



GSA Schedule 899
Environmental Services
Contract number
GS-10F-0109X

CATALOG OF SERVICES
Version July 2, 2011

GENERAL SERVICES ADMINISTRATION
Federal Supply Service

GSA SCHEDULE 899 – ENVIRONMENTAL SERVICES

Contract number – GS-10F-0109X

Contract period – Feb 17, 2011 - Feb 16, 2016

CONTRACTOR INFORMATION

Company Name:	Serafina Technical Consulting
DUNS Number	136800369
Website address:	www.serafinatechnical.com
Physical Address:	41 Rodeo Drive, Serafina, NM 87569
Mailing Address:	P. O. Box 77, Serafina, NM 87569
Business Size/Classifications/Certifications	Woman-Owned, 8(a) certified, SDB, HUBZone
Contact Name:	Brinda Ramanathan
Contact E-mail:	brinda@serafinatechnical.com
Alternate Contact Name:	Kumar Ramanathan
Alternate e-mail	kumar@serafinatechnical.com
Primary Phone	(575) 421-0124
Alternate Phone	(505) 617-0185
Fax	(575) 421-1234

[Authorized Federal Supply Schedule Price List](#)

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

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GSA CUSTOMER INFORMATION

Table of awarded special item number(s)

Special Item Numbers (SIN)	Description
SIN 899-1	Environmental Consulting Services
SIN 899-7	Geographic Information Systems Services (GIS) Services

1b. Identification of the lowest priced model number and lowest unit price
Not Applicable

1c. Hourly rates, a description of all corresponding, commercial job titles, experience, functional responsibility and education
See Labor Category Descriptions Page XX

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area): Domestic

5. Point(s) of production (city, county, and State or foreign country): United States

6. Discount from list prices or statement of net price:
Government approved net hourly rates (see page XX)

7. Quantity discounts: Not Applicable

8. Prompt payment terms: 30 days / 1% Discount for payment within 10 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): None

11a-d. Time of delivery:
Will be determined with ordering agency for each task order

12. F.O.B. point(s):
Will be determined with ordering agency for each task order
13. Ordering address: **Serafina Technical Consulting LLC**
41 Rodeo Drive
P. O. Box 77
Serafina, NM 87569
14. Payment address: **Serafina Technical Consulting LLC**
P. O. Box 77
Serafina, NM 87569
15. Warranty provision: Not Applicable
16. Export packing charges, if applicable: Not Applicable
17. Terms and conditions of Government purchase card acceptance: Contact Vendor
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation: Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
21. List of service and distribution points: Not Applicable
22. List of participating dealers: Not Applicable
23. Preventive maintenance: Not Applicable
- 24a. Special attributes: Not Applicable
- 24b. Electronic and Information Technology (EIT) standards can be found at:
www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 136800369
26. Contractor is registered in Central Contractor Registration (CCR) database.

SERAFINA TECHNICAL CONSULTING – OVERVIEW

Founded in 2002 and located in north-central New Mexico, Serafina Technical Consulting LLC (Serafina) is a woman owned, 8(a) certified, and HUBZone Certified small business. The business is comprised of professional engineers, scientists, planners and IT professionals.

STEADFAST COMMITMENT TO QUALITY AND CLIENT SATISFACTION

We believe in doing the job right the first time to avoid expensive post submission revisions.

We are senior level professional engineers, computer technicians, GIS specialists, and scientists who have served previously as government regulators and permit specialists. We have extensive firsthand experience with federal, state, and local environmental regulations and compliance requirements.

