

# Management and Engineering Services, L.L.C.

General Services Administration  
Federal Supply Service

Authorized Multiple Award Schedule 899  
**Environmental Services**  
Schedule Price List

Contract Number GS-10F-0159L  
Awarded SINs  
899-1 & 899-1RC, 899-3 & 8993-RC,  
899-7 & 8997-RC

Contract Period of Performance  
February 1, 2011 through January 31, 2016

Management and Engineering Services, L.L.C.  
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Contract Administrator: J. Craig Erickson

Management and Engineering Services, L.L.C. is a Small Business as defined by the  
General Services Administration, CCR, and ORCA.

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Programmer/Coder	14070 – Computer Programmer	05-2081
Computer Specialist	14100 – Computer Systems Analyst	05-2081
Training Specialist	15050 – Computer Based Training Specialist	05-2081
Graphics Specialist	15080 – Graphic Artist	05-2081
General Purpose Technician	30090 – Environmental Technician	05-2081
Technical Proofreader	30460 – Technical Writer	05-2081

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 matrix. The prices offered are based on the preponderance of where work is performed (Colorado) 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.

## Introduction

Management and Engineering Services L.L.C. (MES) has been providing management services, compliance assistance, and enterprise-based management tools to federal, state, and private companies for over 10 years. We specialize in bringing to federal clients advanced solutions to everyday challenges so organizations can fulfill their obligations with less costs and in full conformance with Presidential Executive Orders and other regulatory obligations. Our primary assistance areas include environmental, safety, food safety and quality, and range from development of management systems based on national and international standards, to preparation of plans and operating documents, to compliance and conformance audits.

Contact us at [information@mesllc.net](mailto:information@mesllc.net).

## Qualifications

Management and Engineering Services maintained a certified environmental management system based on the international standard ISO 14001, and a certified quality management system based on the international standard ISO 9001. We are members of the Colorado Environmental Leadership Program at the highest level, use 100% wind Renewable Energy Certificates, and are in full compliance with Executive Order 13514.

Our staff includes auditors that are certified by the RABQSA in the United States and by IRCA in the United Kingdom for environmental compliance audit, environmental management system auditing, food safety management system auditing and safety management system auditing. We also maintain a staff of LEED-AP specialists that have successfully integrated advance sustainable concepts with practical operational environments.

We maintain advanced, state-of-the-art support technology that ranges from Macintosh- and Windows-based computer suites, to high-speed color printers, copies, and scanners, GPS positioning devices, extensive applications of hand-held PDA devices and bar code readers, photographic equipment, and computer applications (Microsoft suite, Adobe Creative Suite, etc.).

We maintain a secure web site for distribution of enterprise-based tools which is hosted by a major ISP for maximum security from physical interruptions and electronic concerns. We maintain a security plan and have successfully completed security assessments of the computer-based tools and distribution techniques based on federal agency standards.

## Labor Categories and Rates

<b>LABOR CATEGORY</b>	<b>HOURLY RATE</b>	<b>DAILY RATE</b>
Principal Engineer	\$66.69	\$533.52
Principal Scientist	\$66.69	\$533.52
Principal Analyst	\$66.69	\$533.52
Principal Environmental Scientist	\$66.69	\$533.52
Principal Computer Scientist	\$66.69	\$533.52
Principal Relations Expert	\$66.69	\$533.52
Senior Engineer	\$49.80	\$398.40
Senior Scientist	\$49.80	\$398.40
Senior Computer Specialist	\$49.80	\$398.40
Senior Environmental Specialist	\$49.80	\$398.40
Senior Public Relations Specialist	\$49.80	\$398.40
Senior Training Specialist	\$49.80	\$398.40
Engineering/Scientist	\$36.15	\$289.20
Analyst	\$36.15	\$289.20
Environmental Specialist	\$36.15	\$289.20
Computer Specialist	\$36.15	\$289.20
Public Relations Specialists	\$36.15	\$289.20
Senior Technical Writer/Editor	\$36.15	\$289.20
Training Specialist	\$36.15	\$289.20
Senior Computer Technician	\$36.15	\$289.20
Junior Engineer	\$36.15	\$289.20
Junior Scientist	\$36.15	\$289.20
Junior Analyst	\$36.15	\$289.20
Junior Environmental Specialist	\$36.15	\$289.20
Programmer/Coder	\$28.34	\$226.72
Graphics Specialist	\$28.34	\$226.72
Technical Proofreader	\$28.34	\$226.72
General Purpose Technician	\$28.34	\$226.72
Instructor/Trainer	\$28.34	\$226.72

## Labor Category Descriptions

### **Principal Engineer:**

Technically competent in at least four of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of environmental laws, regulations, programs, policies and procedures.

