



**GSA** Contract Holder

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

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

**General Services Administration  
Federal Supply Service  
Environmental Services Contract  
Schedule #899**

**CONTRACT NUMBER:**  
GS-10F-0039P

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.*

**CONTRACT PERIOD:**  
October 27, 2008 through October 26, 2013

**HGS Engineering, Inc.  
1121 Noble Street  
Anniston, AL 36201  
P (256) 236 1848  
F (256) 236 2979  
[www.hgsengineeringinc.com](http://www.hgsengineeringinc.com)**

**DUNS:** 03-554-0637

**BUSINESS SIZE:** Small, Service-Disabled, Veteran Owned



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## I. Company Overview: HGS Engineering, Inc.

HGS Engineering, Inc. is a Service-Disabled, Veteran-Owned Small Business (SDVOSB), proudly providing comprehensive Environmental Services to both the Federal Government and private industry since 1998. As a cost-effective and responsive firm, HGS Engineering, Inc. has built a company around repeat business from satisfied clients.

Based in Anniston, AL, HGS Engineering has grown from one office and five employees in 1998 to six offices and over 45 employees in 2008. Over the past decade, our areas of operation have expanded from Environmental Services and now include Construction Management, Facilities Management, Chemical Weapon Destruction Oversight, Emergency Management, Administrative/Technical Support, Engineering, and Data Management. HGS currently provides these wide-ranging services to local governments, various components of the Department of Defense, the Department of Homeland Security, and to private sector clients in a number of industries.

Examples of successful HGS tasks include Hazardous Materials Management for Shaw Air Force Base in South Carolina, Data Management for the U.S. Army Corps of Engineers, Hazard Identification for the U.S. Department of Veteran Affairs, and Defense Re-use and Marketing Service for the U.S. Bureau of Indian Affairs.

### Environmental Services

HGS Engineering's core competency is in the field of Environmental Engineering, and the company currently gives environmental support to both the Federal Government and the Private Sector. We are staffed with credentialed professionals who have been trained to address air, water, and solid/hazardous waste issues in an industrial context. Our environmental professionals have a thorough understanding of relevant industrial and chemical processes, and appreciate both the scope and application of environmental regulations.



Figure 1. HGS Personnel perform Groundwater Sampling.

To date, our firm has performed air emission inventories for complex federal facilities (to include Government Installations as well as Chemical Demilitarization Processing Facilities) and for the Steel, Petrochemical, Textile, Heavy Manufacturing, Pulp/Paper, and Mining/Material Processing Industries. HGS has assisted clients with the preparation of Title V Operating Permits and has prepared Risk Management Plans in satisfaction with the Clean Air Act Amendment, section 112 (r). HGS also routinely develops Spill Prevention, Control and Countermeasure Plans, Storm Water Best Management Plans, Installation Contingency Plans, Asbestos Operations / Maintenance Plans, and Hazardous Waste Management Plans. Phase I Environmental Site Assessments, even those necessitating a more rigorous and intrusive sampling and testing protocol, can be performed as required by our clients.

Additionally, HGS has conducted Solid and Hazardous Waste Determinations and has assisted its customers with the proper management and cost-effective disposal of hazardous waste streams. We frequently carry out RCRA Compliance Assessments of facilities to assist our clients with both environmental and safety concerns.



Figure 2. HGS Staff manages hazardous materials.

## Safety Services

HGS Engineering, Inc. regularly conducts facility-wide OSHA Compliance Audits and Audits of Facility 300 logs. Additionally, our company can design and implement health and safety written and/or training programs for interested clients. By overseeing such programs as Forklift Operation, Hazard Communication, Lockout/Tag out, Respiratory Protection, Personal Protective Equipment, Hearing Conservation and Ergonomics, HGS integrates OSHA training with new employee orientation to foster commitment to a safe workplace. HGS also performs Lead-Based paint Surveys, Asbestos Surveys, Occupational Hearing Conservation Surveys, and Indoor Air Quality Testing.

