



Contract Holder

## General Services Administration

Authorized Federal Supply Schedule Price List

### GSA Professional Services Schedule (PSS) (00CORP)

Updated through Modification #A492, February 22, 2016

GSA Contract Number: GS-00F-057DA

#### Environmental Consulting

Special Item Number (SIN) 899-1

Contract Base Period: February 3, 2016 to February 2, 2021

### Woman-Owned Small Business



**CULTURAL  
RESOURCE  
CONSULTANTS**

#### **Richard Grubb & Associates, Inc.**

259 Prospect Plains Road, Building D  
Cranbury, NJ 08512

E-mail: [adomm@rgaincorporated.com](mailto:adomm@rgaincorporated.com)

Tel.: (609) 655-0692

Fax: (609) 655-3050

Web: [www.rgaincorporated.com](http://www.rgaincorporated.com)



*States and municipalities can use this contract to procure services to prepare for and recover from major disasters.*

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

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## Company Overview

Richard Grubb & Associates, Inc. (RGA) was established in 1988 as a full-service cultural resource management firm, and has since grown to become one of the largest, independent archaeological and historic preservation consulting companies in the Mid-Atlantic, Midwest, and Northeast regions.

RGA's staff of professional historians, archaeologists, architectural historians, material culture specialists, and GIS experts possess the collective experience to undertake all types of cultural resource management projects. RGA's corporate headquarters are in Cranbury, New Jersey, with satellite locations in Allentown and Philadelphia,

Pennsylvania, Chestertown, Maryland, and Marietta, Ohio. Since 1988, RGA has successfully completed thousands of projects throughout the Mid-Atlantic and Northeast regions, and in Illinois, Arkansas, Iowa, and the Territory of Puerto Rico. Clients include federal and state agencies, county and municipal government entities, architect and engineering firms, environmental consulting firms, architects, planners, commercial and residential property developers, builders, and historic preservation commissions.

The firm has a reputation for excellence among its diverse clientele and the federal and state agencies that review its products. The company strategy is to tailor its services and develop innovative strategies to meet individual client needs for projects of any size and scale.



## Scope of the Contract

Under our GSA Professional Services Schedule contract, RGA can provide a wide range of support for federal agencies. In addition, state and local governments can use this contract to obtain RGA support to prepare for or recover from major disasters.

### Environmental Consulting Services

*Federal agencies can order these services from RGA under SIN 899-1. State and local agencies can procure Disaster Recovery services under SIN 899-1RC.*

This SIN is for consulting services. They include, but are not limited to:

- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA).
- Archaeological and/or cultural resource management plans.

### Range of Services:

- Section 106 Eligibility/Effects Documentation
- Area of Potential Effects (APE) Delineation
- Cultural Resource Screenings
- Phase IA Literature Reviews and Phase IB Cultural Resource Surveys
- Phase II National Register of Historic Places Evaluations and Archaeological Testing
- Phase III Archaeological Data Recovery
- Reconnaissance and Intensive Level Architectural Surveys
- HABS/HAER Documentation
- Historic Building Assessments
- Public Consultation
- SHPO and Tribal (Native American) Coordination and Consultation
- NEPA Documentation (CED, EA, and EIS)

## Selected Project Examples

**U.S. Environmental Protection Agency**, Stage I/II Cultural Resources Survey, Horseshoe Road Superfund Site, Operational Unit 3, Borough of Sayreville, Middlesex County, New Jersey.



RGA completed a Stage I cultural resources survey as part of a Remedial Investigation/Feasibility Study at Horseshoe Road Superfund Site. The work was carried out in compliance with Section 106 of the National Historic Preservation Act. Archaeological fieldwork identified the potentially significant multi-component Horseshoe Road OU3 site, composed of both prehistoric and historic artifacts in an upland portion of the Area of Potential Effects (APE). In addition, the remains of a rail spur or conveyor line possibly associated with the mid-nineteenth century to mid-twentieth century industrial operations of the Such and Crossman Company were identified. A subsequent Stage IB/II cultural

resources survey determined that the Horseshoe Road OU3 site was not eligible for listing on the National Register of Historic Places. The remains of a conveyor belt formerly associated with the Such and Crossman Company were recorded and also determined not significant.