SMALL BUSINESS REGISTRATIONS

Woman-Owned Small Business

8(a) Certification from US Small Business Administration

Certified Small Disadvantaged Business (SDB)

Certified HUBZone Business

Certified as a Disadvantaged Business Enterprise (DBE) by the NM, TX, and AZ Departments of Transportation

Federal Tax Identification Number: 20-5071068

CAGE code: 3JC19

D&B DUNS Number: 136800369

NM CRS ID: 03-082443-00-5

PAST PERFORMANCE

Serafina has provided the following services to state, local and federal government, and industries:

- Environmental program support - solid waste management and alternatives research, emission inventories, and landfill permitting
- Air quality impact - New Source Review (NSR), Prevention of Significant Deterioration, Title V, pollutant emission inventory, toxic release inventory, Greenhouse Gas (GHG) analysis, air quality modeling, meteorological data processing
- Water quality, SWPPP, environmental Assessments (EAs), Environmental Impact Statements (EISs), compliance reports and modeling; solid waste management permits, recycling; Pollution Prevention Plans (PPP)
- Transportation Sector – noise, air quality, traffic analysis and impact
- Environmental Site Assessments (ESA)
- Database creation and management, data entry and data quality Assurance, environmental audits, computer programming, visible emissions testing
- Facility compliance in air quality, water quality, and solid waste management
- Analysis of environmental, economics and risk factors in existing facilities, and alternatives for achieving compliance or control efficiencies
- GIS/GPS Support

Five Star

★★★★★ Excellent

Past Performance

Ratings from Clients on

Dun & Bradstreet Open

Ratings Survey 2009!

CLIENTS

[US Air Force](#) – Subcontract - Regulatory applicability analysis of toxic pollutants; air quality modeling

[US Bureau of Land Management \(BLM\)](#) - Subcontract - Powder River Basin EIS air quality impact expert review

[US Department of Energy \(DOE\)](#) – Subcontract - Meteorological data processing for Los Alamos National Laboratory, modeling protocol, and data quality assurance

[US Environmental Protection Agency \(EPA\)](#) - Subcontractor to ERG to “Technical and Outreach Support Services for Domestic and Global Climate Initiatives and Global Climate Change Programs”

[US EPA](#) - EPA Prime Contract to provide backup support in geology, water quality studies and air quality modeling for EPA during national emergencies

[US EPA](#) - Landfill Methane Outreach Program (subcontract with ERG)

[US EPA](#) - Office of Resource Conservation and Recovery Program Support (subcontract with ERG)

[NM Highlands University](#) - US EPA REGION VI Grant - Waste to energy project research on comparison of alternative methods to landfill

[NM Environment Department \(NMED\)](#) - Statewide mercury release study; Water systems assessment, preliminary engineering report

Technical Consulting and Data Administration for Excess Emissions Reporting

[NM and Arizona Department of Transportation \(NM DOT\)](#) - Statewide environmental subcontracts, noise, drainage, water quality

Lincoln/Otero County, City of Las Cruces, Archuleta County, City of Aztec, City of Roswell -Traffic, landfill and waste water systems assessments.

University of New Mexico, Los Alamos National Laboratory

SERVICES OFFERED

SIN 899 1: ENVIRONMENTAL CONSULTING SERVICES

Air Quality Permitting and Modeling
 Compliance and Enforcement Support
 Data Entry, Quality Assurance
 Environmental Database Maintenance
 Regulatory Development and Support
 Pollution Control Technology Assessments
 Environmental Assessments
 NEPA Documentation Support
 Permit Quality Reviews
 Permit and Permit Program Development
 Compliance Audits and Inspections
 Pollution Prevention
 Traffic Noise Models
 Transportation Planning and Studies

SIN-899 7: GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

GIS Mapping for environmental programs
 GPS, coordinate conversions

AUTHORIZED FEDERAL SUPPLY SCHEDULE NET PRICE LIST

(CURRENT HOURLY RATES)

Labor Category	Net Hourly Rate
Senior Engineer	\$131.94
Mid Level Engineer	\$106.60
Senior Air Quality Modeler	\$122.17
Senior Environmental Specialist	\$106.60
Mid Level Environmental Specialist	\$88.06
Basic Level Engineer	\$72.30
Senior Quality Assurance Specialist	\$92.85
Administrative Assistant	\$49.87

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed 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.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant	Administrative Assistant	01020

LABOR CATEGORIES DESCRIPTION

Job Title: Senior Engineer

Duties

The Senior Engineer serves at the executive level and is responsible for the implementation of environmental engineering policies and programs that will bring the clients into compliance with federal, state, and local regulatory agencies concerned with air quality, ground water, landfills, drainage and traffic. The Senior Engineer will oversee the development and administration of environmental permits for complex facilities and ensure client's compliance with environmental regulations and laws, and the planning and implementation of corrective measures to bring clients into compliance with existing and proposed environmental permits. Assignments include responsibility for the technical adequacy of plans, designs, and specifications for the modification or improvement of existing facilities.