For a detailed list of services provided by HGS Engineering, Inc., please see Attachment A, located on Page 9. Services offered by HGS Engineering, Inc. include but are not limited to those found in Attachment A.

## Corporate Statement

We at HGS Engineering, Inc. appreciate the opportunity to provide this GSA Catalog to Federal Customers seeking the very best in Environmental Services, Schedule 899.

HGS will always provide responsive, accurate, and cost-effective service for our clients. Maintaining a strong, positive relationship with our clients, one built on mutual trust, is our goal.

Thank you, and I look forward to working with you.

Sincerely,

Harry G. Summers, III, Professional Engineer  
President/CEO  
HGS Engineering, Inc  
[harry@hgsengineeringinc.com](mailto:harry@hgsengineeringinc.com)



## II. Customer Information: HGS Engineering, Inc.

SCHEDULE TITLE: ENVIRONMENTAL SERVICES

FSC GROUP: #899

CONTRACT NUMBER: GS-10F-0039P

CONTRACT PERIOD: OCTOBER 27, 2008 THROUGH OCTOBER 27, 2013

CONTACT INFORMATION: HGS ENGINEERING, INC  
1121 NOBLE STREET  
ANNISTON, AL 36201  
P (256) 236-1848 / F (256) 236- 2979  
[www.hgsengineeringinc.com](http://www.hgsengineeringinc.com)

POINT OF CONTACT: HARRY G. SUMMERS, III, P.E., PRESIDENT / CEO  
[harry@hgsengineeringinc.com](mailto:harry@hgsengineeringinc.com)

BUSINESS SIZE: SMALL, SERVICE-DISABLED VETERAN OWNED

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

SIN 899-1 Environmental Planning Services and Documentation  
SIN 899-2 Environmental Compliance Services  
SIN 899-3 Environmental Occupational Training Services  
SIN 899-4 Waste Management Services and Software  
SIN 899-6 Remote Advisory Services  
SIN 899-8 Remediation Services

SEE ATTACHMENT A FOR SERVICES LISTED PER SIN

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

NOT APPLICABLE

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibilities, and education for those types of employees or subcontractors who will perform services shall be provided.

SEE ATTACHEMENT B FOR LABOR CATEGORY DESCRIPTIONS  
SEE ATTACHMENT C FOR A LIST OF HOURLY RATES

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2. Maximum order:  
\$5,000,000.00
  3. Minimum order:  
\$100.00
  4. Geographic coverage (delivery area):  
DOMESTIC
  5. Point(s) of production (city, county, and State or foreign country):  
HGS Engineering, Inc.  
1121 Noble Street  
Anniston, AL 36201
  6. Discount from list prices or statement of net price:  
NOT APPLICABLE
  7. Quantity discounts:  
NOT APPLICABLE
  8. Prompt payment terms:  
NET 30 DAYS
  - 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:  
YES
  - 9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold:  
NO
  10. Foreign items (list items by country of origin):  
NONE
  - 11a. Time of delivery: (Contractor insert number of days.)  
TO BE SPECIFIED ON TASK ORDER

## 11b. Expedited Delivery:

CONTACT CONTRACTOR

11c. Overnight and 2<sup>nd</sup> Day Delivery:

CONTACT CONTRACTOR

## 11d. Urgent Requirements:

CONTACT CONTRACTOR

## 12. F.O.B. Points

DOMESTIC ONLY, WITH THE EXACT DELIVERY TIME TO BE SPECIFIED ON EACH INDIVIDUAL TASK ORDER.