**U.S. Department of Agriculture**, Phase I Heritage (Archaeological) Surveys, Allegheny National Forest, Elk, McKean, Forest, and Warren Counties, Pennsylvania.

Under three task orders of an IDIQ contract with the U.S. Department of Agriculture, Allegheny National Forest, RGA completed Phase I heritage (archaeological) surveys of 1,811 acres for the Bradford/Farnsworth Restoration Project, 4,513 acres for the Greater Stickney Project, and 1,851.43 acres for the Ash Remediation project. The objective of these surveys was to identify, record, and provide a preliminary evaluation of all heritage resources that will or may be affected by proposed land management activities, and to recommend appropriate alternative protection/mitigation measures to meet heritage resource management objectives as outlined in 36 CFR 800. Project tasks included background research, a pedestrian survey of the entire project area and archaeological testing in high probability areas for heritage resources, and preparation of a report meeting the Pennsylvania Historical and Museum Commission's Guidelines for Archaeological Investigations.



**U.S. Fish and Wildlife Service**, Phase I and II Archaeological Assessment Surveys, Area 3, Patuxent Research Refuge, Laurel, Prince George's County, Maryland.



RGA completed a supplemental Phase I archaeological identification survey in a 5.55-acre area of the Patuxent Research Refuge to assist the U.S. Fish and Wildlife Service in complying with Section 106 of the National Historic Preservation Act. Background research determined that the APE had a moderate to high potential for prehistoric archaeological resources and a low potential for historic archaeological resources. The survey identified a potentially significant prehistoric site, representing a small lithic reduction activity area. RGA subsequently completed a Phase II archaeological assessment survey to evaluate the eligibility of the site for listing on the National Register of Historic

Places. The Phase II fieldwork consisted of the excavation of additional shovel test pits and two excavation units. No additional prehistoric artifacts were recovered. Based on the results of the Phase II archaeological survey, RGA recommended that the site was not eligible for listing on the National Register.

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**U.S. Fish and Wildlife Service**, Phase I Archaeological Identification Survey, Rockland Boat Storage Project, Maine Coastal Islands National Wildlife Refuge, Rockport, Knox County, Maine.

RGA completed a Phase I archaeological identification survey for the proposed Rockland Boat Storage project within the Maine Coastal Islands National Wildlife Refuge. The purpose of the survey was to locate and identify any archaeological resources that may have existed within the 1.35-acre APE where ground disturbance activities were proposed in association with the construction of a boat storage building and related driveway improvements. Phase I archaeological fieldwork included the systematic excavation of shovel test pits throughout the APE. As a result of the survey, no potentially significant archaeological resources were identified and no further archaeological survey was recommended. All work was performed in compliance with Section 106 of the National Historic Preservation Act.



**U.S. Fish and Wildlife Service**, Phase I Archaeological Identification Survey, Vehicle Storage Building Project, Tract 14, Dwight D. Eisenhower National Fish Hatchery, Town of Chittenden, Rutland County, Vermont.



RGA completed a Phase I archaeological identification survey in connection with a proposed parking lot at the Dwight D. Eisenhower National Fish Hatchery. The Phase I archaeological identification survey was conducted to comply with Section 106 of the National Historic Preservation Act and in accordance with the Vermont State Historic Preservation (VDHP) Office's *Guidelines for Conducting Archaeology in Vermont*. Utilizing the VDHP Environmental Predictive Model for locating pre-contact archaeological sites, the APE was assessed with a high sensitivity for pre-contact archaeological resources. Background research also indicated that the APE had a low

sensitivity for significant historic archaeological resources. Archaeological field investigations recovered six pre-contact artifacts and 25 historic artifacts, the vast majority found in disturbed contexts. The survey resulted in no potentially significant archaeological resources being identified. No further archaeological survey was recommended.

**U.S. Fish and Wildlife Service**, Historic Property Documentation, Historic Headquarters Complex, Bombay Hook National Wildlife Refuge, Smyrna, Kent County, Delaware.

