bear on the design and implementation of such systems, acquisition of base datasets and the provision of software to our clients. We are highly attentive to emerging opportunities to leverage geospatial technologies on behalf of our clients. Our well-honed data structures are intuitive for our clients. The formats support smooth web deployment through our online portal software and MapPort.

We also maintain robust geospatial data coverages in stock. Both high-resolution orthoimagery and LiDAR digital elevation (DEM) data covering substantial portions of federally administered lands in urban fringe areas of Shasta, Tehama and Siskiyou Counties are available for immediate delivery. Our orthoimagery is current and compiled at resolutions that are the highest available for the region. Our DEM data has a vertical resolution of +/- 6 inches, making it the most detailed and precise terrain dataset available broadly for the region. Canopy and hardscape layers can be provided in addition to bare earth. As an ESRI Business Partner, we offer the full array of ArcGIS software products at competitive pricing. Training and technical support are offered for all data and software products.



GIS Maintenance

ENPLAN provides ongoing maintenance of geographic information systems, usually on a quarterly basis. Maintenance ensures that all data sets remain current and fully serve the purposes of users. Web portal maintenance and technical support are also included in our ongoing maintenance agreements.

Orthoimagery

ENPLAN maintains over 1,000 square miles of high-resolution digital orthoimagery coverage of the northern California region, allowing us to provide imagery to project sites within the coverage area immediately and economically.

Our orthoimagery ranges from 2-inch to 1-foot pixel resolution, which is far superior to commercially available imagery from bulk imagery sources. The higher resolution permits greater feature recognition as well as color and shape differentiation. All of our stock orthoimagery is available immediately and is fully compatible with any software that is geospatially enabled such as ESRI ArcGIS and Autodesk Map 3D.

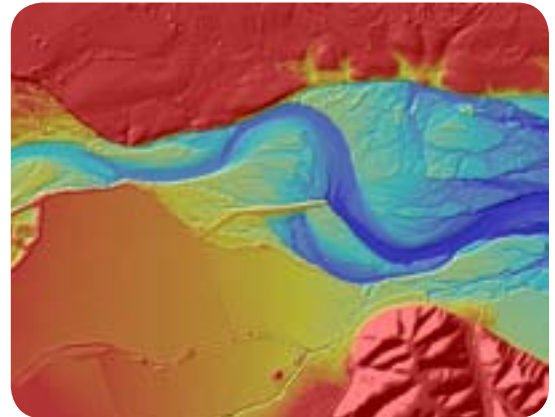


LiDAR Digital Elevation Data

Light Detection and Ranging (LiDAR) data has been collected by ENPLAN covering over 700 square miles of populated northern California. Layers include a comprehensive bare earth digital elevation model (DEM) with a vertical resolution of six (6) inches, a tree canopy/hardscape elevation model, and laser (return intensity) imagery. The dense mass-point cloud created by LiDAR yields a DEM with greater fidelity to the general terrain than one created by traditional photogrammetric compilation methods.

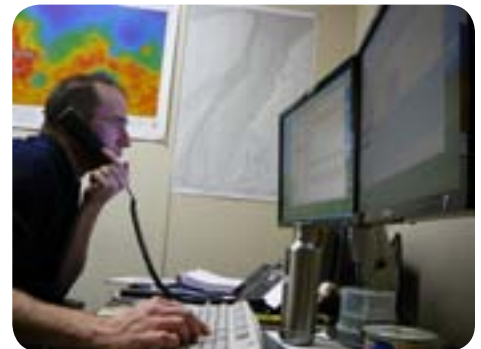
Detailed topographic contours can be generated rapidly for any area within our coverage. LiDAR data is very useful in a variety of planning, engineering, and environmental assessment activities including:

- Flooding Studies
- Drainage System Design
- Sewer System Design
- Water System Hydraulic Modeling
- Wetland Delineation
- Site Design
- Communication Facilities Site Location Studies
- Slope Gradient and Terrain Analyses
- Buildable Area Analyses
- Tree and Vegetation Coverage Surveys
- Visual Impact Analyses