## 13a. Ordering Address:

HGS Engineering, Inc.  
1121 Noble Street  
Anniston, AL 36201

## 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](https://fss.gsa.gov/schedules)).

## 14. Payment Address:

HGS Engineering, Inc.  
1121 Noble Street  
Anniston, AL 36201

## 15. Warranty Provision:

NOT APPLICABLE

## 16. Export Packing Charges, if applicable:

NOT APPLICABLE

## 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level.)

CONTACT CONTRACTOR

- 
18. Terms and conditions of rental, maintenance, and repair (if applicable).  
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 price lists (if applicable).  
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).  
NONE
23. Preventative 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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/).  
NOT APPLICABLE
25. Data Universal Number System (DUNS) Number:  
03-5540637
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
REGISTERED. CAGE CODE #1HJH9, VALID THROUGH 09/30/2009

### III. Attachment A: Specific Services Offered Per SIN

HGS Engineering, Inc. can provide comprehensive Environmental Services including (but not limited to) those listed below:

#### SIN 899-1 Environmental Planning Services and Documentation

- Environmental Assessments/Environmental Impact Statements under the National Environmental Policy Act
- Risk analyses in support of environmental needs
- Natural resources management plans
- Studies
- Spill Plans
- Hazardous Waste Management Plans
- Storm Water Pollution Prevention Plans

#### SIN 899-2 Environmental Compliance Services

- RCRA Facilities Construction Certification
- Environmental Compliance audits
- Compliance management planning
- Pollution prevention
- Permitting (Air, Hazardous Waste, Wastewater, Solid Waste)
- ISO 14000/Environmental Management Systems
- Community relations
- Emergency Planning and Community Right-to-Know Act reporting
- Environmental baseline surveys
- Air emissions inventories

#### SIN 899-3 Environmental Occupational Training Services

- Hazardous Waste Operations and Emergency Response (HAZWOPER) Technician Course – 40 hours
- Hazardous Waste Facility Operators Course – 32 hours
- Hazardous Waste Facility Operators Refresher Course – 8 hours
- HAZWOPER Technician Refresher Course – 8 hours
- Forklift Training
- Other courses are available; for more information, contact Harry Summers at [harry@hgsengineeringinc.com](mailto:harry@hgsengineeringinc.com).

#### SIN 899-4 Waste Management Services and Software

- Data collection
- Data development
- Analyses of comments
- Regulatory and economic analyses
- Feasibility analyses
- Hazard assessments
- Exposure assessments

- Risk analyses
- Waste characterization studies
- Recommendation of management strategy including recycling options
- Studies for collection and transfer of waste
- Source reduction
- Evaluation of energy/fuel options
- Human health risk assessments
- Ecological risk assessments
- Hazardous materials programs
- Hazard communications programs
- Site investigations, remedial analyses, and remedial design under RCRA and CERCLA regulations
- Landfill closure/post-closure plans

#### SIN 899-6 Remote Advisory Services

- Extranet Websites
- Product Stewardship
- Industrial Hygiene Support
- Waste Management Support
- Compliance Issues Support
- Environmental Database Services
- Assistance with Hazardous Materials Spills, Poisons, Hazardous Material Classification and MSDS Support
- Other Related Services

#### SIN 899-8 Remediation Services

- Investigations
- Corrective Action
- Remedial Design
- Remedial Action
- Operations & Maintenance
- Closures
- Removal Actions
- Interim Measures

### III. Attachment B: Labor Category Descriptions

HGS Engineering, Inc. can supply the following labor categories for each Special Item Number (SIN). For the corresponding list of Hourly Rates, please see Attachment C.

#### Education versus Experience

- **Formal Education Substituted for Experience:** Formal education may substitute for experience. Each formal degree (i.e., Bachelors, Masters, or Ph.D.) may substitute for four (4) years of experience.
- **Experience Substituted for Formal Education:** Specialized experience may substitute for formal education. Four (4) years of experience may substitute for a Bachelor's Degree. Bachelor's Degree plus 2 years of additional general experience and 2 additional years of specific related experience with similar functional responsibilities may substitute for a Master's Degree.

#### Program Director

**Education:** Master's degree in business administration or other related technical or scientific discipline or equivalent work experience per paragraph 1.