RGA is conducting a comprehensive historic documentation in accordance with the *Standards of the Secretary of the Interior*, and the requirements of the Delaware Division of Historical and Cultural Affairs/State Historic Preservation Office of two of the contributing structures to the National Register-eligible Headquarters Complex Historic District at the Bombay Hook National Wildlife Refuge. Project tasks include the photo-documentation, using large format photography, and the production of measured drawings for both the 1939 Service Building (Office/Carpenter Shop) and the 1941 Vehicle Maintenance Shop. The work is being completed as a mitigation measure in advance of the proposed demolition of the two buildings.



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**U.S. Army Corps of Engineers**, Intensive (Locational) Archaeological Surveys, Mansfield Hollow Lake and West Thompson Lake, Connecticut and Charles River Valley Natural Storage Area and East Brimfield Lake, Massachusetts.



RGA conducted intensive (locational) archaeological surveys within four discrete flood control areas owned by the U.S. Army Corps of Engineers, New England District as part of a requirement for compliance with Sections 106 and 110 of the National Historic Preservation Act. The project included surveys of 4,041 acres within the flood control areas previously identified as containing high and moderate sensitivity for historic and prehistoric archaeological resources. Tasks performed included closely reviewing previously completed Archaeological Overview and Assessment reports and re-assessing the areas identified as having a moderate to high

archaeological sensitivity based on current conditions. In several cases, fieldwork strategies were modified based on the re-assessment. Over 300 prehistoric (pre-contact) and historic (post-contact) sites were identified, and registration forms prepared for submission to the Massachusetts Historical Commission and Connecticut Commission on Culture & Tourism. Several of the sites were assessed as potentially eligible for the National Register under Criterion D. These sites provided information on prehistoric and historic settlement patterning in the New England region.

**National Park Service**, Archaeological Investigations, Women's Rights National Historical Park, Town of Seneca Falls, Seneca County, New York.

RGA conducted archaeological investigations in advance of the National Park Service's proposed rehabilitation of the Wesleyan Chapel in the Women's Rights National Historical Park. The excavations uncovered portions of the original stone foundation of the chapel, which was the site of the first women's rights convention in 1848. Based on the identification of intact nineteenth-century deposits, archaeological monitoring was recommended during the reconstruction project. A total of 9,379 artifacts, many of which dated to the period of historic significance of the chapel, were recovered and analyzed. Artifacts were cataloged using the Automated National Cataloging System+ (ANCS+; ReDiscovery), following the NPS Northeast Region Archaeology Program Cataloging Guidelines. The artifact assemblage and associated records were curated to NPS standards.



**U.S. Department of Labor**, Cultural Resources Mitigation, Camp Kilmer Buildings 801, 806 and 871, Edison Job Corps Center, Edison Township, Middlesex County, New Jersey.



RGA is providing cultural resources mitigation services in connection with the proposed abatement and demolition of Camp Kilmer Buildings 801, 806 and 871, Edison Job Corps Center. Project tasks include Historic American Buildings Survey (HABS) Level III recordation and interpretive signage. The HABS documentation consists of photo-documentation and architectural recordation of each building. It also includes a written report that will include a discussion of the history and significance of the buildings and of this former military camp, and its contribution to the successful outcome of World War II.

# Advantages of Using a GSA Schedule Contract

Do you need a quick, convenient, and cost-effective way to order services from Richard Grubb & Associates (RGA)? Our GSA Professional Services Schedule contract provides an excellent solution. It offers the following advantages:

- **Dramatic time savings.** You can typically complete the task order initiation process (as specified in FAR 8.405) very quickly—often in a matter of weeks.
- **Minimal administrative burden.** When you place an order with RGA through our GSA Contract, the order will be considered to have been placed using “full and open competition.”
  - You are not required to synopsise the requirement ahead of time in FedBizOpps.
  - GSA has already determined that prices offered by GSA contractors are “fair and reasonable.”
  - All applicable federal procurement laws and regulations, including “small business” set-asides and other types of set-asides, already have been applied.
- **No dollar limits** on task orders.
- **Woman Owned Small Business (WOSB) credit.** Your agency will receive Woman Owned Small Business credit for all Task Orders issued to RGA.
- **Flexibility.** For example, you can set up a “Blanket Purchase Agreement” (BPA) with RGA, in the event that you do not know the precise amount or types of services that you would like purchase. You can use the BPA as an ordering device in which all of your offices can participate, allowing them to place orders directly.
- **Direct relationship** with RGA.
  - GSA will not get involved in your selection process.
  - Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
  - RGA will deliver services and submit invoices directly to your agency. You will remit payment directly to RGA. GSA does not inject itself into the client/contractor relationship.