Qualifications

Education –

Bachelor's degree in chemical engineering, environmental engineering, physical sciences or other closely related field

Experience –

Ten (10) years of progressively responsible engineering work experience, two (2) of which were in a supervisory role; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position

License -

Registration as a Professional Engineer in the State of New Mexico OR registration as a Professional Engineer in another state with the ability to obtain New Mexico registration within one (1) year. Must possess a valid New Mexico Drivers License

Other Preferred Qualifications -

Knowledge of environmental rules and regulations, especially the Clean Air Act, Clean Water Act, and National Environmental Policy Act

Field experience in performing environmental testing and technical support; Self motivated; strong initiative; ability to lead teams; detail oriented; resourceful

Proficiency in Microsoft Office software

AutoCAD and GIS skills preferred

Job Title: Mid-Level Engineer

Duties

The Mid-Level Engineer will be responsible for landfill permit applications, air emissions calculations and manipulation of databases, record keeping associated with ensuring compliance with all air regulations, provide support to senior staff on complicated environmental permitting, field work related to collection of air quality , NPDES, drainage data for compliance, preparation of air emission inventory reports and background documentation, preparation of TRI and other regulatory reports and background documentation, preparation of Title V permits, preparation of other periodic reports required by air and water quality permits, support development and implementation of greenhouse gas inventory reporting process, as well as other environmental compliance-related tasks, as needed.

Qualifications

Education-

B.S. or higher in engineering or physical science with formal academic coursework in environmental engineering/science

Experience-

Six (6) years of applied work experience in environmental engineering and/or in environmental consulting

Outstanding oral and written communication skills; Ability to periodically travel to industrial sites and federal facilities throughout the U.S. Strong proficiency in Microsoft Office Word and Excel

Other Preferred Qualifications-

Professional Engineering License or EIT preferred

Knowledge of environmental rules and regulations, especially the Clean Air Act, Clean Water Act, and National Environmental Policy Act

Field experience in performing environmental testing and technical support

Detail oriented

Proficiency in Microsoft Office software

AutoCAD and GIS skills preferred

Job Title: Senior Air Quality Modeler

Duties

This position will involve working on a wide range of projects covering a broad spectrum of clients including industrial, petrochemical, mining, agriculture and government and regulatory bodies. The Senior Air Quality Modeler will manage projects and undertake complex air quality, greenhouse and climate change modeling projects. The Senior Air Quality Modeler shall primarily be responsible for technical input into projects, including:

- Proposals and project initiation
- Field work program design and management
- Development of high quality emissions inventories for modeling
- Application of advanced modeling techniques
- Meteorological data Processing for models
- Production of high quality deliverables
- Mentoring junior personnel

Qualifications

Education -

Masters degree of Science or Engineering from an accredited institution

Experience -

Minimum 8 years experience in advanced modeling skills

Good working knowledge of some (if not all) of the following software packages:

CALMET, CALPUFF, CAL3QHCR, AERMOD, ISC.

Relevant project experience in air quality, greenhouse and/or climate change modeling

Other Preferred Qualifications -

Excellent technical writing and communication skills

Knowledge of environmental rules and regulations, especially the Clean Air Act and NEPA

Detail oriented

Proficiency in Microsoft Office software

Job Title: Senior Environmental Specialist

Duties

The Senior Environmental Specialist will provide leadership in the development and implementation of environmental initiatives and projects. The Senior Environmental Specialist will provide expertise to ensure environmental regulatory compliance and successful achievement of environmental goals. The Senior Environmental Specialist will provide strong organizational focus and communication. The essential functions include manage environmental activities such as data collection and management, regulatory research and evaluation, auditing, permit applications and reviews, regulatory inspection and response, respond to requests from customers; maintain professional expertise so as to keep the permitting team aware of regulatory changes that may impact the business; actively participate in relevant standardization organizations affecting environmental policy. This position includes GIS and AutoCAD related responsibilities including development of illustrations using GIS and CAD; use of MS Access and spreadsheets and other databases to import and export data, will use transportation, environmental and traffic related data to develop GIS illustrations.

