

HRP Associates, Inc.

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE 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 (www.GSAAdvantage.gov).

ENVIRONMENTAL SERVICES SCHEDULE 899

CONTRACT NUMBER:
GS-10F-0367P

PERIOD COVERED BY CONTRACT:
June 14, 2009 through June 13, 2014

**HRP Associates, Inc.
197 Scott Swamp Road
Farmington, CT 06032-3149
Phone: 860-674-9570
Fax: 860-674-9624
www.hrpassociates.com**

DUNS NUMBER:
103968327

BUSINESS SIZE:
Large Business

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

GSA AWARDED TERMS AND CONDITIONS
HRP ASSOCIATES, INC.

- 1a. Table of awarded Special Item Numbers (SINs) with appropriate cross-reference to item descriptions and awarded price(s).

SEE ATTACHMENT C – PRICING/LABOR CATEGORIES

SIN 899-2

SIN 899-3

SIN 899-4

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

NOT APPLICABLE

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not Applicable" for this item.

NOT APPLICABLE

2. Maximum order:

\$5,000,000

3. Minimum order:

\$100.00

4. Geographic coverage (delivery area):

DOMESTIC AND OVERSEAS

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

**HRP ASSOCIATES, INC.
197 SCOTT SWAMP ROAD
FARMINGTON, CT 06032-3149**

6. Discount from list prices or statement of net price:

GSA NET PRICING AS SHOWN IN PRICING TABLES PROVIDED ARE INCLUSIVE OF THE INDUSTRIAL FUNDING FEE (IFF)

7. Quantity discounts:

SEE ATTACHMENT C – PRICING/LABOR CATEGORIES

8. Prompt payment terms:

2%, NET 30 DAYS

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

YES, GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.

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

YES, GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. Foreign items (list items by country of origin):

NONE

11a. Time of delivery (number of days):

SERVICES, NOT APPLICABLE

11b. Expedited delivery:

CONTACT CONTRACTOR

11c. Overnight and 2-day delivery:

CONTACT CONTRACTOR

11d. Urgent requirements:

CONTACT CONTRACTOR

12. F.O.B. point(s);

NOT APPLICABLE

13a. Ordering address(es):

**HRP ASSOCIATES, INC.
197 SCOTT SWAMP ROAD
FARMINGTON, CT 06032-3149
PHONE: 860-674-9570
FAX: 860-674-9624**

- 13b. Ordering procedures. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es);
- HRP ASSOCIATES, INC.
197 SCOTT SWAMP ROAD
FARMINGTON, CT 06032-3149**
15. Warranty provision:
- CONTACT CONTRACTOR**
16. Export packing charges, if applicable:
- NOT APPLICABLE**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):
- NOT APPLICABLE**
18. Terms and conditions of rental, maintenance, and repair (if applicable):
- 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 price lists (if applicable):
- NOT APPLICABLE**
- 20a. Terms and conditions of any other service (if applicable):
- NOT APPLICABLE**
21. List of service and distribution points (if applicable):
- HRP ASSOCIATES, INC.
197 SCOTT SWAMP ROAD
FARMINGTON, CT 06032-3149**
22. List of participating dealers (if applicable):
- NOT APPLICABLE**

23. Preventative maintenance (if applicable):

NOT APPLICABLE

24a. Special attributes such as environmental attributes:

NOT APPLICABLE

24b. If applicable, indicate that Section 508 compliance information is available on Electric and Information Technology (EIT) supplies and services. The EIT standards can be found at: www.Section508.gov/.

NOT APPLICABLE

25. Data Universal Number Systems number:

103968327

26. Notification regarding registration in Central Contractor Registration (CCR) database:

CAGE CODE# OS112, VALID UNTIL 2009

personnel to all projects. HRP operates a Wide Area Network (WAN) which allows all Regional Offices to seamlessly exchange and access data regardless of location. Our accounting system, Harper Schuman's Deltek program, is accessible to all Project Managers via the WAN. This feature allows all Project Managers to be fully cognizant of all project budgets under his/her direction. All clients automatically receive bi-weekly summary updates of the status of their projects from the Project Manager.