Staff Training and Technical Support

ENPLAN provides training of client staff on all software necessary to operate a GIS. Our training plan typically consists of half-day sessions focusing on GIS operations and data extractions that the client needs to undertake. Training topics range from the user interface to geodatabase management and our web-based GIS portal. ENPLAN also provides tutorial materials for use during training and later for reference as needed. Training also covers extensions developed by our team that augment functions such as legal noticing. Technical support is provided to our clients in association with our ongoing maintenance contracts. Support can be delivered via telephone, email, internet web conferencing, or remote administration and control.



Web Mapping (MapPort)

MapPort is an internet portal developed by ENPLAN specifically for government clients. Built on the OpenGeo Stack, it serves GIS maps and other information fluidly using any browser software. The interface has an intuitive feel and functionality similar to Google Maps. MapPort can face both inward to serve the government organization and outward to serve the public. Query results can be downloaded to a CSV file wherever the internet is accessible.

Public Web Viewer Portals

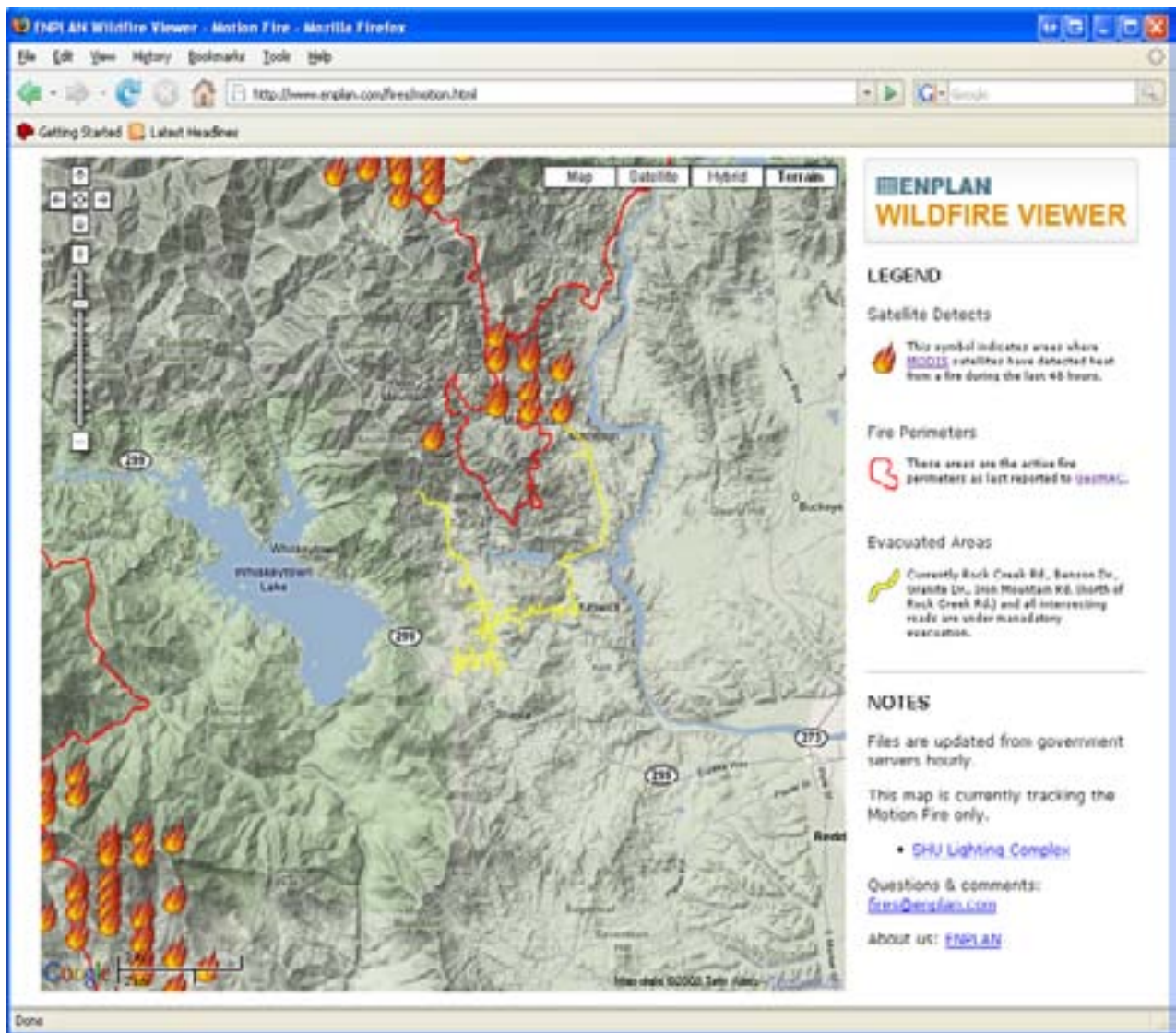
ENPLAN has developed and regularly maintains two web portals that provide interactive access to land parcel information and real-time California wildfire status. Both applications required extensive in-house development and are layered on top of Google Maps, making them user-friendly and accessible from anywhere, anytime, at no cost. The portals are maintained online by ENPLAN as a free service to our clients and the general public. We have named the two portals Parcel Viewer and Wildfire Viewer.