## Prices

The following prices are “net” (prices shown include all applicable discounts and are inclusive of the 0.75% Industrial Funding Fee).

### GSA Hourly Rates for the Base Period (SINs 899-1 and 899-1RC)

RGA Labor Category	GSA Hourly Rates				
	Year 1 2/3/2016 to 2/2/2017	Year 2 2/3/2017 to 2/2/2018	Year 3 2/3/2018 to 2/2/2019	Year 4 2/3/2019 to 2/2/2020	Year 5 2/3/2020 to 2/2/2021
Director of Quality Assurance	\$164.82	\$168.94	\$173.17	\$177.49	\$181.93
Principal Senior Archaeologist I	\$104.11	\$106.71	\$109.38	\$112.11	\$114.91
Principal Senior Archaeologist II	\$98.57	\$101.04	\$103.56	\$106.15	\$108.81
Senior Archaeologist I	\$79.63	\$81.62	\$83.66	\$85.76	\$87.90
Senior Archaeologist II	\$64.44	\$66.05	\$67.71	\$69.40	\$71.13
Archaeologist I	\$54.81	\$56.18	\$57.58	\$59.02	\$60.50
Archaeologist II	\$43.43	\$44.51	\$45.63	\$46.77	\$47.94
Lab Manager	\$53.69	\$55.04	\$56.41	\$57.82	\$59.27
Principal Senior Historian I	\$93.32	\$95.66	\$98.05	\$100.50	\$103.01
Senior Historian I	\$91.82	\$94.12	\$96.47	\$98.88	\$101.36
Senior Architectural Historian I	\$86.31	\$88.47	\$90.68	\$92.94	\$95.27
Architectural Historian I	\$57.56	\$59.00	\$60.48	\$61.99	\$63.54
Research Assistant	\$39.54	\$40.53	\$41.55	\$42.58	\$43.65
Technical Editor I	\$63.42	\$65.00	\$66.63	\$68.29	\$70.00
Archaeologist I/ Material Culture Analyst	\$77.66	\$79.60	\$81.59	\$83.63	\$85.72
Archaeologist I/Field Logistics Manager	\$92.70	\$95.02	\$97.40	\$99.83	\$102.33
Cartographer/CAD-GIS Specialist I	\$60.68	\$62.20	\$63.75	\$65.34	\$66.98



**Quantity/Volume Discount**

RGA will provide a Volume Discount of 1% for each individual Task Orders that equals or exceeds \$100,000, and 3% for orders that equal or exceed \$175,000. In the event that a GSA Task Order initially is too small to qualify for a Volume Discount and is subsequently amended to a value of \$100,000 or more, RGA will apply the applicable discount on invoices as soon as administratively practicable thereafter, and in all cases starting no later than the first full month after the amendment has taken effect. If a GSA Task Order initially qualifies for a certain Volume Discount and is subsequently amended to a value that makes it eligible for a larger discount, RGA will apply the larger discount as soon as administratively practicable thereafter, and in all cases starting no later than the first full month after the amendment has taken effect. RGA will not apply any Volume Discount retroactively, and will not provide retroactive refunds.

**Service Contract Act Matrix**

The Service Contract Act (SCA) is applicable to this contract and it includes the following SCA applicable labor category.

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Research Assistant	30021, Archaeological Technician I	2005-2349, Revision No.: 15

The Service Contract Act (SCA) is applicable to this contract and it includes an SCA applicable labor category. The prices for this labor category are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

# Position Descriptions

## Director of Quality Assurance

### Functional Responsibilities

Provides technical oversight to senior staff to ensure that all cultural resources investigations are technically complete and comply with applicable cultural resource regulations. Has extensive knowledge of federal, state and local laws that mandate cultural resource management research and assessment surveys, and with various agency and company reporting guidelines and policies. Reviews all cultural resource survey reports for completeness prior to submittal to the project client.