HRP Associates, Inc. has provided consulting services to hundreds of industrial, commercial, government, utility and health care clients over the past 27 years. Types of clients served include:

- Municipalities and Government Agencies
- Industry and Commercial Facilities
- Educational Facilities
- Transportation Facilities
- Power Generation/Transmission Facilities/Other Utilities
- Waste Management Facilities
- Recreational Facilities
- Health Related Operations

Our vision of ***Creating the Right Solutions Together*** clearly and succinctly outlines how HRP approaches all of our projects. We create solutions that solve your problems. Too many of our competitors end up with recommendations that are not implementable or do not get clients to the end point they desire. That is why our vision incorporates the word "together" in it. We realize that it is imperative that we work as a team to reach our clients' intended goals. HRP always keep clients informed and involved in the problem-solving process.

At HRP, we are always striving to make our solution to the next problem an improvement on the last. We do this by communicating internally through lessons learned and by listening to our clients. We are sure our clients will experience our unsurpassed level of service while working with us.

OFFICE LOCATIONS

197 Scott Swamp Road, Farmington, CT 06032	800-246-9021
999 Oronoque Lane, Suite 102, Stratford, CT 06614	203-380-1395
2435 US Highway 19, Suite 550, Holiday, FL 34691	888-477-1877
450 East 96 th Street, Suite 500, Indianapolis, IN 46240	317-581-6145
10 Fairchild Square, Suite 110, Clifton Park, NY 12065	888-823-6427
1327 Miller Road, Suite D, Greenville, SC 29607	800-752-3922

www.hrpassociates.com

GSA PROJECT MANAGEMENT

Walter J. Gancarz, P.E. is the main contact who responds to inquiries, coordinates our response to prospective clients, and develops proposals. Mr. Gancarz is authorized by HRP to negotiate and execute contracts on behalf of HRP Associates, Inc. Once the contract was executed, the project would be handled as described below.

QUALITY CONTROL PROGRAM

HRP is able to perform in this manner by using the following procedures/systems:

SCHEDULE

- HRP utilizes a strong project manager system whereby that person is in complete control of the project and is aware at the outset of the schedule and budget for the project and the importance of meeting them. As mentioned earlier, the stability of our staff has allowed us to be very comfortable with this system.
- Each Thursday morning, all project managers from all of our Regional Offices hold a teleconference to discuss projects and their individual staffing needs to meet their deadlines. Staff schedules/assignments are kept on our company-wide intranet to quickly assess where available resources exist. Qualified support staff are reassigned projects to insure schedules are met.

BUDGET

- HRP utilizes a Deltek accounting system to track budgets and generate monthly invoices. Each project manager performs a bi-weekly, in-depth monitoring of project costs and compares them to the project budget.
- HRP, as a company, has a philosophy that it is more important to get the individual job done correctly than it is to make a profit on every job. Therefore, we are willing to absorb justifiable cost overruns on individual projects to assure long-term client satisfaction. Increases in project scope are the only valid reason for an increase in project fees.

QUALITY

- The first step in any quality program is to have well qualified managers who are in charge of projects.
- HRP has senior experienced staff assigned to projects to insure that they are completed in a professional manner. This includes 11 Professional Engineers and 12 Licensed Environmental Professionals.
- Any organization must have enough qualified staff to be able to adequately support its projects. Our staff of over 80 allows us the professional diversity to maintain expertise in all environmental media.
- In order to avoid "moving up the learning curve" it is critical that a consultant be familiar with GSA policies and procedures. Our experience working on federal projects for the U.S. Navy and U.S. Coast Guard projects has provided us with expertise in these type of facilities, procedures, and systems.
- HRP communicates bi-weekly with its clients via e-mail or fax to inform them of the project progress, to identify key work items and to address any items of concern. This keeps the client keenly aware of the project's status.
- HRP utilizes a separate independent review of another Project Manager from outside the Project Team to assess the assumptions, methods of analysis and conclusions of the report/design.