Parcel Viewer: <http://pv.enplan.com>

Parcel information typically includes fields such as assessor parcel number (APN), situs address, size, ownership, and zoning. Parcel Viewer currently covers Shasta, Tehama, and Siskiyou Counties.

Wildfire Viewer: <http://wv.enplan.com>

Wildfire Viewer covers California and provides satellite detections of wildfire centers and wildfire perimeters showing the extents to which fires have progressed. This information is obtained from government operated MODIS satellites and GeoMac.



Price List

- **SIN 899-1** – Environmental Planning Services and Documentation
- **SIN 899-7** – Geographic Information Systems (GIS)

Prices shown herein are net (discount deducted).

SIN(s)	LABOR CATEGORY	MINIMUM EDUCATION/ CERTIFICATION*	MINIMUM YEARS OF EXPERIENCE*	BASE YEAR HOURLY RATE (excl. IFF)	BASE YEAR HOURLY RATE (incl. IFF)	TYPICAL DUTIES
899-1 899-7	Principal Planner	MA, AICP or Equivalent	10	\$133.50	\$134.50	GIS and environmental consulting, project planning, land use entitlement processing, and compilation of related environmental compliance documentation in support of development activities. Provides strategic review of all services to ensure adequacy and defensibility.
899-1	Environmental Services Manager	MA/MS or Equivalent	5	\$133.55	\$134.55	Manage environmental services, including compliance document review, formulation of mitigation strategies, design and implementation of environmental analyses, management of public scoping and public participation, presentation of findings at public hearings, and coordination of regulatory agency review. Identifies project design options and creates practical strategies to avoid or mitigate significant environmental concerns.
899-1	Environmental Planner	BA/BS or Equivalent	3	\$88.95	\$89.62	Prepare compliance documentation pursuant to NEPA and other relevant environmental laws and regulations. Assist with coordination of permit and entitlement approvals. Coordinate project details and analyses with engineers, site designers, and other specialists engaged in private and public projects. Interface with regulatory agency and client representatives on all phases of contract performance, formulating work programs, budgets and proposals, and managing project workflows.
899-1	Registered Environmental Assessor	BA/BS or Equivalent, REA	5	\$89.00	\$89.67	Environmental assessments, impact prevention analyses, monitoring of air emissions, and monitoring of surface, groundwater, and soil contamination. Phase I and II Environmental Site Assessments, hazardous materials analyses, and remediation planning.
899-1	Senior Environmental Scientist	BA/BS or Equivalent	4	\$98.90	\$99.64	Conduct technical field surveys, author technical reports and permit applications, serve as the primary liaison with responsible regulatory agencies, assist with preparation of environmental compliance documents, and conduct monitoring activities in accordance with prepared plans.