### **Senior Engineer:**

Technically competent in at least three of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of environmental laws, regulations, programs, policies and procedures.

### **Junior Engineer/Engineer/Scientist:**

Technically competent in at least one of the following technical disciplines: environmental compliance, integrated environmental management systems (EMS), pollution prevention strategies, system engineering and design, system test and evaluation, software engineering and development, information security, network analysis, engineering, modeling and simulations, operational analysis, or vulnerability and systems effectiveness. Serves as liaison between clients and regulatory agencies. Fully functional knowledge of environmental laws, regulations, programs, policies and procedures.

### **Principal Scientist/Analyst/Environmental Scientist:**

Technically competent in at least four of the following technical disciplines: biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, physics, soils, statistical, toxicological, or water resources sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication.

### **Senior Scientist/Analyst/Environmental Scientist:**

Technically competent in at least three of the following technical disciplines: biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, physics, soils, statistical, toxicological, or water resources sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and

design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication.

**Junior Scientist/Analyst/Environmental Scientist or Specialist:**

Technically competent in at least one of the following technical disciplines: biology (botanist, terrestrial, aquatic, wildlife, marine, micro, fisheries, and wetlands), chemical sciences (inorganic, organic, analytical, and geochemical), ecological, environmental, physics, soils, statistical, toxicological, or water resources sciences. Designs, evaluates and leads scientific, physical and mathematical analyses for advanced development programs. Advise on and/or perform research or other professional and scientific work. Develops mathematical models and designs computer software programs for analysis of engineering, scientific and biological systems problems. Responsible for design and oversight of field investigations, data interpretation, evaluation and design or mitigation actions, and report preparation. Develops and maintains quality assurance data to support analyses, and writes technical reports and papers for publication.

**Environmental Specialist:**

Individuals are experts in their related fields and disciplines. Under supervision, provides technical/scientific, managerial, and administrative direction for problem definition, requirements development, analysis, and implementation for complex environmental services. Develops requirements from a project's inception to conclusion in a subject matter area. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. Assists other subject matter specialists, senior engineers or scientists with analysis, evaluation, and recommendations for improvements, changes, and solutions.

**Principal Computer Scientist:**

Develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs and supervises department staff. Knowledgeable of government regulations, manuals, technical orders and standards as applied to the development of government systems. Modifies existing and creates special purpose software and ensures system efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software programs, and user documentation. Enhances software to reduce operating time or improve efficiency.

**Senior Computer Specialist:**

Under supervision, develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Knowledgeable of government regulations, manuals, technical orders and standards as applied to the development of government systems. Modifies existing and creates special purpose software and ensures system efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software programs, and user documentation. Enhances software to reduce operating time or improve efficiency.

**Computer Specialist:**

Under supervision, performs hardware maintenance, computer and network installation, and testing support. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specification for hardware acquisitions. Prepares engineering plans and site installation technical design packages. Performs operational and modeling and simulation analysis.

**Programmer/Coder:**

Under the direction of the Principal Computer Scientist, develops and/or maintains coding, operating systems, communications software, database packages, compilers, assemblers, and utility programs. Knowledgeable of government regulations, manuals, technical orders and standards as applied to the development of government systems. Modifies existing and creates special purpose software and ensures system efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency.

**Principal Public Relations Specialist:**

Creates, implements and executes processes and systems within the public relations function. This position is responsible for researching and implementing industry-best practices in regard to news collection and distribution; press release review and approval processes; the use of the internet and other electronic vehicles in public relations campaigns; agency reviews and selection; results measurement systems and reporting; and other general public relations procedures, guidelines and policies. Recommends creation of systems, processes and policies for the effective operations of the public relations function within the organization.

