



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

**ENVIRONMENTAL SERVICES  
FS GROUP 899, FSC CLASS F999**

**CONTRACT NUMBER:**

**GS-10F-0307W**

**PERIOD COVERED BY CONTRACT:**

**September 23, 2010 through September 22, 2015**

**Ricondo & Associates, Inc.  
20 North Clark Street, Suite 1500  
Chicago, IL 60602  
Phone: (513) 651-4700; Fax: (513) 412-3570  
Internet Address: [www.ricondo.com](http://www.ricondo.com)  
Contract Administration: Stephen Muench  
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**BUSINESS SIZE: Large Business**

**DUNS NUMBER: 604932285**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.*

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## ORDERING INFORMATION

- 1a. Authorized Special Item Numbers (SINs):  
*Special Item No. 899-1/899-1RC (Environmental Consulting Services)*  
*Special Item No. 899-7/899-7RC (Geographic Information Services)*
  
- 1c. Description of all commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services. *Please see the labor category descriptions on pages 5-10.*
  
2. Maximum order: *\$1,000,000.00*  
  
*This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.*
  
3. Minimum order: *\$300.00*
  
4. Geographic coverage (delivery area): *Domestic and Overseas*
  
5. Point(s) of production (city, county, and state or foreign country): *Same as company address*
  
6. Discount from list prices or statement of net price: *Government prices are net*
  
7. Quantity discounts: *None*
  
8. Prompt payment terms: *Net 30 days*
  
- 9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold: *Yes*
  
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: *Contact Contractor*
  
10. Foreign items (list items by country of origin): *None*
  
- 11a. Time of delivery: *Specified on the Task Order*
  
- 11b. Items available for expedited delivery: *Contact Contractor*
  
- 11c. Overnight and 2-day delivery: *Contact Contractor*
  
- 11d. Urgent Requirements: *Contact Contractor*
  
12. F.O.B. Point: *Destination*

- 13a. Ordering address: *Same as company address*
- 13b. Ordering Procedures: *For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.*
14. Payment address: *Same as company address*
15. Warranty provision: *Contractor's standard commercial warranty*
16. Export packing charges: *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *Contact Contractor*
18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*
19. Terms and conditions of installation: *Not Applicable*
- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*
- 20b. Terms and conditions for any other services: *Not Applicable*
21. List of service and distribution points: *Not Applicable*
22. List of participating dealers: *Not Applicable*
23. Preventive maintenance: *Not Applicable*
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *Not Applicable*
- 24b. Section 508 Compliance: *Not applicable*
25. Data Universal Number System (DUNS) number: *604932285*
26. Ricondo & Associates, Inc. is registered in the Central Contractor Registration (CCR) database. *CAGE Code: 57TJI*

## **Ricondo & Associates, Inc. Labor Category Descriptions and Rates**

### **Officer**

**GSA Price: \$288.76**

**Minimum Education:** Reports directly to the CEO and is responsible for the overall quality control of environmental planning work products and services provided to Firm's clients, contract schedule and budget adherence, and staff recruiting/development. Environmental planning includes, but is not limited to, developing or preparing Environmental Management Systems, sustainable performance measures, Environmental Assessments (EA) and Environmental Impact Statements (EIS) and other documentation prepared under the National Environmental Policy Act (NEPA), environmental permitting strategies, environmental regulations and environmental policy/procedure updates, and other environmentally related studies and/or consultations. Only Officers of the Firm have contracting authority. Specific responsibilities for the Officer classification are listed below:

#### **Essential Duties and Responsibilities:**

- Reviews and approves approach and plan of all environmental planning projects under immediate direction.
- Reviews technical progress and establishes budgets and schedules with client on all environmental planning projects.
- Reviews and approves the technical results of all environmental planning tasks and deliverables for consistency with applicable laws, regulations, orders and agency guidance and with the scopes of work negotiated with the client.
- Reviews quality of final environmental planning products prior to delivery.
- Makes all final decisions on proposed budgets, tasks, staffing and schedules and amendments thereto for environmental planning projects.
- Assures timeliness of overall environmental planning tasks and schedules.
- Develops and implements overall environmental planning business plans.
- Reviews and approves all environmental planning proposals, qualifications and client presentations prior to delivery.
- Develops and implements environmental planning bidding/selling strategy.
- Develops relationships at senior technical and executive management levels with potential clients and industry leaders.
- Achieves significant follow-on and new environmental planning business objectives.
- Develops and maintains a "professional environmental planning practice."
- Develops working relationship with other R&A officers, leaders and directors throughout the firm.
- Maintains understanding of overall environmental planning business, technology trends and procurement trends/practices of client organizations.
- Improves personal business development and management skills of environmental planning staff.
- Identifies career development and professional development requirements for environmental planning staff at all levels and assures that needs are achieved.
- Provides personal counseling to all environmental planning staff.
- Identifies long-term environmental planning staff requirements to support business objectives.
- Develops personal and staff environmental planning technical skills to fullest potential.
- Continually improves personal and environmental planning staff ability to interface with and serve clients.