SIN(s)	LABOR CATEGORY	MINIMUM EDUCATION/ CERTIFICATION*	MINIMUM YEARS OF EXPERIENCE*	BASE YEAR HOURLY RATE (excl. IFF)	BASE YEAR HOURLY RATE (incl. IFF)	TYPICAL DUTIES
899-1	Environmental Scientist	BA/BS or Equivalent	2	\$74.00	\$74.56	Conduct biological field surveys (including special-status plant and wildlife species) and jurisdictional wetland delineations, authoring technical reports (including impact analyses, monitoring plans, and management plans). Prepare permit applications, serving as primary liaison with responsible regulatory agencies, assisting with preparation of environmental compliance documents, pursuant to NEPA and other relevant environmental laws and regulations, preparing erosion control plans, conducting asbestos investigations, conducting monitoring activities in accordance with prepared plans, and preparing arboricultural assessments.
899-1	Wildlife Biologist	BA/BS or Equivalent	2	\$79.10	\$79.69	Conduct biological field surveys (incl. special-status plant and wildlife species), author technical reports (incl. impact analyses, monitoring plans, and management plans), prepare watershed restoration analyses, assist with preparation of environmental compliance documents pursuant to NEPA and other relevant environmental laws and regulations, conduct monitoring activities in accordance with prepared plans, and prepare arboricultural assessments.
899-1	Senior Archaeologist	MA/MS or Equivalent, RPA preferred	5	\$93.90	\$94.60	Design and implement cultural resources surveys and impact assessments, supervise archaeological field crews, excavation, site recordation, lab analyses, data testing and recovery, interface with Federal, state, and local agencies, assist clients with Native American consultation and other aspects of National Historic Preservation Act (NHPA) compliance, and provide final cultural resources report review. Determines eligibility for National Register of Historic Places and appropriate state lists, recommends site mitigation and prepares monitoring programs.
899-1	Archaeologist	BA/BS or Equivalent	2	\$74.10	\$74.66	Under supervision of Senior Archaeologist, conduct field surveys, site excavation, site sketches, compile detailed field notes, site recordation, lab analyses, and data testing and recovery, preparation of data record forms, Information Center records searches and historical research at local libraries and historical societies, interface with Federal, state, and local agencies. Assist clients with Native American consultation and other aspects of National Historic Preservation Act (NHPA) compliance.
899-1 899-7	Field Technician	HS	Up to 1	\$49.45	\$49.82	Under supervision of senior environmental services staff, conduct field surveys, compile detailed field notes, site recordation, lab analyses, and data testing and recovery. Interface with Federal, state, and local agencies.