**Senior Public Relations Specialist:**

Under supervision, creates, implements and executes processes and systems within the public relations function. This position is responsible for researching and implementing industry-best practices in regard to news collection and distribution; press release review and approval processes; the use of the internet and other electronic vehicles in public relations campaigns; agency reviews and selection; results measurement systems and reporting; and other general public relations procedures, guidelines and policies. Recommends creation of systems, processes and policies for the effective operations of the public relations function within the organization.

**Public Relations Specialist:**

Under supervision, creates, implements and executes processes and systems within the public relations function. This position is responsible for researching and implementing industry-best practices in regard to news collection and distribution; press release review and approval processes; the use of the internet and other electronic vehicles in public relations campaigns; agency reviews and selection; results measurement systems and reporting; and other general public relations procedures, guidelines and policies. Recommends creation of systems, processes and policies for the effective operations of the public relations function within the organization.

**Senior Training Specialist:**

Designs and delivers technical and organizational development training (both classroom training and e-learning), along with assisting functional areas with developing competency-based training. This

includes training in the areas of general and advanced knowledge of current regulations, functional job knowledge and skill development, compliance, management development, and software competency. Assesses needs, develops curriculum and tools to measure effectiveness.

**Training Specialist:**

Under supervision, designs and delivers technical and organizational development training (both classroom training and e-learning), along with assisting functional areas with developing competency-based training. This includes training in the areas of general and advanced knowledge of current regulations, functional job knowledge and skill development, compliance, management development, and software competency. Assesses needs, develops curriculum and tools to measure effectiveness.

**Instructor/Trainer:**

Under supervision, design and deliver training programs in conjunction with carrying out training needs analyses, carry out performance assessments to determine the skills gaps between current and desirable learner skill levels, design course materials and other documents such as handouts, manuals and exercises, prepare the learning environment and resources, including setting up IT equipment where appropriate, liaise with clients to fulfill the skills needs of an organization

**Senior Technical Writer/Editor:**

Develops, writes, coordinates, prepares, proofreads and edits publications including proposals, reports, letters, articles, newsletters, brochures and marketing materials; analyzes materials for proper format, sentence structure, grammar, logic, continuity, ease of reading, and writing style. Works with professional, management and sponsoring personnel to determine communications needs, requirements and suggested changes. Monitors status of documents from rough draft to final copy. Maintains and updates resource library. Supervises graphics and publications support staff.

**Graphics Specialist:**

Organizes, lays out, prepares and revises technical illustration and graphics work. Prepares rough sketches and completes orthographic and perspective drawings. Operates computer graphics software programs to prepare and revise the format and type settings for graphs, charts, drawings, documents, block diagrams and schematics. Considers color, shading, format, perspective and other display enhancements given reproduction medium. Proofs work for visual appearance, completeness and accuracy. Performs art paste-up work. Duplicates finished masters and files finished documents.

**Technical Proofreader:**

Under the direction of the Senior Technical Writer/Editor, proofreads and edits publications including proposals, reports, letters, articles, newsletters, brochures, and marketing materials; analyzes materials for proper format, sentence structure, grammar, logic, continuity, ease of reading, and writing style.

**Senior Computer Technician:**

Repairs and maintains computer hardware and related software; resolves immediate operational and/or safety concerns; and procures and maintains supplies and materials. Installs computer hardware, peripherals, and related application software.



**General Purpose Technician:**

Performs all aspects of fieldwork under the supervision of Scientists, Engineers or Analysts, including monitoring, sampling (soils, water, air, and solid waste), scientific investigations, construction inspection, surveying, systems maintenance, and information systems management directly related to engineering services, documentation, and engineering studies. Supports scientific and engineering staff in sampling and analysis services to support environmental protection or other client mission. Performs office and fieldwork with limited supervision. Proficient in trade craft skills such as electrical, heating, ventilation, air conditioning (HVAC), carpentry and plumbing, and hazardous materials handling and storage.