### Minimum Years of Experience

20

### Minimum Educational/Degree Requirements

Bachelor’s Degree in archaeology, anthropology, history or closely related field.

### Training or Certification Requirements

Specialized training in archaeological research, historical research, administration or management.

### Substitution Factors

None.

## Principal Senior Archaeologist I

### Functional Responsibilities

Responsible for overall management of company’s archaeological projects, including archaeological assessments, Phase I archaeological surveys, Phase II archaeological evaluations, Phase III data recoveries and archaeological monitoring projects. Provides technical oversight to senior project staff to ensure that all cultural resources investigations are technically complete and comply with applicable cultural resource regulations. Supervises and directs background research, archaeological field surveys, and report preparation. Develops scopes of work, budgets, and project schedules.

### Minimum Years of Experience

15

### Minimum Educational/Degree Requirements

Master’s Degree in archaeology, anthropology, or closely related field.

### Training or Certification Requirements

Qualifications set forth in the Secretary of the Interior’s Standards for Archaeologists [36 CFR 61].

### Substitution Factors

None.

## Principal Senior Archaeologist II

### Functional Responsibilities

Responsible for the direction of company’s archaeological projects, including archaeological assessments, Phase I archaeological surveys, Phase II archaeological evaluations, Phase III data recoveries and archaeological monitoring projects. Provides technical oversight to senior project staff to ensure that all cultural resources investigations are technically complete and comply with applicable cultural resource regulations. Supervises and directs background research, archaeological field surveys, and report preparation. Develops scopes of work, budgets, and project schedules.

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### **Minimum Years of Experience**

10

### **Minimum Educational/Degree Requirements**

Master's Degree in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

Qualifications set forth in the Secretary of the Interior's Standards for Archaeologists [36 CFR 61].

### **Substitution Factors**

None.

## **Principal Senior Historian I**

### **Functional Responsibilities**

Responsible for overall management of company's historical and architectural investigations, including historical architectural surveys, preservation plans, historic structure reports, National Register of Historic Places nominations, Historic American Building Survey (HABS)/Historic American Engineering Record (HAER) documentation, the development of historic interpretive signage, displays and publications. Provides technical oversight to senior project staff to ensure that all cultural resources investigations are technically complete and comply with applicable cultural resource regulations. Supervises and directs background research, historic and architectural field surveys, and report preparation. Develops scopes of work, budgets, and project schedules.

### **Minimum Years of Experience**

15

### **Minimum Educational/Degree Requirements**

Master's Degree in history or closely related field.

### **Training or Certification Requirements**

Qualifications set forth in the Secretary of the Interior's Standards for an Historian [36 CFR 61].

### **Substitution Factors**

None.

## **Senior Archaeologist I**

### **Functional Responsibilities**

Performs and directs archaeological projects, including archaeological assessments, Phase I archaeological surveys, Phase II archaeological evaluations, Phase III data recoveries and archaeological monitoring projects. Prepares and directs cultural resource investigations in accordance with applicable cultural resource regulations. Supervises, directs and performs background research, archaeological field surveys, and report preparation. Assists principal staff with the development of scopes of work, budgets, and project schedules.

### **Minimum Years of Experience**

10

### **Minimum Educational/Degree Requirements**

Master's Degree in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

Qualifications set forth in the Secretary of the Interior's Standards for Archaeologists [36 CFR 61].

### **Substitution Factors**

None.

## Senior Archaeologist II

### Functional Responsibilities

Performs and directs archaeological projects, including archaeological assessments, Phase I archaeological surveys, Phase II archaeological evaluations, Phase III data recoveries and archaeological monitoring projects. Prepares and directs cultural resource investigations in accordance with applicable cultural resource regulations. Supervises, directs and performs background research, archaeological field surveys, and report preparation.

### Minimum Years of Experience

5

### Minimum Educational/Degree Requirements

Master's Degree in archaeology, anthropology, or closely related field.

### Training or Certification Requirements

Qualifications set forth in the Secretary of the Interior's Standards for Archaeologists [36 CFR 61].

### Substitution Factors

None.

