



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Multiple Award Schedule
Category H – Professional Services
CONTRACT NUMBER: GS-23F-0032S
CONTRACT PERIOD: 11/21/15 through 11/20/20
Effective as of Mod # PO-0031, dated 04/22/2020**

CONTRACTOR: Greenman-Pedersen, Inc.
325 West Main Street
Babylon, NY 11702
Tel: (631) 587-5060
Web: www.gpinet.com

CONTRACT ADMINISTRATOR: Eric Thorkildsen, P.E.
Vice President Business Development
Tel: (518) 209-4823
ethorkildsen@gpinet.com

BUSINESS SIZE: Other-than Small

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 GSA Advantage!® is: GSAAdvantage.gov.

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedules

Contractor Information

- 1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):** 541330ENG 541330ENGRG
541370GIS 541370GISRC
541620 541620RC
OLM OLMRC
- 1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN:** *See Appendix A*
- 1c. **LABOR CATEGORY DESCRIPTIONS:** *See Appendix B*
2. **MAXIMUM ORDER THRESHOLD:** \$1,000,000
3. **MINIMUM ORDER THRESHOLD:** \$100.00
4. **GEOGRAPHIC COVERAGE:** *Worldwide*
5. **POINT(S) OF PRODUCTION:** *United States*
6. **DISCOUNT FROM BEST MARKET RATE:** *GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.*
7. **QUANTITY DISCOUNT(S):** *None*
8. **PROMPT PAYMENT TERMS:** *Net 30*
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9.a **Government Purchase Cards will be accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards will be accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** *None*
- 11a. **TIME OF DELIVERY:** *30 Days ARO*
- 11b. **EXPEDITED DELIVERY:** *Contact Contractor if Available*
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** *Contact Contractor if Available*
- 11d. **URGENT REQUIRMENTS:** *Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.*
12. **FOB POINT:** *N/A*
- 13a. **ORDERING ADDRESS:** *Greenman-Pedersen, Inc.*
325 West Main Street
Babylon, NY 11702
- 13b. **ORDERING PROCEDURES:** *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.*

14. **PAYMENT ADDRESS:** *Greenman-Pedersen, Inc.
325 West Main Street
Babylon, NY 11702*
15. **WARRANTY PROVISION:** *Standard Commercial*
16. **EXPORT PACKING CHARGES:** *None*
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** *Contact Contractor*
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** *Not Applicable*
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** *Not Applicable*
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** *Not Applicable*
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** *Not Applicable*
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** *Not Applicable*
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** *Not Applicable*
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** *Not Applicable*
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *Not Applicable*
- 24b. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):** *Not Applicable*
The EIT standards can be found at: www.Section508.gov/.
25. **DUNS NUMBER:** *065935132*
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
Contractor has an active registration in the System for Award Management (SAM) database.

Appendix A – Price List

Engineering Services – 541330ENG – Awarded Hourly Rates 11/21/19-11/20/20

SURVEY AND MAPPING

Director of Survey	\$163.62
Professional Surveyor	\$138.43
Survey Party Chief	\$100.66
Instrument Person**	\$62.91
Rod Person**	\$54.58
Sr. Photogrammetrist	\$124.33
Photogrammetrist	\$86.72
Sr. Technician**	\$103.01
Sr. Lab Technician**	\$64.95
Compiler	\$51.72
Jr. CADD Technician**	\$50.35
Jr. Technician**	\$39.98

MECHANICAL, ELECTRICAL

Project Manager ME/EE	\$185.86
Senior Engineer	\$173.94
Engineer	\$141.00
CADD Technician**	\$90.63
Designer	\$113.52

TRANSPORTATION PLANNING

Expert Testimony	\$251.69
Project Director	\$188.77
Director of Planning	\$163.62
Project Manager	\$204.66
Project Engineer	\$119.56
Sr. Project Manager/Planning	\$138.43
Planner/Landscape Architect	\$100.66
Technical Writer	\$88.11
Senior Technician	\$99.02
Senior CADD Operator**	\$88.11
CADD Drafter	\$81.80
Subject Matter Expert Level 1	\$247.50
Subject Matter Expert Level 2	\$275.00

CONSTRUCTION MANAGEMENT

Project Manager	\$215.60
Resident Engineer ASCE Grade	\$202.66
Resident Engineer NICET Grade IV	\$160.53
Scheduling Engineer	\$154.57
Assistant Resident Engineer	\$142.20
Chief Inspector	\$145.63
Senior Inspector	\$136.77
Inspector	\$100.66
Inspector Trainee	\$52.43
Office Administrator	\$144.87
Assistant Office Administrator	\$85.46
Technical Secretary**	\$56.61

COATINGS INSPECTION

Coating Consultant	\$142.76
Chief Coatings Consultant	\$176.16
Senior Coatings Analyst	\$103.79
Coatings Technician**	\$65.78
Protective Coatings Specialist	\$245.02