- HRP spends over \$1,500 per year per employee to train our employees. This includes continuing education, project manager training, and specialized courses to assist our staff to do their jobs.
- Regularly, HRP replaces every computer in the company. This allows our employees full access to company-wide intranet, e-mail, and internet. We are convinced communication is key to successful projects.
- At the end of any project, we insist on receiving a client questionnaire regarding our performance. This information is discussed with the client if there are any concerns, and shared internally at our Thursday meetings to prevent re-occurrence of any problems.

DIVERSITY OF EXPERIENCE

HRP Associates, Inc. has provided consulting services to hundreds of industrial, commercial, government, utility and health care clients over the past 27 years. Types of clients served include:

- Government Agencies and Municipalities
- Industrial and Commercial Facilities
- Educational Facilities
- Transportation Facilities
- Power Generation/Transmission Facilities/Other Utilities
- Waste Management Facilities
- Recreational Facilities
- Health Related

CONCLUDING STATEMENT

HRP Associates, Inc. is best qualified to meet the needs of our clients for one reason - our responsiveness! We regularly poll our top clients and find that over 90% of them rate our responsiveness to their needs to be "excellent" or "very good." With regards to treatment by staff, 100% of the respondents consider us to be "excellent" or "very good."

At HRP, we realize that whatever project we are working on is the *most important* to that particular client. We work hard at trying to understand our clients' needs and then defining our scope of work and deliverables to meet your needs. Our Project Team then interfaces with the client to make sure they are aware of our progress and continue to have a comfort level that a quality product will be delivered on time and within budget.

ATTACHMENT B **CORPORATE EXPERIENCE**

SIN 899-2: Environmental Compliance Services

HRP Associates, Inc. conducts Environmental Compliance Audits to review and evaluate all facility and on-site operations which are subject to federal, state and/or local environmental regulations. Specific areas to be addressed include:

- Hazardous waste generation and management
- Industrial wastewater discharge
- Industrial waste generation and management
- Storage and use of oils
- Recycling regulations
- OSHA Hazardous Communication Standard
- Waste oil management
- Hazardous air pollutant regulations
- Control of organic compound emissions
- Community Right-To-Know (SARA)

Where violations or deficiencies are identified, facility modifications and/or operation changes, including preliminary cost estimates necessary to comply with such regulations will be recommended. To the extent possible, HRP has identified anticipated future requirements and evaluated their impact on the facility. HRP has performed Environmental Compliance Evaluations (ECE) at twelve (12) facilities for the U.S. Coast Guard from Maine to New Jersey.

SIN 899-3: Environmental Occupational Training Services

The need to remain current with annual training requirements, permitting issues, and new regulations poses a challenge businesses of all industry types. Businesses need the assurance that their employees are receiving up-to-date, accurate and pertinent information from trained and licensed instructors at the best possible value.

For over 27 years, HRP has assisted clients in both the private and public sectors in complying with annual training requirements and in clarifying complicated and confusing environmental regulations. HRP's unique combination of knowledge and experience makes our environmental, health and safety seminars among the best offered in terms of content, quality and value.

HRP will customize any seminar to meet a client's requirements. We can specifically address issues or concerns particular to any industry or business while bringing the seminar directly to the client's location. On-site seminars offer the benefit of maintaining compliance with current training requirements, without having to lose an entire day away from the office.

HRP's training offers the following benefits:

- Easy to understand training/reference manuals;
- State-of-the-art audio-visual equipment;
- Periodic reminders for annual training requirements through mailings and phone calls;
- Certificates of completion issued for all required training (CEUs);
- Licensed/knowledgeable instructors with "real world" experience;
- Off-site seminars located at convenient, comfortable, modern conference centers;
- On-site seminars to fit specific scheduling and subject needs.

Training and seminar topics offered:

- RCRA Hazardous Waste Management;
- DOT Hazardous Materials Handling;
- HAZWOPER 8-Hour Refresher Training;
- OSHA Training;
- Wastewater/Stormwater Permitting;
- Environmental Liability/Brownfields;
- ISO 14001 / EMS.