**Minimum Education and Experience Requirements:**

**Principal Engineer, Principal Scientist, Principal Analyst, Principal Environmental Scientist, Principal computer Scientist, Principal Public Relations Expert:** Over twenty years of general experience, over five years of directly related experience. BS degree in engineering or science, with MS or Ph.D. degree preferred. Managed multi-year contracts of greater than \$1M per year, managed multi-disciplined teams of fifteen or more technical personnel. Capable of working without technical supervision, capable of working with minimal management oversight. Excellent communications skills, author or co-author of ten or more technical reports or papers.

**Senior Engineer, Senior Scientist, Senior Analyst, Senior Computer Specialist, Senior Environmental Specialist, Senior Public Relations Specialist, and Senior Training Specialist:** Over twelve years of general experience, over four years of directly related experience. BS degree in engineering or science, with MS degree preferred. Managed multi-year contracts of \$1M total, managed multi-disciplined teams of eight or more technical personnel. Capable of working with minimal technical supervision, capable of working with moderate management oversight. Very good communications skills, author or co-author of five or more technical reports or papers

**Engineer, Scientist, Analyst, Environmental Specialist, Computer Specialist, Public Relations Specialist, Senior Graphics Specialist, Senior Technical Writer/Editor, Training Specialist, And Senior Computer Technician:** Over six years of general experience, over one year of directly related experience. BS degree in engineering or science. Managed technical efforts of three or more months duration, managed technical teams of three or more technical personnel. Requires moderate to extensive technical supervision, requires moderate to extensive management oversight. Good communications skills, experience in preparing technical reports or papers.

**Junior Engineer, Junior Scientist, Junior Analyst, Junior Environmental Specialist, Programmer/Coder, Graphics Specialist, Graphics Trainee, Technical Proofreader, and General Purpose Technician, Instructor/Trainer:** Less than two years of general experience, less than one year of directly related experience. BS degree in engineering or science. Requires extensive technical supervision, requires near continuous management oversight. Some experience in preparing technical reports.

## The Services We Provide

### Environmental Consulting —

#### SIN 899-1 and 899-1RC Environmental Consulting Services

Management and Engineering Services, L.L.C. has provided assistance to nearly every operational environment in the development of environmental compliance, pollution prevention, and sustainable documentations. Extensive experience in developing graphic-based guides and tool kits for lay persons and especially effective for collateral duty assignments. Typical documentation includes:

- Integrated Solid Waste Management Program (known as ISWAP) plans.
- Spill Prevention, Control and Countermeasure Plans based on federal regulations and/or agency standards.
- Stormwater Pollution Prevention Plans based on state regulations.
- Written Hazard Communication Plans based on OSHA requirements.
- Environmental plans developed in response to regulatory obligations and/or Best Management Practices such as Universal Waste Management plans, Solid Waste Management plans, Hazardous Waste Management plans, Emergency Action plans, Emergency Response Program plans, and many others. These plans are developed for easy understanding and implementation and are provided with all records management forms.
- Historic structure and cultural resource management documents based on federal standards and Best Management Practices. These range from condition inspection forms, preservation and maintenance checklists, and training documentation. These documents are tailored to specific structures and their respective vulnerabilities and are designed for use by all levels of management and maintenance personnel.
- Development of environmental reports and related documents based on agency standards and creative presentation methods using advanced desktop publishing applications supporting integrated graphics.
- Development of presentation materials using electronic methods, integrated with live video, animation, and other extremely effective methods of audience assimilation.
- Development of pollution prevention and sustainability plans.
- Development of carbon management plans based on national and international standards, setting goals, emphasizing visibility, and ensuring quality surveillance of performance data.

- Development of historic structures and district nominations.
- Development of food safety management plans, and Hazard Analysis Critical Control Point (HACCP) plans.
- Asset management plans and guidance documents.