UNDERWATER INSPECTION

Quality Assurance Manager	\$94.37
Dive Supervisor	\$69.21
Diver	\$62.91
Tender	\$50.35
Underwater Inspection Project Manager	\$194.70
Dive Team Leader	\$191.40
Engineer/Diver	\$165.00
Commercial Diver	\$105.60

Geographic Information Systems (GIS) Services – 541370GIS – Awarded Hourly Rates 11/21/19-11/20/20

GIS Department Director	\$192.05
GIS Manager	\$139.07
GIS Analyst	\$121.37
GIS Technician**	\$68.54
Field/Office Technician**	\$66.68
Lead Application Developer	\$242.74
Application Developer	\$110.03
Terrestrial LiDAR Manager	\$169.83
Terrestrial LiDAR Technician**	\$61.40
Mobile LiDAR Manager	\$173.48
Mobile LiDAR Technician**	\$102.80
Drone Manager	\$169.20
Drone Technician**	\$102.09

Environmental Consulting Services – 541620 – Awarded Hourly Rates 11/21/19-11/20/20

Environmental Technician	\$60.24
Environmental Scientist I	\$80.71
Environmental Scientist II	\$91.34
Environmental Scientist III	\$118.26
Senior Environmental Scientist I	\$133.91
Senior Environmental Scientist II	\$154.97
Principal Scientist	\$181.55

Labor Category	SCA Equivalent Code – Title	WD Number
Technical Secretary	01020 - Administrative Assistant	15-4341
Field/Office Technician	30090 - Environmental Technician	15-4341
Drone Technician	99832 - Surveying Technician	15-4341
Sr. Technician	30090 - Environmental Technician	15-4341
Jr. Technician	30090 - Environmental Technician	15-4341
Senior CADD Operator	30064 – Drafter/CAD Operator IV	15-4341
CADD Technician	30063 - Drafter/CADD Operator III	15-4341
Jr. CADD Technician	30061 - Drafter/CADD Operator I	15-4341
Sr. Lab Technician	30210 - Lab Technician	15-4341
Coatings Technician	30090 - Environmental Technician	15-4341
Instrument Person	30091 - Environmental Technician	15-4341
GIS Technician	99832 - Surveying Technician	15-4341
Mobile LiDAR Technician	99832 - Surveying Technician	15-4341
Terrestrial LiDAR Technician	99832 - Surveying Technician	15-4341
Rod Person	99832 - Surveying Technician	15-4341

*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).*

Appendix B – Labor Category Descriptions

SURVEY AND MAPPING

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Director of Survey	Bachelor's Degree in Civil Engineering.	Fifteen years' experience in surveying or a related field.	Manages the survey department, several project managers, and some projects with respect to technical sales/marketing and financial aspects. Limited supervision. Reports to branch manager.
Professional Surveyor	Professional Certification	Five years' experience as a surveyor.	Performs project manager duties on small to medium projects. Must be a licensed surveyor.
Survey Party Chief	Bachelor's Degree in Civil Engineering or a degree in a related field.	Fifteen experience in surveying and five years of managerial experience.	Is responsible for managing the survey party. Reports to survey coordinator. Five years' experience in the field is required. Is responsible for managing the survey party.
Instrument Person	High School Degree and advanced training in surveying.	Three years' experience in operating surveying equipment.	Is responsible for operating and reading surveying instruments.
Rod Person	High School Degree	None	Responsible for holding rod.
Sr. Photogrammetrist	Two-Year Associate Program Degree	None	Individual who manages several project managers with respect to technical, financial and sales aspects of the department. The Sr. Photogrammetrist has limited supervision and reports to branch manager.
Photogrammetrist	High School Degree and Advanced Training	None	Individual who is responsible for complete workflow for projects from flight planning to final delivery. Supervises project manpower and adherence to client specs.
Sr. Technician	High School Degree and Advanced Training	None	Is an individual with a minimum of seven to ten years of non-professional technical experience. The Sr. Technician may supervise other technicians or work for engineers with limited supervision. Must have a high school degree and advanced training.
Sr. Lab Technician	High School Degree	Ten Years' Experience	Individual who has a minimum of ten years' experience who can independently perform complex technical tasks. Responsible for data compilation, aerotriangulation measurements and adjustments on all scales of mapping. Individual may supervise compilers.
Compiler	Associates Degree	Two Years' Experience	Is an individual who has at least two to three years of technical (non-professional) experience. The Compiler works under supervision. Responsible for data capture.
Jr. CADD Technician	High School Degree	None	Is an individual performing simple drafting tasks with limited training and maximum supervision. (Entry level/trainee).
Jr. Technician	High School Degree	None	Is an individual with limited or no formal technical training. Performs repetitive technical tasks with maximum supervision.