SIN(s)	LABOR CATEGORY	MINIMUM EDUCATION/ CERTIFICATION*	MINIMUM YEARS OF EXPERIENCE*	BASE YEAR HOURLY RATE (excl. IFF)	BASE YEAR HOURLY RATE (incl. IFF)	TYPICAL DUTIES
899-1 899-7	Geospatial Technology Manager	BA/BS or Equivalent	2	\$89.05	\$89.72	Research and development of technology and GIS-related information, geospatial web development, technology development and implementation, elevation data management, data collection, and application development. Responsible for digital mapping, including needs analyses, content, data accuracy, and trouble-shooting for clients.
899-1 899-7	GIS Manager	BA/BS or Equivalent	2	\$74.15	\$74.71	Client liaison for GIS projects, GIS proposal development, project budgeting (including financial accountability reports), process geospatial dataset validation, updates, and corrections to GIS files, design and implement geodatabases, process aerial imagery and LiDAR digital elevation datasets for in-house use and delivery, conduct source data research, project oversight (related to project progress, quality control and implementation), present deliverables, provide end-user product support and perform project management tasks in close collaboration with environmental services staff.
899-1 899-7	GIS Specialist	BA/BS or Equivalent	Up to 1	\$69.20	\$69.72	Develop geographic information systems and geospatial datasets for municipal, environmental resources, and project planning applications; compile digital maps and project visualizations for resource studies, designs and client presentations; implement and design geodatabases; process aerial imagery and LiDAR digital elevation datasets, including quality control, for in-house use and delivery; conduct source data research; communicate with clients; present deliverables; provide end-user training and coordinate product support; and assist environmental services staff.
899-1 899-7	GIS Technician	AA or Equivalent	Up to 1	\$59.35	\$59.80	Infrastructure schematic compilation; GIS assembly; orthoimagery quality control; street centerline compilation; digital map compilation and project visualizations for resource studies, client presentations and designs.
899-1 899-7	Information Technology Specialist	HS	2	\$64.20	\$64.68	Maintain all aspects of company computer systems including file servers, network, switches, routers, work stations and VOIP phones; troubleshoot and correct hardware and software malfunctions; research and implement system hardware and software technology upgrades.
899-1 899-7	Production Manager	HS	2	\$49.45	\$49.82	Coordinate, produce, and assemble reports, proposals, and permit application packages; prepare project-specific plant lists; format, edit, and create tables in Word and Excel; and proof and format all outgoing documents, letters, memorandums, and reports.

SIN(s)	LABOR CATEGORY	MINIMUM EDUCATION/ CERTIFICATION*	MINIMUM YEARS OF EXPERIENCE*	BASE YEAR HOURLY RATE (excl. IFF)	BASE YEAR HOURLY RATE (incl. IFF)	TYPICAL DUTIES
899-1 899-7	Administrator	HS	2	\$49.45	\$49.82	Produce initial project files; track project data such as budgets and timelines; client invoicing; payroll and payroll taxes; processing receipts; overseeing accounts payable and other bookkeeping tasks; and manage contracting and insurance needs. Helps with word processing and report reproduction as needed.
899-1 899-7	Administrative Assistant	HS	Up to 1	\$39.50	\$39.80	Process accounts payable; assist with client invoicing; process receipts; make bank deposits and perform other bookkeeping tasks; support office administrator with copying and filing; handle incoming phone calls; and replenish office supplies. Helps with word processing and report reproduction as needed.
899-1 899-7	Business Development Manager	BA/BS or Equivalent	Up to 1	\$64.20	\$64.68	Provide strategic oversight for business development; initiate conversations with prospective clients in government and private sectors; prepare grant applications with focus on municipal planning and assistance; manage proposal preparation and integration with sub-contractors; prepare and distribute newsletters and announcements; and prepare and update marketing materials, including brochures, wall maps, and cut sheets.
899-1 899-7	Business Development Specialist	BA/BS or Equivalent	Up to 1	\$44.35	\$44.68	Identify contacts with prospective clients in government and private sectors; support grant application preparation and research potential grant funding opportunities; maintain customer database; edit and update company website; and manage all company advertising.

GSA Price List/SCA Matrix:

SCA Eligible Contract Labor Categories	SCA Equivalent Code Title	WD Number
Field Technician	30090 - Environmental Technician	2005-2055
GIS Technician	30081 - Engineering Technician I	2005-2055
Business Development Specialist	01612 – Word Processor II	2005-2055
Production Manager	01270 - Production Control Clerk	2005-2055
Administrator	01020 - Administrative Assistant	2005-2055
Administrative Assistant	01052 - Data Entry Operator II	2005-2055

SCA Matrix Language:

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

How to Use Our Environmental Services

Please feel free to contact ENPLAN anytime to discuss your needs and how we may be of service. If you have administrative or procedural questions we recommend that you consult your own internal contracting support staff. Information regarding ordering procedures is also available on the GSA Advantage Web Site at www.GSA.gov.

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