**Minimum Experience:** 15 years relevant

**Duty Description:**

Serves as the primary point of contact for a major company functional area or business line. Independently manages programs that are sensitive or critical in nature, broad in scope and impact and significant in terms of company-committed resources. Serves as client sponsor for assigned program(s). Provides company's most senior interface between client and company resources. Works with the client and program managers to establish policy and strategic direction for programs. Communicates with senior levels of the client on a frequent basis. Ensures client satisfaction with company performance, and takes appropriate action to meet program commitments by responding effectively to meet client needs. Communicates with team members in a positive way as needed. Ensures compliance with corporate health and safety requirements on all tasks. Responsible to senior management for profit and loss for assigned programs. Directs program managers, senior project managers or project managers in accomplishment of program services. Through these individuals, is ultimately responsible for program budget, schedule and delivery of services. Ensures quality of program services through frequent audits of project staff planning documents, on-the-job performance, and client deliverables. Assigns necessary senior program technical expert advise to ensure a high level of job quality. Identifies new business opportunities with both existing and emerging clients. Pursues these opportunities and achieves new business growth on a consistent basis. Manages business development activities for new and existing clients.

#### Program Manager I

**Education:** Master's degree in business administration or other related technical or scientific discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 10 years relevant

**Duty Description:**

Manages functional area or business line programs that are sensitive or critical in nature, broad in scope and impact, and significant in terms of company-committed resources. Provides senior interface between client and company resources

and manager assigned programs to meet client requirements. Works with the client and program director to establish policy and strategic direction for programs. Communicates with senior levels of the client on a frequent basis. Ensures client satisfaction with company performance. Responds effectively to meet client need. Responsible for managing cost and pricing of assigned programs. Assures programs are carried out consistent with pre-established program budgets. Directs project managers in accomplishing individual facets of program services. Responsible for program budget, planning and scheduling, progress reporting, earned value, performance analysis, technical risk analysis, financial planning, quality assurance and quality control, and delivery of services. Ensures quality of program services through direct management of personnel, facilities, equipment, and subcontract resources. Obtains necessary senior program technical expert advice to ensure a high level of job quality. Monitors assigned project managers to ensure that appropriate technical and administrative personnel are assigned to the program. Provides program leadership to assigned project teams. Promotes a positive environment and high morale amongst all team members. Identifies new business opportunities with both existing and emerging clients. Pursues these opportunities and achieves new business growth on a consistent basis. Manages business development activities for new and existing clients.

### Engineer

**Education:** Bachelor's degree in Civil Engineering or other related engineering discipline

**Minimum Experience:** None

**Duty Description:**

Engineering position performs in respective engineering discipline of civil engineering, environmental engineering, or other relevant engineering discipline. Assists in complex paraprofessional engineering activities and preparation. Assists in the development of engineering plans and designs. Investigates, analyzes and assists in preparing engineering computations, estimates, surveys, statistics. Working on EIT certificate.

### Engineer Intern

**Education:** Bachelor's degree in Civil Engineering or other related engineering discipline

**Minimum Experience:** Passed the Fundamentals of Engineering exam

**Duty Description:**

Engineering position performs in respective engineering discipline of civil engineering, environmental engineering, or other relevant engineering discipline. Assists project managers in original concept or modify direction based on decisions of manager. Discuss progress and findings. Prepares technical reports.

### Professional Engineer I

**Education:** Bachelor's degree in Civil Engineering or other related engineering discipline and PE.

**Minimum Experience:** Registered in state where project is located if required

**Duty Description:**

Engineering position performs in respective engineering discipline of civil engineering, environmental engineering, or other relevant engineering discipline. Provides a high level of administrative and technical support. This includes

completing complex and lengthy technical reports, proposals, and creating and maintaining complex systems and databases in compliance with various organizational requirements

### Professional Engineer II

**Education:** Master's degree in Civil Engineering or other related engineering discipline and PE

**Minimum Experience:** Registered in state where project is located if required and 10 years relevant experience

**Duty Description:**

Key engineering position performs in respective engineering discipline of civil engineering, environmental engineering, or other relevant engineering discipline. Supervises engineering studies and complex engineering objectives, as well as subordinate engineers. Responsible for review and certification of final engineering reports and/or deliverables.