## Senior Historian I

### Functional Responsibilities

Performs and directs historical and architectural investigations, including historical architectural surveys (reconnaissance and intensive-level), preservation plans, historic structure reports, National Register of Historic Places nominations, Historic American Building Survey (HABS)/Historic American Engineering Record (HAER) documentation, the development of historic interpretive signage, displays and publications. Prepares and directs cultural resource investigations in accordance with applicable cultural resource regulations. Supervises, directs, and performs background research, historic and architectural field surveys, and report preparation. Assists principal staff with the development of scopes of work, budgets, and project schedules.

### Minimum Years of Experience

10

### Minimum Educational/Degree Requirements

Master's Degree in history or closely related field.

### Training or Certification Requirements

Qualifications set forth in the Secretary of the Interior's Standards for an Historian [36 CFR 61].

### Substitution Factors

A Bachelor's Degree in history or a closely related field plus 3 additional years of relevant experience can substitute for a Master's Degree.

## Senior Architectural Historian I

### Functional Responsibilities

Performs and directs historical and architectural investigations, including historical architectural surveys (reconnaissance and intensive-level), preservation plans, historic structure reports, National Register of Historic Places nominations, Historic American Building Survey (HABS)/Historic American Engineering Record (HAER) documentation, the development of historic interpretive signage, displays and publications. Prepares and directs cultural resource investigations in accordance with applicable cultural resource regulations. Supervises, directs, and performs background research, historic and architectural field surveys, and report preparation. Assists principal staff with the development of scopes of work, budgets, and project schedules.

## Richard Grubb & Associates, Inc.

### Minimum Years of Experience

10

### Minimum Educational/Degree Requirements

Master's Degree in architectural history or closely related field.

### Training or Certification Requirements

Qualifications set forth in the Secretary of the Interior's Standards for an Architectural Historian [36 CFR 61].

### Substitution Factors

Bachelor's Degree in history or closely related field plus 3 years of additional relevant experience can substitute for a Master's Degree.

## Lab Manager

### Functional Responsibilities

Oversees cleaning, cataloging, and curation of all artifact collections. Has experience in the analysis of prehistoric and historic material culture. Compiles and maintains material culture reference materials used for the analyses of material culture and report preparation. Maintains laboratory equipment, including artifact processing equipment and standard artifact conservation and archival storage supplies. Is familiar with curation of artifact collections to Department of Interior Standards for submission to various state and federal repositories. Coordinates final disposition of artifacts and field documentation records where appropriate.

### Minimum Years of Experience

5

### Minimum Educational/Degree Requirements

Bachelor's Degree in archaeology, anthropology, or closely related field.

### Training or Certification Requirements

None.

### Substitution Factors

None.

## Archaeologist I/Material Culture Analyst

### Functional Responsibilities

Supervises Research Assistants during survey and excavation for Phase IB and II archaeological surveys, and assistant to senior staff during Phase III data recovery investigations. Prepares cultural resource investigations in accordance with applicable cultural resource regulations. Performs background research, archaeological field surveys, and report preparation. Responsible for the organization and management of field equipment for projects. Responsible for field photography and assures that all field forms, maps, profiles and any other paperwork generated during the field investigation are correctly and completely filled out. Assures that all artifacts are properly bagged and maintains a log of all bags of artifacts by provenience. Assists with cleaning, sorting, and marking of artifacts recovered from field surveys.

Performs material culture analysis for all archaeological projects. Has extensive experience in the analysis of prehistoric and historic material culture. Is familiar with standard material culture reference materials used for the analyses of material culture and report preparation. Enters analytical results into databases and prepares written reports of findings as part of report preparation.

### Minimum Years of Experience

5

## **Richard Grubb & Associates, Inc.**

### **Minimum Educational/Degree Requirements**

Bachelor's Degree in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

None.

### **Substitution Factors**

None.

## **Archaeologist I/Field Logistics Manager**

### **Functional Responsibilities**

Supervises Research Assistants during survey and excavation for Phase IB and II archaeological surveys, and assistant to senior staff during Phase III data recovery investigations. Prepares cultural resource investigations in accordance with applicable cultural resource regulations. Performs background research, archaeological field surveys, and report preparation. Responsible for the organization and management of field equipment for projects. Responsible for field photography and assures that all field forms, maps, profiles and any other paperwork generated during the field investigation are correctly and completely filled out. Assures that all artifacts are properly bagged and maintains a log of all bags of artifacts by provenience. Assists with cleaning, sorting, and marking of artifacts recovered from field surveys.