Qualification

Education -

Bachelor Degree in Science or equivalent
Advanced degree a plus

Experience -

10 years of experience in environmental management, to include waste management, renewable resources/materials, water and energy

Other Preferred Qualifications -

Strong Cooperation and Communication Skills
Cultural understanding/international experience
Customer-focused, proactive, and results-oriented
Proficiency in Microsoft Office software
AutoCAD and GIS skills preferred

Job Title: Mid-Level Environmental Specialist

The Mid-Level Environmental Specialist will perform environmental work in air quality, water quality and be responsible for communications with clients and regulatory officials. Duties may include interpreting and applying procedures and guidelines in the review of plan approvals and operating permit applications for air contamination sources; may develop illustrations using GIS and CAD; use of MS Access and spreadsheets and other databases to import and export data, may use transportation, environmental and traffic related data to develop GIS illustrations.

Qualifications

Education -

Degree in Mathematics, Environmental Science/Policy or the Physical Sciences;
advanced degree a plus

Experience -

Six (6) years environmental policy or regulatory work experience after bachelor's degree;
experience and knowledge of industrial operations and processes

Other Preferred Qualifications -

Strong quantitative/technical/analytical abilities
Good organizational and time management skills
Attention to detail, and commitment to quality
Strong oral and written communication skills
High degree of self motivation
Proficiency in Microsoft Office software

Job Title: Basic Level Engineer

Duties

The Basic Level Engineer will be responsible for preparation of SWPPP, landfill related work, air emissions calculations and manipulation of databases, record keeping associated with ensuring compliance with applicable environmental regulations, provide support to senior staff on complicated environmental projects, field work related to landfills, industrial permits and public notifications; duties also include development and implementation of greenhouse gas inventory reporting process, as well as other environmental compliance-related tasks, as needed.

The duties and responsibilities at the Junior Engineer I level are essentially the same as those at the full performance level except the engineer is under supervision and receives more detailed instructions.

Qualifications

Education -

Bachelors Degree in environmental or engineering field

Experience -

2 years of work experience in the environmental field,

Other Preferred Qualifications -

Excellent computer skills and writing skills

Proficiency in Microsoft Office software and have good computational skills

General knowledge of the Federal and state air regulations

GIS and AutoCAD skills preferred

Job Title: Senior Quality Assurance Specialist

Duties

The Senior Quality Assurance Specialist will be responsible for performing inspection and monitoring of project activities. He/She will also be responsible for documents inspection, monitoring, sampling and testing activities, and monitors quality assurance activities to determine conformance with Serafina Technical's policy and procedures, ensures the effective implementation of the quality program for assigned project tasks, and provides periodic reports to the Project Manager on the effectiveness of the quality program for assigned tasks.

Qualifications

Education -

Bachelor's degree in Engineering or Physical Sciences

Experience –

Eight (8) years of experience reviewing technical documents and environmental test reports in public or private sector

Preparation of technical documents for publication

First hand knowledge of environmental regulations and test methods in air quality and water quality

Other Preferred Qualifications -

Good verbal (including presentation) and written communication skills, especially technical report writing

Ability to effectively work on project teams

Familiar with reliability analysis and test methods

Familiar with ISO standards

Job title: Administrative Assistant

Duties

Administrative assistant will be responsible for answering phones; create and modify documents using Microsoft office; perform administrative duties; research pertaining documents relating to the project and prepare presentation charts; setup and coordinate meetings and conference calls; support staff in assigned project based work; and other duties as assigned.

Qualifications

Education -

High School diploma or GED

Experience –

Three (3) years experience in office administration

Other Qualifications -

Well versed in Microsoft word, excel and power point presentation

Strong verbal and writing skills

Proficiency in Microsoft outlook

Good organizational and time management skills

Team player

College Education Preferred