### Environmental Technician I

**Education:** High School Diploma and Applicable Environmental training or equivalent work experience per paragraph 1

**Minimum Experience:** None

**Duty Description:**

Assists field professional in conducting accurate analysis, field studies and computations. Prepares equipment needed to perform assignments including calibrations, standardization and equipment maintenance. Assists in performing research, conducting surveying and sampling. Assists in the development of graphics and calculations. Prepares, cleans and maintains field equipment and apparatus. Picks up and/or collects samples or supplies from suppliers and customers. Prepares tables, charts and field data sheets.

### Environmental Technician II

**Education:** High School Diploma and Applicable Environmental training or equivalent work experience per paragraph 1

**Minimum Experience:** 3 years relevant

**Duty Description:**

Assists field professional in conducting accurate analysis, field studies and computations. Prepares equipment needed to perform assignments including calibrations, standardization and equipment maintenance. Assists in performing research, conducting surveying and sampling. Assists in the development of graphics and calculations. Prepares, cleans and maintains field equipment and apparatus. Picks up and/or collects samples or supplies from suppliers and customers. Prepares tables, charts and field data sheets.

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### Environmental Technician III

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 6 years relevant

**Duty Description:**

Assists field professional in conducting accurate analysis, field studies and computations; prepares equipment needed to perform assignments including calibrations, standardization and equipment maintenance; assists in performing research, conducting surveying and sampling; assists in the development of graphics and calculations; prepares, cleans and maintains field equipment and apparatus; picks up and/or collects samples or supplies from suppliers and customers. Prepares tables, charts and field data sheets.

### Environmental Specialist I

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** None

**Duty Description:**

A professional entry-level position, provides technical knowledge to assist in the implementation of environmental activities. Gathers information in support of vulnerability assessments, environmental plans, and environmental audits. Reports to a designated manager who will oversee assignment to projects. For issues concerning a particular project, the incumbent will report to a more senior Environmental Specialist or Project Manager. Receives instructions on required tasks and expected results. Work is reviewed for completeness and quality.

### Environmental Specialist II

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 5 years relevant

**Duty Description:**

Provides technical support requiring application of environmental regulatory compliance or sampling skills in carrying out multiple tasks; conducts activities resulting in written reports that are accurate and within good engineering practices and contract constraints. Prepares drafts of sections of assessments and plans. Assists in environmental audits. Reports to a designated manager who will oversee assignment to projects. Receives guidance on required tasks and expected results. Work is reviewed for accuracy and quality.

### Environmental Specialist III

**Education:** Master's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 4 years relevant

**Duty Description:**

Performs effectively as a task leader and directs medium/large projects as assigned. Implements processes and procedures for waste characterization, sampling, and certification of hazardous, radioactive and mixed wastes and for environmental compliance audits and recommendations. Participates in the development of waste management and environmental compliance processes and procedures. Prepares vulnerability assessments and emergency response plans. Writes Environmental Compliance plans (SPCCP, ISCP, SWDMP) and performs environmental audits. Makes major contributions to assigned projects during planning, execution, and closure phases. Provides clear instructions and constructive feedback to other professionals working on assigned projects. Complies with and enforces regulatory and company guidelines in the safe performance of tasks. Serves as client interface on project progress, issues, and results.

### Environmental Specialist IV

**Education:** Master's degree in a related technical discipline or equivalent work experience per paragraph 1 and/or applicable professional certification (CHMM, REM)

**Minimum Experience:** 7 years relevant

**Duty Description:** Operates as a fully competent engineer/scientist in all aspects of a project/task. Requires sound, independent judgment in the evaluation, selection, and modification of waste management techniques and procedures. Prepares vulnerability assessments and emergency response plans. Writes Environmental Compliance plans (SPCCP, ISCP, SWDMP) and performs environmental audits. Provides technical knowledge and support to various company programs. Reports to a designated manager, who will oversee assignment to projects. For issues concerning a particular project, position will report to a Project Manager. Supervisory direction is provided only on unusual problems. Work is reviewed for quality and sound professional judgment.