MECHANICAL, ELECTRICAL

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Project Manager ME/EE	Bachelor and PE are preferable.	Minimum 15 years of experience	Individual who manages project team while maintaining client contact. Duties include preparing staffing requirements for contracts, dealing with client directly, negotiating contracts with clients, providing staffing for contracts, chairing staff meetings, assisting in marketing, and helping to prepare budgets. Conducts quality control review of all disciplines prior to submission.
Senior Engineer	Bachelor and PE are preferred.	Minimum 12 years of experience	Reports to Project Manager. Leads team members in engineering design and preparation of construction documents including specifications and drawings. Checks design calculations and estimates and develops feasible design alternatives. Researches and implements applicable building codes and industry standards in design process. Field surveys existing conditions as required. Develops, checks, and coordinates design of project for specific discipline. Conducts or facilitates quality control review prior to submission.
Engineer	Bachelor and PE/EIT are preferred.	Minimum seven years of experience	Assists in preparation of engineering drawings and documentation. Prepares design calculations and estimates. Organizes and maintains calculations and correspondence related to project. Researches and implements applicable building codes and industry standards in design process. Selects and specifies equipment with assistance of Senior Engineer. Assists Senior Engineer in editing specifications. Provides design documents for review to Senior Engineer and integrates comments. Conducts field reviews and document oBachelor ervations.
CADD Technician	See Experience	At least three years of drafting experience or graduate of an accredited drafting course.	Shall be a technical operator of computer-aided drafting or design equipment. Must be able to operate MicroStation or AutoCAD computer software.
Designer	Bachelors Degree	Minimum five years of experience is required.	Reports to Engineer or Senior Engineer. Assists engineers in preparation of engineering drawings and documentation. Under supervision, prepares design calculations following established standards and senior guidance. Assists with survey of existing building conditions.

TRANSPORTATION PLANNING

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Expert Testimony	Bachelor's Degree	Eight Years Experience	Must be able to read, analyze and interpret complex documents and problems; respond effectively to sensitive inquiries; develop relevant computer applications or other analysis techniques; and establish and maintain rapport with employees, community leaders, and management. Must possess above average verbal and written communication presentation and Microsoft Office skills and knowledge of discipline-related software applications. Must possess applicable registration/certification. Provides expert evaluation and consulting support to strategic planning efforts. Provides technical expertise and leadership in directing the research, development, planning, design and administration of complex projects. Trains and develops internal staff.
Project Director	Bachelor's Degree	None	Manages the engineering department, several project managers and some projects with respect to technical sales/marketing and financial aspects. Has limited supervision; reports to branch manager. In charge of programs so extensive and complex as to require staff and resources of sizeable magnitude. Must be a Registered Professional Engineer.
Director of Planning	Bachelor's Degree	Ten Years Experience	Manages all planning projects and staff. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners. Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies and presentations.
Project Manager	Bachelor's Degree	Six years of project management experience	Must possess strong verbal and written communication skills, Microsoft Office skills and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines and to achieve project goals. Requires competence in relevant field. Responsible for project planning, scheduling and reporting for specific projects. Develops and implements project QA/QC standards, and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.
Project Engineer	Bachelor's Degree in Engineering	None	Provides technical expertise in the preparation of engineering designs. Performs project management duties on small to medium sized projects with supervision. Possesses above average written and written communication, presentation and decision-making skills. Is able to read, analyze and interpret complex documents.
Sr. Project Manager/Planning	Bachelor's Degree	Eight years of experience performing planning activities.	Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners. Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies, presentations and conducts training sessions for internal staff.
Planner/Landscape Architect	Bachelor's Degree	Six years experience performing planning activities.	Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies and presentations.
Technical Writer	Bachelor's Degree in English or related field.	Four years of technical writing experience.	Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills. Must be a proven performer in professional writing and editing; skilled at procedural writing and usability testing; skilled in designing, writing, and editing technical documents; and be able to compose on-the-spot documents on a personal computer in an interactive setting. Must have knowledge of discipline-specific concepts, terminology, and theories and evaluate writing skills and assists other staff members in writing skill development. Collects and organizes information required for preparation of manuals, training materials, guides, and reports. Edits functional descriptions, specifications, manuals special reports, or any other customer deliverables and documents. Uses knowledge of discipline-specific concepts, terminology, and theories to ensure that project documentation clearly provides the necessary information for the customers understanding.
Senior Technician	High School Degree	Two years of experience.	Good verbal and written communication skills are a must. Shall be able to read and interpret common scientific and technical journals, financial reports and legal documents. Shall be able to write clear and precise reports, business correspondence and procedural documentation. Is able to work with general mathematical concepts.
Senior CADD Operator	Professional Certification in AutoCadd	Three years of Drafting Experience	Shall be an individual with at least three years of drafting experience or graduate of an accredited drafting course. Shall be a technical operator of computer-aided drafting or design equipment. Must be able to operate MicroStation or AutoCad computer software.
CADD Drafter	None	Two years of Drafting Experience	Is an individual with at least two to three years of drafting experience or graduate of normal drafting course. Technical operator of computer aided drafting or design equipment. The CADD drafter works under supervision of engineer.
Subject Matter Expert Level 1	No Degree + 12 Years of Experience OR Bachelors Degree + 4 Years of Experience	See Education	Utilizes functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for planning and engineering services related to transportation, buildings, protective coatings, geomatics, asset management, and land development. Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise. May serve as an experts to assist agencies in determining and engage a wide range of stakeholders, including local, state, and federal agencies. Guides the determination of systems, engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides expert consulting, advisory expertise, and resolution of highly complex project and problems. Recognized for strong expertise and recognition in determining industry issues and trends.
Subject Matter Expert Level 2	Bachelors Degree + 10 Years of Experience OR Advance Degree + 4 Years of Experience	See Education	Utilizes functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for planning and engineering services related to transportation, buildings, protective coatings, geomatics, asset management, and land development. Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise. May serve as an experts to assist agencies in determining and engage a wide range of stakeholders, including local, state, and federal agencies. Guides the determination of systems, engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides expert consulting, advisory expertise, and resolution of highly complex project and problems. Recognized for strong expertise and recognition in determining industry issues and trends.