- Develops and maintains leadership positions in environmental planning field through active role in organization and leadership in internal and external professional activities (e.g. participation on environmental committees of national airport associations).
- Participates in review of environmental planning staff performance, salary action and promotions.
- Ensures successful completion of all environmental planning assignments within budget, schedule and cost estimates.
- Maintains profitability at planned levels.
- Maintains/improves morale and motivation of environmental planning staff to achieve business objectives.
- Retains key environmental planning staff and identifies potential environmental planning new hires.
- Maintains regular contact with existing and potential clients.
- Meets with clients for periodic review of environmental planning projects.
- Participates in presentation of final environmental planning project results.

**Minimum Education and/or Experience:** Eight (8) plus years focused experience. Master's degree (or equivalent experience). Superior communication and client consulting skills. Total competence in managing major areas of business and multiple clients. Ability to originate new business and new clients. Proven record of sales generation and leadership contribution as a member of R&A management team.

**Director**

**GSA Price: \$251.06**

**Functional Responsibility:** Responsible for planning, directing, and coordinating extensive and complex environmental planning programs, projects, and studies. Environmental planning includes, but is not limited to, developing or preparing Environmental Management Systems, sustainable performance measures, Environmental Assessments (EA) and Environmental Impact Statements (EIS) and other documentation prepared under the National Environmental Policy Act (NEPA), environmental permitting strategies, environmental regulations and environmental policy/procedure updates, and other environmentally related studies and/or consultations. Provides high level technical expertise and reports to an Officer.

**Essential Duties and Responsibilities:**

- Develops/reviews approach and plan of each environmental planning project under immediate direction with client.
- Performs environmental planning program and project management, prepares scopes of work, project budgets and schedules.
- Develops and reviews analysis methodologies, task techniques and plans to ensure compliance with applicable laws, regulations and agency orders and guidelines.
- Assures the technical results of the environmental planning projects and deliverables are consistent with applicable laws, regulations, orders, agency guidelines and scopes of work.
- Provides technical expertise and leadership on environmental planning projects.
- Identifies environmental planning staff required to accomplish assigned tasks.
- Defines environmental issues and coordinates development of practical solutions for review and approval by the client.
- Formulates preliminary conclusions and recommendations on environmental planning projects.

- Reviews and coordinates technical progress of junior environmental planning staff.
- Leads the development of the final environmental planning report outline and the preparation of complete environmental planning reports and deliverables.
- Prepares and participates in client presentations and technical proposals related to environmental planning.
- Provides advice, technical assistance and written recommendations on environmental planning projects.
- Participates in development of environmental planning marketing/business objectives and strategy, and attends or makes environmental planning presentations at conferences.
- Directs environmental planning proposal efforts, including reviews/critiques of technical approach and proposed staff assignments.
- Contributes to the development of the overall environmental planning business plan and marketing strategies.
- Serves as mentor and role model for junior environmental planning staff.
- Develops personal and environmental planning staff technical potential while continually improving ability to serve clients.
- Performs related environmental planning work as required.

**Minimum Education and/or Experience:** Bachelor's degree and fifteen (15) years of professional planning experience

### **Managing Consultant**

**GSA Price: \$206.11**

**Functional Responsibility:** Responsible for the providing advanced level technical expertise and project management in the execution, development, and implementation of environmental planning programs, projects, and studies. Environmental planning includes, but is not limited to, developing or preparing Environmental Management Systems, sustainable performance measures, Environmental Assessments (EA) and Environmental Impact Statements (EIS) and other documentation prepared under the National Environmental Policy Act (NEPA), environmental permitting strategies, environmental regulations and environmental policy/procedure updates, and other environmentally related studies and/or consultations. This classification reports to a Director level and above.