### Project Manager

**Education:** Master's degree in a related technical discipline or equivalent work experience

**Minimum Experience:** 8 years relevant

**Duty Description:**

Serves as the primary contact with client and manages projects to meet the client's requirements. Provides and interface between the client and company resources and manages assigned projects to meet client requirements. Determines project scope with the client and manages the design of assigned projects. Communicates with client on an ongoing basis. Represents the company to the client and how we do business. Ensures positive and ongoing relationship with clients. Responds effectively to meet the client's needs. Manages project budget, schedule and delivery of services.

Determines and manages the cost and pricing of assigned projects. Assures projects are carried on consistent with budgets, quantity, and cost per hour estimates within established projects. Establishes and manages the project timetable and schedule of activities. Assures deliverables are submitted on time. Provides senior level technical and policy expertise. Ensures project quality control activities are in place and successful. Obtains necessary technical expertise advice to ensure a high level of quality. Ensures that team members are properly assigned tasks appropriate based on their skill level and hourly cost. Provides active leadership to assigned project teams. Maintains a positive environment and high morale among team members. Takes corrective action when necessary to meet project commitments. Supervises project administration activities. Identifies new business opportunities. Pursues and achieves new business growth on a consistent basis. Manages proposals to new and existing clients.

### Safety Specialist I

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 5 years relevant

**Duty Description:**

Performs industrial hygiene field measurements, safety measurements, safety evaluations and hazardous waste evaluations. Evaluates and interprets current regulations and assists in compliance. Develops hazardous materials communications. Make recommendations for changes in the work environment based on interpretations and principles of professional practices.

### Safety Specialist II

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 8 years relevant

**Duty Description:**

Performs industrial hygiene field measurements, safety measurements, safety evaluations and hazardous waste evaluations. Evaluates and interprets current regulations and assists in compliance. Develops hazardous materials communications. Make recommendations for changes in the work environment based on interpretations and principles of professional practices.

### Safety Specialist III

**Education:** Master's degree in a related technical discipline and/or applicable professional certification (CIH) or work experience per paragraph 1

**Minimum Experience:** 10 years relevant

**Duty Description:**

Evaluates and interprets current regulations and assists in evaluations for projects. Develops risk assessments and hazard evaluations. Writes technical reports based on the interpretation of data, observations, and current regulations. Makes

recommendations for changes on work project environment based on interpretation and principles of professional practices. Provides leadership to less experienced personnel through work assignments, monitoring schedules and resolving problems.

### Scientist I

**Education:** Bachelor's degree in a related scientific discipline or equivalent work experience per paragraph 1

**Minimum Experience:** None

**Duty Description:**

Scientific position performs in respective scientific discipline of Chemistry, Biochemistry, Biology, Geology or other relevant science. Conducts both routine and relatively complex experiment according to protocols developed with manager. Assists in the development of procedures and design of experiments. Verifies experimental results, evaluates complex data, and reports results internally. Records result to facilitate verifications and replication of complex, chained procedures.

### Scientist II

**Education:** Master's degree in a related scientific discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 7 years relevant

**Duty Description:**

Scientific position performs in respective scientific discipline of Chemistry, Biochemistry, Biology, Geology or other relevant science. Under general supervision, plans, conducts, and manages assignments. Reviews progress and evaluates results. Plans and assigns personnel for given projects or tasks. Recommends changes in procedures. Reviews progress with management.

### Biochemical Protection Specialist

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** 4-10 years experience.

**Duty Description:**

Evaluates the vulnerability of a facility to a biochemical attack and recommends facility /procedural enhancements to better protect the facility.

### RCRA Certification Specialist I

**Education:** Bachelor's degree in a related technical discipline or equivalent work experience per paragraph 1

**Minimum Experience:** None

**Duty Description:**

Under the direction/supervision of a professional engineer or a senior RCRA Certification Specialist reviews construction documentation and regulatory/permit requirements and prepares the RCRA certification packet for review by the third party engineer . Prepares the final certification packet with recommendation for approval/disapproval.