CONSTRUCTION MANAGEMENT

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Project Manager	Bachelor degree in related field	Fifteen years of experience. Computer use/knowledge is required.	Individual who manages the construction management department, several project managers and some projects. Limited supervision; reports directly to the branch manager. P.E. license is preferable. Duties include preparing staffing requirements for contracts; supervising and monitoring staff training and certification; dealing with client directly; negotiates contracts with clients; provides staffing for contracts; chairs staff meetings; assists in marketing; helps prepare budgets.
Resident Engineer ASCE Grade	Professional Engineering License is required. A Bachelor degree is required.	Minimum 12 to 15 years experience on construction projects senior representative on construction inspection project.	The ASCE Grade Resident Engineer is utilized on complex transportation or building projects that contain numerous bridge, highway or superstructure features. Supervises plans and coordinates all field inspection activities and work reviews and assures the work is completed in a timely manner and in accordance with contract documents. Duties include supervising inspection crew; reviewing drawings; meeting with clients and contractor; processing contractor invoices; meeting with other agencies; preparing diary, chairing progress meetings, keeping community groups informed of construction issues. Computer use/knowledge is required.
Resident Engineer NICET Grade IV	Bachelor degree in related field	Must possess a minimum 12 to 15 years experience on construction projects.	The NICET Grade Resident Engineer serves on simpler, or moderately complex transportation or building projects. These types of projects involve routine construction tasks. The NICET Grade Resident Engineer will be a senior representative on construction inspection project. He/she will supervise, plan and coordinate all field inspection activities and work reviews and assure the work is completed in a timely manner and in accordance with contract documents.
Scheduling Engineer	Bachelor in Engineering or Construction Management is required.	Should have two to three years of scheduling experience (scheduling experience could be gained as office or assistant office engineer);	Proficient w/Primavera, Microsoft Project, etc. (various versions of these) Reviews contractor's CPM submission; verifies logic foil baseline schedule, inputs monthly updates; prepares reports and/or attends progress meetings to report to all parties involved. Reviews monthly CPM submittals and supplies comments; prepares special reports on progress.
Assistant Resident Engineer	Bachelor degree in related field or NICET IV is required.	Ten years of experience is required. Computer use/knowledge is required.	Assists Resident Engineer on large construction inspection projects; reports to Resident Engineer. Duties include acting in place of R.E. when R.E. is not available, meeting with contractor staff, setting up meetings w/client, contractor, and agencies.
Chief Inspector	Bachelor degree or NICET IV required.	A minimum of 10 to 12 years experience is required. Computer use/knowledge is required.	Supervises inspectors and ensures contract compliance with job specifications; reports to assistant resident engineer and resident engineer. Directs inspectors in the field; assigns field staff to tasks; monitors field-testing; deals directly with contractor supervisory staff.
Senior Inspector	Bachelor's Degree	Seven to ten years of experience is required. Computer use/knowledge is required.	Individual on field project who may supervise construction inspectors and reports to Resident Engineer or on small projects acts as Resident Engineer NICET III or NICET IV. Inspects and documents contractor operations; prepares daily and special reports; takes photos and field measurements; performs field tests. The Senior Inspector reports to the Chief Inspector.
Inspector	Shall be NICET II or NICET III certified.	Three to five years of experience.	Individual who inspects construction work of limited complexity on field projects and prepares daily inspection reports. Inspects and documents contractor operations; prepares daily reports; takes field measurements, performs field tests, performs calculations. Computer use/knowledge is a must.
Inspector Trainee	Bachelor or Associates Degree is required.	Computer use/knowledge is required.	Assists office staff; clerical work; makes copies; assists field staff; takes measurements. Inspection duties that is limited in complexity. Trainee is closely supervised. NICET I. Inspects and documents contractor operations, prepares daily reports; performs calculations for quantity verification; assists inspector. The Trainee Inspector reports to inspector and/or senior inspector.
Office Administrator	Bachelor degree in related field or NICET IV is required.	Computer use/knowledge is a must.	Responsible for administrative and bookkeeping functions; reports to Resident Engineer. Duties include oversight of the office staff for the Resident Engineer. Duties also include verifying request for payment submitted by contractor; verifying material acceptance; preparing final payment documents; tracking and distributing shop drawings and RFI's; preparing and tracking correspondence; preparing minutes of meetings and change orders.
Assistant Office Administrator	NICET III or Bachelor degree in a related field is required.	Computer use/knowledge is a must.	Duties include assisting Office Engineer; checking calculations, entering data from reports; maintaining job files.
Technical Secretary	High school diploma or GED.	Three years experience and above average communication skills.	Must be prepared to prepare, proofread and format complex reports, presentations, and documents using standard business software. Must be able to complete documents including reproduction, collation and delivery and must be able to handle a variety of competing job tasks and use good judgment in handling information w/discretion. Provides administrative support to management and consulting staff Primarily responsible for preparing and formatting documents, providing professional, courteous and quality service.