SIN 899-4: Waste Management Services & Software

HRP Associates, Inc. has specialized in the hazardous waste management field for over 27 years. We have assisted private industries and federal agencies in achieving full compliance with hazardous waste requirements. HRP's consulting services range from conducting environmental regulatory audits to preparing complicated Part B permits for commercial and federal agency hazardous waste treatment, storage and disposal facilities (TSDFs).

HRP maintains a highly diversified staff of engineers, geologists and scientists necessary to address complex state and federal hazardous waste regulations, and to provide clients with environmentally acceptable, cost effective solutions. HRP keeps up with regulatory changes and state-of-the-art technology to help businesses achieve and maintain regulatory compliance.

HRP's hazardous waste consulting services include:

- RCRA Compliance Audits
- Hazardous Waste & HAZWOPER Training Seminars
- Closure Plans for Hazardous Waste Container/Tank Storage Areas
- Implementation of Closure Activities and Certifications
- Part B Permit Applications for TSDFs
- RCRA Compliance Plans
- Pollution Prevention Plans
- Tier II Emergency and Hazardous Chemical Inventory Forms
- Toxic Chemical Release Reporting Forms (Form R)
- Corrective Action Compliance including Environmental Indicator Reports and RCRA Facility Investigations (RFI)
- Corrective Measure Studies (CMS)
- Hazardous Waste Tank Assessments

HRP has provided numerous clients with hazardous waste management services. We have considerable experience in all aspects of hazardous waste management including the design of treatment, storage and disposal facilities.

HRP's engineers have designed hazardous waste tank and drum storage areas. We have also prepared closure plans for and overseen closure activities for surface impoundments, incinerators, operation areas, and tank and drum storage areas. HRP has developed and implemented post-closure monitoring plans for closed hazardous waste sites. We have certified hazardous waste tank systems and system closures in accordance with state and federal requirements for industrial clients and the DoD.

ATTACHMENT C
PRICING / LABOR CATEGORIES

SINS 899-2, 899-3, 899-4

Category	Position	Hourly Rate
2	Associate Vice President	\$135.36
3	Senior Project Manager	\$127.84
4	Project Manager	\$107.87
5	Discipline Chief	\$107.87
6	Senior Geologist	\$87.89
7	Senior Engineer	\$87.89
9	Engineer	\$67.68
10	Geologist	\$67.68
11	Scientist	\$67.68
12	Senior Field Technician**	\$55.00
13	Field Technician**	\$43.00
14	Word Processor**	\$47.94
15	Senior CAD Specialist**	\$62.00
16	CAD Specialist	\$62.00
42	Senior Information Technology Specialist	\$80.00
48	Information Technology Specialist	\$62.00

2% discount for electronic payment
 Prompt payment discount terms: Net 30 days
 Rate increases will be adjusted at the request of the contractor only on the anniversary date of each year thereafter and will not exceed 5%

Training Courses

Title	Length	Total Price of Course	Commercial Price	GSA Price	Government Discount from Commercial Price	Minimum / Maximum # of Participants
Safe Transportation of Hazardous Materials	4 hours	\$1,500.00	\$1,400.00	\$1,260	10%	10 / 30
Hazardous Waste Training	4 hours	\$1,500.00	\$1,400.00	\$1,260	10%	10 / 30

**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Senior Field Technician	30090 – Environmental Technician	05-2255
Field Technician	30090 – Environmental Technician	05-2255
Word Processor	01613 – Word Processor III	05-2255
Senior CADD Specialist	30064 – Drafter/CAD Operator IV	05-2255

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 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.

ATTACHMENT D
ORDERING INSTRUCTIONS

Contact:

Walter J. Gancarz, P.E., CEO

HRP Associates, Inc.

197 Scott Swamp Road
Farmington, CT 06032-3149

Phone: 860-674-9570

Fax: 860-674-9624

Email: walt.gancarz@hrpassociates.com

Website: www.hrpassociates.com

Contract No.: GS-10F-0367P

Schedule: 899 – Environmental Services