### RCRA Certification Specialist II

**Education:** Master's degree in a related technical discipline and/or applicable professional certification (CHMM, REM, EI) or work experience per paragraph 1

**Minimum Experience:** 7 years relevant

**Duty Description:**

Under the supervision of a third party engineer, prepares the RCRA certification packet for review by the third party engineer. Reviews all documentation provided by the client, applicable permits, regulations, plans, specifications, quality documentation, and construction documentation. Reviews plans or construction documentation for completeness and compliance with the permit and applicable regulations. Performs direct coordination with the client to obtain documents or recommend changes to design parameters to ensure compliance. Prepares final certification packet and recommendation to the Third Party Engineer for review/approval. May work alone or may supervise the work of subordinate RCRA Certification Specialists.

### Third Party Engineer (Professional Engineer)

**Education:** Master's degree in Civil Engineering or other related engineering discipline and PE.

**Minimum Experience:** 7 years relevant

**Duty Description:**

Uses Professional Engineering judgment and provide certification of a project completed by another firm. This certification will be based on best engineering judgment and practices standard to the profession. The Engineer reviews standards documents, design documents, quality control and project documentation and visits the site and his best engineering judgment and practices standard to the profession dictate and provides a certification if the project meets the standard specified. The Engineer may work alone and perform all tasks himself or he may supervise the work of one or more RCRA Certification Specialists to conduct surveillance and gather and review documentation.

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## Environmental Management System Specialist

**Education:** Master's degree in a related technical discipline and/or applicable professional certification (REM, CESM) or work experience per paragraph 1

**Minimum Experience:** 5 years relevant

**Duty Description:**

Designs and implements an Environmental Management System (EMS) for a facility. Provides a shell for the EMS. Provides guidance in the formulation of an environmental policy. Assists with the identification and evaluation of environmental aspects and impacts. Identifies legal and other requirements and assists in the development of objectives and targets. Writes environmental management programs and procedures. Prepares internal audit protocols and develops audit records. Assists the client in conducting internal audits. Provides written documentation and trains client personnel on the implementation of the EMS. Assists the client as required in the operation/maintenance of the EMS.

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## Administrative Assistant

**Education:** High School Diploma or equivalent work experience per paragraph 1.

**Minimum Experience:** None

**Duty Description:**

Performs a variety of secretarial duties, such as typing correspondence, reports, and memos using an electronic typewriter or word processor, maintaining computer-based and paper files, answering and screening telephone calls, and opening and distributing mail for a department or unit. Answers routine inquiries and prepares standard correspondence. Working knowledge of spreadsheet programs, electronic mail, maintains personal information systems and databases, and performs other semi-automated administrative support tasks. Works under general supervision and requires word processing skills.



## IV. Attachment C: Hourly Rates

HGS Engineering, Inc. is proud to furnish hourly rates for the above-mentioned Labor Categories. These rates are our very best and have been pre-negotiated by the Federal Government. For more information or to procure service, please call Mr. Harry Summers at (256) 236-1848 or email him at [harry@hgsengineeringinc.com](mailto:harry@hgsengineeringinc.com). Rates are effective January 1, 2004.

Labor Category	Awarded GSA Hourly Rate
Administrative Assistant	\$24.94
Biochemical Protection Specialist	\$59.85
Engineer	\$49.88
Engineer Intern	\$59.85
Environmental Management System Specialist	\$59.85
Environmental Specialist I	\$44.89
Environmental Specialist II	\$49.88
Environmental Specialist III	\$54.86
Environmental Specialist IV	\$59.85
Environmental Technician I	\$34.91
Environmental Technician II	\$39.90
Environmental Technician III	\$44.89
Professional Engineer I	\$74.81
Professional Engineer II	\$104.74
Program Director	\$104.74
Program Manager	\$74.81
Project Manager	\$69.83
RCRA Certification Specialist I	\$49.88
RCRA Certification Specialist II	\$71.82



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Labor Category	Awarded GSA Hourly Rate
Safety Specialist I	\$44.89
Safety Specialist II	\$49.88
Safety Specialist III	\$54.86
Scientist I	\$44.89
Scientist II	\$59.85
Third Party Engineer	\$116.71