COATINGS INSPECTION

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Coating Consultant	See Description	None	Individual who inspects coatings work of limited complexity on field projects and prepares daily inspection reports. Must be CIP Level I Coating Inspector – NACE. Performs field inspection and documentation, including field -testing; DFT; inspects surface preparation ambient conditions. Computer use/knowledge is a must.
Chief Coatings Consultant	See Description	Seven Years Experience	Is a senior individual on large coatings inspection projects. Shall perform inspections and ensures contract compliance with job specifications; reports to resident engineer. Must be Peer Review - Certified NACE Coating Inspector (SSPC Lead Abatement Cert.). Manages staff of coatings inspectors on entire project; deals directly with owner and contractor; conducts pre construction conference. Computer use/knowledge a must.
Senior Coatings Analyst	See Description	Three to Five Years Experience	Individual on field project who may supervise coatings inspectors and reports to resident engineer or chief coating inspector, or on small projects acts as resident engineer or chief coating inspector. Minimum CIP Level 2 Coating Inspector - NACE; Level 3 preferable. Manages small staff of coating inspectors or is the only inspector on a project; inspects and documents ambient conditions, surface preparation, coating application, and field-testing. Computer use/knowledge is a must.
Coatings Technician	Bachelor or Assoc. Degree	None	Assists office staff; completes clerical work; makes copies; assists field staff; takes measurements. This is an entry-level position in inspection work that is of limited complexity and is closely supervised. NICET I. Inspects and documents contractor operations, prepares daily reports; performs calculations for quantity verification; assists inspector. Computer use/knowledge is a must. Coating Technician reports to inspector and/or senior inspector.
Protective Coatings Specialist	See Description	See Description	An individual who has gained the certification as a Protective Coatings Specialist is a person who has in-depth knowledge of the principles and practices of industrial coatings technology. In addition, these Specialists exhibit competence in management and planning of painting contracts, economic analysis and implementation of environmental and safety regulations and controls. To obtain this certification requires a specific level of education, work experience, professional references and training. A specific Protective Coatings Specialist examination must be taken and passed. The fulfillment of these requirements attests to the professional credibility of this individual in the industrial coatings arena.