Maintains a system of tracking field crew availability for ongoing and upcoming assignments.

Provides field schedule updates to senior staff for active projects for scheduling purposes.

Maintains a database for special training needed for archaeological staff. Oversees inventory of all field equipment, and identifies and acquires replacement equipment and additional special equipment as needed. Maintains field equipment inventories for company vehicles.

### **Minimum Years of Experience**

5

### **Minimum Educational/Degree Requirements**

Bachelor's Degree in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

None.

### **Substitution Factors**

None.

## **Archaeologist I**

### **Functional Responsibilities**

Supervises Research Assistants during survey and excavation for Phase IB and II archaeological surveys, and assistant to senior staff during Phase III data recovery investigations. Prepares cultural resource investigations in accordance with applicable cultural resource regulations. Performs background research, archaeological field surveys, and report preparation. Responsible for the organization and management of field equipment for projects. Responsible for field photography and assures that all field forms, maps, profiles and any other paperwork generated during the field investigation are correctly and completely filled out. Assures that all artifacts are properly bagged and maintains a log of all bags of artifacts by provenience. Assists with cleaning, sorting, and marking of artifacts recovered from field surveys.

### **Minimum Years of Experience**

5

### **Minimum Educational/Degree Requirements**

Bachelor's Degree in archaeology, anthropology, or closely related field

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### Training or Certification Requirements

None.

### Substitution Factors

None.

## Archaeologist II

### Functional Responsibilities

Supervises Research Assistants during survey and excavation for Phase IB and II archaeological surveys, and assistant to senior staff during Phase III data recovery investigations. Responsible for the organization and management of field equipment for projects. Responsible for field photography and assures that all field forms, maps, profiles and any other paperwork generated during the field investigation are correctly and completely filled out. Assures that all artifacts are properly bagged and maintains a log of all bags of artifacts by provenience. Assists with cleaning, sorting, and marking of artifacts recovered from field surveys. Enters field data into databases as part of report preparation.

### Minimum Years of Experience

2

### Minimum Educational/Degree Requirements

Bachelor's Degree in archaeology, anthropology, or closely related field

### Training or Certification Requirements

None.

### Substitution Factors

Undergraduate coursework in archaeology, anthropology, or closely related field plus 5 years of additional relevant experience can substitute for a Bachelor's Degree.

## Architectural Historian I

### Functional Responsibilities

Under the supervision of the Principal Senior Historian or Senior Architectural Historian, performs historical and architectural investigations, including historical architectural surveys, preservation plans, historic structure reports, National Register of Historic Places nominations, Historic American Building Survey (HABS)/Historic American Engineering Record (HAER) documentation, the development of historic interpretive signage, displays and publications. Prepares cultural resource investigations in accordance with applicable cultural resource regulations. Performs background research, historic and architectural field surveys, and report preparation.

### Minimum Years of Experience

2

### Minimum Educational/Degree Requirements

Bachelor's Degree in architectural history, or closely related field.

### Training or Certification Requirements

None.

### Substitution Factors

None.

## Research Assistant

### Functional Responsibilities

Under the direct supervision of Archaeologists and senior staff, participates in survey and excavation for Phase I-III archaeological surveys and archaeological monitoring projects. Assists

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with field photography, completion of necessary field forms and drawings, and in-field artifact management. Under the direct supervision of the Lab Manager assists with cleaning, sorting, and marking of artifacts recovered from field surveys. Enters field data into databases as part of report preparation.

### **Minimum Years of Experience**

1

### **Minimum Educational/Degree Requirements**

Undergraduate coursework in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

None.

### **Substitution Factors**

None.

## **Cartographer/CAD-GIS Specialist I**

### **Functional Responsibilities**

Digitizes field drawings and prepares figures and plates for illustration in technical reports. Proficient in AutoCAD, MicroStation, and ESRI ArcGIS products. Utilizes ARC GIS, combined raster and vector data, to create accurate up-to-date and historic representations of environmental and geo-political site conditions for background research, field investigations, and analysis.