## Environmental Compliance —

### SIN 899-7 and 899-7RC Geographic Information Systems (GIS) Services

Management and Engineering Services has extensive experience in conducting environmental compliance audits and environmental management system conformance audits. Experience with audits in nearly every industrial situation and federal agency facility, from planning and scheduling audits, to on-site audits with “learning moments”, to client coordination on findings and possible solutions, to final report preparation. Our experience includes:

- Environmental compliance full-facility, multimedia audits with on-site briefings and written reports.
- Enterprise tools for conducting self-audits based on federal and state regulations and national consensus standards.
- Enterprise tools for tracking compliance findings, corrective actions, and assignment of responsibilities.
- Pollution prevention and sustainability audits highlighting the elimination or reduction in the use of hazardous products and conservation of energy and water and other natural resources.
- Assessing waste management programs, including waste reduction methods, diversion strategies, and reuse and re-purposing approaches, as well as emphasizing environmentally preferable initiatives.
- Conducting hazardous materials inventory with emphasize in eliminating traditional products through donations and reuse possibilities.
- Enterprise tools for maintaining chemical inventories to ensure compliance with OSHA as well as emphasizing chemical constituents and storage recommendations.
- Assessments in support of compliance and conformance with Presidential Executive Orders.
- Assessments of greenhouse gas generation in support of mitigation initiatives and

carbon management plans.

## Training —

### SIN 899-3 and 899-3RC Environmental Training Services

Management and Engineering Services has experience in facilitation and conducting environmental training events, from compliance to conformance to sustainable practices. These events have been held at client facilities, central public forums, and national and international sessions.

- Hosting national and international training events, conventions, and other venues for environmental and safety training topics with an emphasis on zero-waste experiences.
- Development of materials and conducting facility, regional or national training events on environmental compliance, pollution prevention, sustainable practices, carbon management, safety, environmental management systems, and compliance with Presidential Executive Orders.
- Presentation and facilitation of training events including electronic state-of-the art electronic equipment, displays, maintaining minutes of meetings, arrangements with attendees, logistics management, and guided tours.

## Software Services —

### SIN 899-1 and 899-1RC Environmental Consulting Services

Management and Engineering Services has become nationally recognized as having one of the most comprehensive sets of integrated enterprise-based software for federal clients and private companies. These online (Internet) tools have streamlined the implementation of environmental programs, removing the mystery of understand, facilitation implementation and sustaining practices, while at the same time reducing the time required by the client and nearly eliminating success risks. All computer-based tools offer full security protection and the benefit of continual improvement.

- Internet-based implementation tools for environmental management systems based on the international standard ISO 14001 with sustaining management tools for internal conformance audits and management review tasks.
- Internet-based implementation tools for safety management systems based on the British standard OHSAS 18001 with sustaining management tools for internal conformance audits and management review tasks.
- Internet-based implementation tools for food safety management systems based on the

international standard ISO 22000 with sustaining management tools for internal conformance audits and management review tasks.

- Internet-based implementation tools for quality management systems based on the international standard ISO 9001 with sustaining management tools for internal conformance audits and management review tasks.
- Internet-based hazardous product inventory tools for capturing critical information on every product, including chemical constituents and physical properties.
- Internet-based environmental and safety self-audit tools designed for lay-person use based on visual observations with yes, no, and not applicable answers. Includes direct hotlinks to federal regulations.
- Internet-based tools for agency-specific environmental management systems and archiving of information.
- Internet-based tools supporting computerized maintenance management systems, capturing Uniformat II information, work order management, deferred maintenance tracking, and more.
- Agency-specific compliance findings management tools to track corrective actions, costs of corrections, and assignment of responsibilities.
- Management system controlled document management tools including document change control, archiving and recover, and distribution management.
- Virtual auditing using computer-based and enterprise tools for multi-facility environments.

## Remote Services —

### SIN 899-1 and 899-1RC Environmental Consulting Services

Management and Engineering has developed and maintained a 24-hour hotline in support of environmental compliance and environmental management system development assistance, thus providing a critical link for long-term assistance on an as-needed basis for Federal agency clients and private companies.

- We provide hotline call-in support on environmental compliance, development of management systems, conducting training events, researching compliance issues, and assisting with implementation strategies.

## Contacts

Management and Engineering Services, L.L.C. maintains a web site with security provisions for subscribing clients. Our contact information is as follows:

**Management and Engineering Services, L.L.C.**

**2919 West 17th Street, Suite 115**

**Longmont, Colorado 80503**

**303-684-0215**

**303-485-8308 (fax)**

**[information@mesllc.net](mailto:information@mesllc.net) (email)**

**[www.mesllc.net](http://www.mesllc.net) (web)**