UNDERWATER INSPECTION

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Quality Assurance Manager	Bachelor's Degree	None	Shall be responsible for coordinating quality and technical compliance matters independent of project constraints.
Dive Supervisor	High School Degree	Diver Certification	Shall be responsible for preparation of the diving operation; ensuring the overall safety of the crew and the dive operation; evaluate qualifications of dive team members; initiation and verification of any applicable equipment tag out; inspection of equipment; conduct all briefings; monitoring and reporting progress; completion of all tasks as specified in contract documents in a timely manner; assure all required records are maintained and completed.
Diver	High School Degree	Diver Certification	Shall possess training and/or experience in the performance of the assigned task; assure dive equipment is in good condition; perform assigned task in a safe and efficient manner; continuously report progress and conditions to topside; perform as standby diver and/or tender as necessary.
Tender	High School Degree	Diver Certification	Shall be qualified as a diver; assure equipment is in good condition; tend divers umbilical; tend air system and required equipment; maintain equipment; perform as diver and/or standby diver as necessary.
Underwater Inspection Project Manager	Engineering Degree, Licensed Professional Engineer, FHWA Underwater Inspection Course and/or Comprehensive Bridge Inspection Course	Five years experience in structures	As a professional engineer, manages and programs underwater inspection of structures, reviews and signs reports, performs Quality Assurance and Quality Control duties. The program manager is the one who provides final approval and stamps the final reports. The PM develops schedules and coordinates as needed with the owner and other affected agencies such as Coast Guard.
Dive Team Leader	Qualifies as a Team Leader per Federal Code of Regulations, Section on NBIS	Three years inspecting underwater structures	As team leader for underwater structural inspections, ability to determine and assess structural deficiencies. The team leader directs the inspection by instructing the divers where to inspect per Federal Highway Administration Guidelines, records notes, assembles final report. The team leader numerically rates certain structural elements and if a critical safety or structural issue is found the TL immediately alerts both the PM and owner.
Engineer/Diver	Engineering Degree, Bachelor or Associates, Certified Diver, FHWA Underwater Bridge Inspection Course or equivalent	One year inspecting underwater structures	Conducts underwater structural inspections, finds deficiencies and abnormalities. The engineer/diver conducts the inspection per Federal Highway Administration guidelines consisting of a Level 1 swimby assessment followed by a Level 2 hands on assessment. The engineer/diver will quantify deficiencies by measuring and probing and reporting to the team leader.
Commercial Diver	Commercial diver per ADCI standards	6 months inspecting underwater structures	Performs underwater structural inspections through diving per Federal Highway Administration guidelines consisting of a Level 1 swimby assessment followed by a Level 2 hands on assessment. Takes direction from Team Leader. Finds and describes structural deficiencies through visual or tactile assessment. Takes measurements, probes and takes soundings. May be the primary diver or assisting (tending) the primary diver.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
GIS Department Director	Bachelor's Degree	Minimum 15 years of GIS, data collection and/or application development experience.	Manages all GIS, data collection and application development projects and staff. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current GIS, data collection and application development issues and trends and plan and organize comprehensive projects. Requires knowledge of discipline-related software applications. Performs complex and/or multi-disciplined GIS, data collection and application development functions for client projects. Provides technical expertise in the preparation of projects and presentations.
GIS Manager	Bachelor's Degree	Minimum 10 years of GIS, data collection and/or application development experience, and 5 years of project management experience.	Must possess strong verbal and written communication skills, Microsoft Office skills and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines and to achieve project goals. Requires competence in GIS, data collection, and application development. Responsible for project planning, scheduling and reporting for specific projects. Develops and implements project QA/QC standards, and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.
GIS Analyst	Bachelor's Degree	Minimum 5 years of GIS, data collection and/or application development experience.	Provides technical expertise in the preparation of GIS, data collection and/or application development projects. Performs project management duties on small to medium sized projects with supervision. Possess above average written and written communication, presentation and decision-making skills. Shall be able to read, analyze and interpret complex GIS, data collection, and/or application development deliverables.
GIS Technician	Bachelor's Degree	Minimum 2 years of GIS, data collection and/or application development experience.	Effective verbal and written communication skills are required. Shall be able to read and interpret common GIS, data collection, and/or application development tasks, reports and documents; complete basic GIS, data collection, and/or application development tasks.
Field/Office Technician	Associate's Degree	An individual with little or no formal technical training in Geography or a related field.	Performs repetitive technical tasks with supervision. Oftentimes works in tandem with a GIS Technician or GIS Analyst.
Lead Application Developer	Bachelor's Degree	Minimum 10 years of application development experience, preferably in the GIS discipline.	Manages and administers all application development projects and staff. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current GIS, data collection and application development issues and trends and plan and organize comprehensive projects. Performs complex and/or multi-disciplined GIS, data collection and application development functions for client projects. Provides technical expertise in the preparation of projects and presentations.
Application Developer	Bachelor's Degree	Minimum 2 years of application development experience, preferably in the GIS discipline.	Effective verbal and written communication skills are required. Shall be able to write code for common GIS and data collection tasks; complete basic GIS, data collection, and/or application development tasks.
Terrestrial LiDAR Manager	Bachelor's Degree	Minimum 5 years of LiDAR, photogrammetry, survey, GIS, and/or data collection experience, and 5 years of project management experience.	Must possess strong verbal and written communication skills, Microsoft Office skills and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines and to achieve project goals. Requires competence in LiDAR, photogrammetry, survey, GIS, and/or data collection. Responsible for project planning, scheduling and reporting for specific projects. Develops and implements project QA/QC standards, and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.
Terrestrial LiDAR Technician	Bachelor's Degree	Minimum 2 years of LiDAR, photogrammetry, survey, GIS, and/or data collection experience.	Effective verbal and written communication skills are required. Shall be able to complete basic LiDAR, photogrammetry, GIS, and/or data collection tasks, reports and documents.
Mobile LiDAR Manager	Bachelor's Degree	Minimum 5 years of LiDAR, photogrammetry, survey, GIS, and/or data collection experience, and 5 years of project management experience.	Must possess strong verbal and written communication skills, Microsoft Office skills and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines and to achieve project goals. Requires competence in LiDAR, photogrammetry, survey, GIS, and/or data collection. Responsible for project planning, scheduling and reporting for specific projects. Develops and implements project QA/QC standards, and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.
Mobile LiDAR Technician	Bachelor's Degree	Minimum 2 years of LiDAR, photogrammetry, survey, GIS, and/or data collection experience.	Effective verbal and written communication skills are required. Shall be able to complete basic LiDAR, photogrammetry, GIS, and/or data collection tasks, reports and documents.
Drone Manager	Bachelor's Degree	Minimum 5 years of drone, LiDAR, photogrammetry, survey, GIS, and/or data collection experience, and 5 years of project management experience.	Must possess strong verbal and written communication skills, Microsoft Office skills and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines and to achieve project goals. Requires competence in LiDAR, photogrammetry, survey, GIS, and/or data collection. Responsible for project planning, scheduling and reporting for specific projects. Develops and implements project QA/QC standards, and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.
Drone Technician	Bachelor's Degree	Minimum 2 years of drone operation, LiDAR, photogrammetry, survey, GIS, and/or data collection experience.	Effective verbal and written communication skills are required. Shall be able to complete basic drone, LiDAR, photogrammetry, GIS, and/or data collection tasks, reports and documents.