### **Minimum Years of Experience**

2

### **Minimum Educational/Degree Requirements**

Bachelor's Degree in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

None.

### **Substitution Factors**

None.

## **Technical Editor I**

### **Functional Responsibilities**

Performs copy editing and formatting of all company reports utilizing production software, word processing, data processing, and multiple graphics applications. Has extensive knowledge with various agency and company reporting guidelines and policies. Proficient in Microsoft Word and Excel, Adobe Creative Suite, Adobe Acrobat Professional software, and CorelDRAW Graphics Suite.

### **Minimum Years of Experience**

3

### **Minimum Educational/Degree Requirements**

Bachelor's Degree in archaeology, anthropology, or closely related field.

### **Training or Certification Requirements**

None.

### **Substitution Factors**

None.



## Customer Information

- 1a. Awarded Special Item Numbers (SIN) under the GSA Professional Services Schedule contract:  
SINs 899-1 and 899-1RC: Environmental Consulting
- 1b. Prices: See “Prices” section, above.
- 1c. Labor Category Descriptions: See “Position Descriptions” section, above.
2. Maximum Order: \$1 million. This is not a limit on the sizes of task orders that can be issued under the GSA contract. It means that if the best value selection places your order over \$1 million for a task order, RGA can decline the order.
3. Minimum Order: \$100
4. Geographic Coverage: Domestic.
5. Points of Production: Same as company address.
6. Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted). See “Prices” section, above.
7. Quantity/Volume Discounts: See “Prices” section, above.
8. Prompt Payment Terms: N/A.
9. Government Purchase Cards: Accepted up to the micro-purchase threshold. Not accepted over the threshold.
10. Foreign Items: None.
- 11a. Time of Delivery: As specified in Task Orders.
- 11b. Expedited Delivery: Contact RGA.
- 11c. Overnight and 2-day Delivery: Contact RGA.
- 11d. Urgent Requirements: Contact RGA.
12. F.O.B. point(s): Destination.
- 13a. Ordering Address:  
259 Prospect Plains Road, Building D  
Cranbury, NJ 08512  
  
E-mail: [adomm@rgaincorporated.com](mailto:adomm@rgaincorporated.com)  
Tel.: (609) 655-0692  
Fax: (609) 655-3050  
Web: [www.rgaincorporated.com](http://www.rgaincorporated.com)
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage.
14. Payment Address: Same as company address.
15. Warranty Provision: Contractor’s standard commercial warranty.
16. Export Packing Charges (if applicable): N/A
17. Terms and Conditions of Government Purchase Card Acceptance: Contact RGA.
18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A
19. Terms and Conditions of Installation (if applicable): N/A
20. Terms and Conditions for Any Other Services (if applicable): N/A
21. List of Service and Distribution Points (if applicable): N/A
22. List of Participating Dealers (if applicable): N/A

**Richard Grubb & Associates, Inc.**

- 23.** Preventive Maintenance (if applicable): N/A
- 24a.** Environmental Attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b.** If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25.** Data Universal Number System (DUNS) Number: 789161536
- 26.** Notification Regarding Registration in System for Award Management: Registered.

Richard Grubb & Associates, Inc.

## Contact Us

How can we be of service? Please give us a call or drop us a line:

**Richard Grubb & Associates, Inc.**  
259 Prospect Plains Road, Building D  
Cranbury, NJ 08512

Tel.: (609) 655-0692  
Fax: (609) 655-3050  
Web: [www.rgaincorporated.com](http://www.rgaincorporated.com)

**Alice Domm**  
**Chief Executive Officer/President**  
E-mail: [adomm@rgaincorporated.com](mailto:adomm@rgaincorporated.com)  
Tel.: (609) 655-0692, ext. 324

**Paul McEachen**  
**Director of Archaeological Services**  
E-mail: [pjmceachen@rgaincorporated.com](mailto:pjmceachen@rgaincorporated.com)  
Tel.: (609) 655-0692, ext. 309

**Damon Tvaryanas**  
**Director of Historic Preservation Services**  
E-mail: [dtvaryanas@rgaincorporated.com](mailto:dtvaryanas@rgaincorporated.com)  
Tel.: (609) 655-0692, ext. 317