#### **Essential Duties and Responsibilities:**

- Depending upon the complexity and scope of the environmental planning project, performs either project management or task leadership, and prepares scope of work and budget for the project or the assigned task.
- Depending upon the complexity and scope of the environmental planning project, develops either the overall project or assigned task approach/plan.
- Recommends environmental planning staff required to accomplish assigned tasks.
- Recommends environmental planning analysis methodologies, task techniques and plans.
- Defines environmental issues and recommends solutions.
- Formulates preliminary conclusions and recommendations on other environmental planning assignments.
- Reviews and coordinates technical progress of junior environmental planning staff.
- Develops final draft of environmental planning report outlines and complete environmental planning reports and deliverables.
- Prepares and participates in client presentations and technical proposals related to environmental planning.

- Provides advice, technical assistance and written recommendations.
- Participates in development of environmental planning proposals, marketing/business objectives and strategy, and attends conferences.

**Minimum Education and/or Experience:** Bachelor's degree and ten (10) years of professional planning experience

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**Senior Consultant**

**GSA Price: \$168.49**

**Functional Responsibility:** Responsible for performing advanced planning duties in environmental planning. Environmental planning includes, but is not limited to, developing or preparing Environmental Management Systems, sustainable performance measures, Environmental Assessments (EA) and Environmental Impact Statements (EIS) and other documentation prepared under the National Environmental Policy Act (NEPA), environmental permitting strategies, environmental regulations and environmental policy/procedure updates, and other environmentally related studies and/or consultations. This classification reports to a Managing Consultant level and above.

**Essential Duties and Responsibilities:**

- Conducts surveys, investigations and collects data in support of environmental planning projects.
- Consults with fellow employees and senior environmental planning staff concerning the compilation, interpretation and presentation of research data for environmental planning projects.
- Prepares draft sections of environmental planning reports and deliverables based on verbal and written inputs from others as well as own efforts.
- Assists in developing, formatting, publishing and distributing environmental planning tables, charts, manuals, and maps.
- Provides advice, technical assistance and written recommendations on environmental planning assignments.
- Develops and maintains electronic data sets and files; runs and troubleshoots existing programs.
- Prepares responses to requests for environmental planning data and information from internal staff and external clients, organizations, various agencies, and the public.

**Minimum Education and/or Experience:** Bachelor's degree and five (5) years of professional planning experience

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**Consultant****GSA Price: \$133.41**

**Functional Responsibility:** Responsible for performing entry-level professional environmental planning research and graphic support for the execution, development and implementation of section work programs, projects and studies. Environmental planning includes, but is not limited to, developing or preparing Environmental Management Systems, sustainable performance measures, Environmental Assessments (EA) and Environmental Impact Statements (EIS) and other documentation prepared under the National Environmental Policy Act (NEPA), environmental permitting strategies, environmental regulations and environmental policy/procedure updates, and other environmentally related studies and/or consultations. This classification reports to Senior Consultant level and above.

**Essential Duties and Responsibilities:**

- Conducts surveys, investigations, and collects data in support of environmental planning studies.
- Consults with fellow employees and senior environmental planning staff concerning the compilation, interpretation and presentation of research data for environmental planning assignments.
- Prepares draft sections of environmental planning reports and deliverables based on verbal and written inputs from others as well as own efforts.
- Assists in developing, formatting, publishing and distributing tables, charts, manuals, and maps that deal with existing and proposed planning studies.
- Provides advice, technical assistance and written recommendations on environmental planning studies.
- Develops and maintains electronic data sets, files, runs and troubleshoots existing programs.
- Prepares draft responses to requests for environmental planning data and information from internal staff and external clients, organizations, various agencies, and the public.

**Minimum Education and/or Experience:** Bachelor's degree and Two (2) years of professional planning experience

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**Technical Specialist****GSA Price: \$107.82**

**Functional Responsibility:** Updates the Computer Aided Design (CAD)/Geographic Information System (GIS) files that deal with environmental planning assignments.

**Essential Duties and Responsibilities:**

- Performs all CAD/GIS assignments as directed by environmental planning project manager/task leaders.
- Maintains CAD/GIS service project hours for environmental planning projects.
- Provides CAD/GIS graphic support for environmental planning projects.
- Maintains data base queries and reports for environmental planning projects.
- Ensures the completion of all required paperwork, records, documents, etc. for environmental planning projects.
- Gathers and correlates basic environmental planning data and performs routine analyses.
- Provides graphics support.

**Minimum Education and/or Experience:** Associates Degree plus additional specialized training and one (1) year of related experience and/or training; or a combination of education and experience.

## **Substitutions**

Ricondo & Associates, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.