ENVIRONMENTAL CONSULTING SERVICES

Labor Category Titles	Minimum Level of Education	Minimum Number of Years of Experience	Labor Category Descriptions
Environmental Technician	High School Diploma. A Bachelor's Degree in Environmental Science/Biology/Engineering/Chemistry or related field is preferred.	Minimum 2 years relevant experience. Relevant college coursework (environmental science, biology, or chemistry) may be substituted for work experience.	Working under the supervision of a Senior Environmental Scientist or Principal Scientist, the Environmental Technician assists with data collection, including fieldwork and/or field assessments. Must be trained in environmental science field data collection techniques, plant identification, and office database entry. Must have ability to accurately and efficiently enter technical data into spreadsheets or databases and produce tables and graphs. Must have knowledge of word processing, spreadsheet software, basic ecological principals, and good communication skills.
Environmental Scientist I	Bachelor's Degree	Minimum 2 years of relevant experience with an ecological consulting firm or public agency.	Working under the supervision of a Senior Environmental Scientist or Principal Scientist, the Environmental Scientist I provides the following services: collect, enter, and analyze ecological data; assist with execution of field investigations for ecological evaluations and regulatory compliance; conduct quantitative analyses of ecological data; prepare technical reports with documentation of analytical results, and provide recommendations based on those results. Duties may include: collecting and recording field data (e.g., wetland delineation, site inspections, vegetation, wildlife, surface and groundwater levels, and soils); writing technical reports; performing monitoring studies or field studies; and participating in site assessments. Additional duties may include: stormwater permitting for municipalities, industry, and construction sites; NPDES annual reporting; municipal site inspections; NPDES violation inspections; NPDES records review; design of databases; developing Stormwater Pollution Prevention Plans (SWPPs) and Stormwater Management Plans (SWMPs); conducting illicit discharge, sediment and erosion control, and spill prevention trainings; acting as liaison with regulatory agencies; developing and conducting aquatic and terrestrial vegetation sampling programs; developing Basin Action Management Plans in support of TMDL requirements; conducting Phase I and Phase II Environmental Site Assessments; and certifying field inspectors as part of the local Sediment and Erosion Control Inspector training program. Must have knowledge of local flora and of basic plant ecology and community characteristics and definitions.
Environmental Scientist II	Bachelor's Degree	Minimum 4 years of relevant experience with an ecological consulting firm or public agency.	Working under the supervision of a Senior Environmental Scientist or Principal Scientist, the Environmental Scientist II provides the following services: collect, enter, and analyze ecological data; assist with execution of field investigations for ecological evaluations and regulatory compliance; conduct quantitative analyses of ecological data; prepare technical reports with documentation of analytical results, and provide recommendations based on those results. Duties may include: collecting and recording field data (e.g., wetland delineation, site inspections, vegetation, wildlife, surface and groundwater levels, and soils); writing technical reports; performing monitoring studies or field studies; and participating in site assessments. Additional duties may include: stormwater permitting for municipalities, industry, and construction sites; NPDES annual reporting; municipal site inspections; NPDES violation inspections; NPDES records review; design of databases; developing Stormwater Pollution Prevention Plans (SWPPs) and Stormwater Management Plans (SWMPs); conducting illicit discharge, sediment and erosion control, and spill prevention trainings; acting as liaison with regulatory agencies; developing and conducting aquatic and terrestrial vegetation sampling programs; developing Basin Action Management Plans in support of TMDL requirements; conducting Phase I and Phase II Environmental Site Assessments; and certifying field inspectors as part of the local Sediment and Erosion Control Inspector training program. Must have knowledge of local flora and of basic plant ecology and community characteristics and definitions.
Environmental Scientist III	Bachelor's Degree	Minimum 5 years of relevant experience with an ecological consulting firm or public agency.	Working under the supervision of a Senior Environmental Scientist or Principal Scientist, the Environmental Scientist III performs data collection, data analysis, and report-writing services for ecological and regulatory compliance. The Environmental Scientist III may also assist with project management or provide project management services. Duties may include: collecting and recording field data (e.g., wetland delineation, site inspections, vegetation, wildlife, surface and groundwater levels, and soils); writing technical reports; performing monitoring studies or field studies; and participating in site assessments. Additional duties may include: stormwater permitting for municipalities, industry, and construction sites; NPDES annual reporting; municipal site inspections; NPDES violation inspections; NPDES records review; design of databases; developing Stormwater Pollution Prevention Plans (SWPPs) and Stormwater Management Plans (SWMPs); conducting illicit discharge, sediment and erosion control, and spill prevention trainings; acting as liaison with regulatory agencies; developing and conducting aquatic and terrestrial vegetation sampling programs; developing Basin Action Management Plans in support of TMDL requirements; conducting Phase I and Phase II Environmental Site Assessments; and certifying field inspectors as part of the local Sediment and Erosion Control Inspector training program. Must have knowledge of local flora and of plant ecology and community characteristics and definitions.
Senior Environmental Scientist I	Bachelor's Degree	Minimum 7 years of relevant experience with an ecological consulting firm or public agency.	Working under the general supervision of a Principal Scientist, the Senior Environmental Scientist I independently manages projects, provides some personnel supervision, plans and executes field investigations for ecological evaluations and regulatory compliance, and may also provide support as an individual researcher or technical specialist. Duties generally include: conducting quantitative analyses of detailed ecological data (e.g., wetland delineation, site inspections, vegetation, wildlife, "listed" species, water levels, and soils), preparing environmental permit applications, preparing technical reports and documentation to document analytical results, and providing recommendations based on those results. Additional duties may include: stormwater permitting for municipalities, industry, and construction sites; NPDES annual reporting; municipal site inspections; NPDES violation inspections; NPDES records review; design of databases; developing Stormwater Pollution Prevention Plans (SWPPs) and Stormwater Management Plans (SWMPs); conducting illicit discharge, sediment and erosion control, and spill prevention trainings; acting as liaison with regulatory agencies; developing and conducting submerged aquatic vegetation sampling programs; developing Basin Action Management Plans in support of TMDL requirements; conducting and managing Phase I and Phase II Environmental Site Assessments; and certifying field inspectors as part of the local Sediment and Erosion Control Inspector training program. Statistical knowledge is required for data analyses.
Senior Environmental Scientist II	Bachelor's Degree	Minimum 10 years of relevant experience with an ecological consulting firm or public agency.	Working under the general supervision of a Principal Scientist, the Senior Environmental Scientist II serves as a recognized specialist in their field of expertise. The Senior Environmental Scientist II is experienced with marketing and project management and is able to develop and implement well-designed ecological studies with appropriate documentation. Duties include: personnel management; statistical analysis; managing and providing expertise on programs and projects; providing considerable supervisory responsibilities; identifying clients; initiating, preparing, and submitting proposals; determining program objectives and requirements; and conformance to budget and quality control. vegetation sampling programs; developing Basin Action Management Plans in support of TMDL requirements; conducting Phase I and Phase II Environmental Site Assessments; and certifying field inspectors as part of the local Sediment and Erosion Control Inspector training program. Must have knowledge of local flora and of basic plant ecology and community characteristics and definitions.
Principal Scientist	Bachelor's Degree	Minimum 15 years of relevant experience with an ecological consulting firm or public agency. A minimum of 3 of the years should be management experience.	The Principal Scientist is recognized as a technical expert in an area of specialization and carries the authority and responsibility of being an officer of the firm (Vice President or Assistant Vice President). The Principal Scientist oversees the professional development of Environmental Scientists, evaluates performance of Environmental Scientists, and develops revenue backlog through marketing and business development. Duties generally include: business development, personnel management, QA/QC procedures development and implementation, scope and fee development, contract negotiations, permitting, and management of large ecological projects. The Principal Scientist is responsible for development and implementation of Quality Assurance/Quality Control protocols. The Principal Scientist monitors Division's budget performance, marketing efforts, and quality control of programs to ensure client satisfaction, continued backlog, and profitability.