

**ATTACHMENT A – MARCH 2015**  
**MINIMUM QUALIFICATIONS OF KEY AND NON-KEY PERSONNEL**

**KEY PERSONNEL QUALIFICATIONS**

All key personnel shall be employees of the prime. The desired education and experience qualifications for key personnel are set forth below for the following key personnel positions:

- a. Program Manager
- b. Senior Technical Manager
- c. Quality Control Manager
- d. Certified Industrial Hygienist/Certified Safety Professional
- e. Contract Administration Manager

**NOTE: Either the Program Manager or the Senior Technical Manager shall have a Professional Engineering certification/qualification.**

**Program Manager**

Responsibilities include overseeing Contract Task Orders (CTOs) for remedial investigation projects and services. Duties include ensuring effective execution of projects, monitoring and controlling project costs and quality control, assigning personnel consistent with contract requirements, ensuring compliance with regulations and applicable or relevant and appropriate requirements, and performing as the Contractor's chief representative. This key management position should be occupied on a full time basis with dedicated responsibilities. The qualified individual for this position should have, as a minimum:

- (1) Undergraduate degree or higher in a business administration degree in management or a quantitative business field (i.e. accounting, finance or operations research), science, or engineering.
- (2) Ten years experience managing or overseeing large Task Order contracts involving multiple concurrent projects at multiple locations
- (3) Six years of which was as a senior manager or engineer working with remedial investigation studies and/or environmental restoration projects
- (4) Professional registration or licensing in the appropriate discipline

**Senior Technical Manager**

Responsibilities include directing work associated with CTOs. Duties include ensuring effective execution of projects, recommending changes to improve project efficiency and effectiveness, controlling project schedule and budget, recommending changes to improve project efficiency and effectiveness, justifying change orders, tracking materials and resources, coordinating subcontractors' work complying with normal health and safety procedures, understanding and ensuring compliance with CERCLA, RCRA, TSCA, SDWA and other pertinent environmental regulations and their state counterparts, following/implementing approved project work plans or specifications, and producing quality technical reports supporting remedial investigations with respect to the appropriate regulatory authority. The qualified individual should have as a minimum:

- (1) Graduate degree in engineering or science
- (2) Six (6) years of technical management experience or field project management experience of which at least three (3) years of experience managing remedial investigation and/or environmental restoration projects is desired.
- (3) Professional registration or licensing in an appropriate discipline.

### **Quality Control (QC) Manager**

Responsibilities include developing, maintaining, and enforcing the QC program. This key management position should be occupied on a full time basis with dedicated responsibilities. The qualified individual for this position should have as a minimum:

- (1) Undergraduate degree or higher in management, science, or engineering;
- (2) Five (5) years of QC experience managing remedial investigation and/or remedial action projects.
- (3) Five (5) Years' experience in implementing the Uniform Federal Policy for Quality Assurance Project Plan (UFP-QAPP).

### **Certified Industrial Hygienist (CIH)/Certified Safety Professional (CSP)**

Responsibilities include oversight and implementation of the Contractor's health and safety program and plans. Minimum experience qualifications include the following:

- (1) Undergraduate (4-year) degree in physical science, life science or engineering from an accredited college or university.
- (2) Five (5) years' working experience as a full-time industrial hygienist and/or safety professional
- (3) Demonstrable expertise in air monitoring technologies and in development of personal protective equipment programs for working in potentially toxic atmospheres
- (4) Working knowledge of applicable Federal, State, and local occupation health and safety regulations
- (5) Formal education and training in occupational health and safety
- (6) American Board of Industrial Hygiene Certification or Safety Professional Certification

### **Contract Manager**

Responsibilities include administering and managing CTOs for remedial investigation projects and services, with respect to contractual matters. Duties include ensuring compliance with applicable Federal, DOD, and Navy regulations and policy, as well as the contract terms and conditions; maintaining an adequate purchasing system, which includes overseeing procurement of subcontractors; maintaining an adequate estimating system, which includes ensuring the adequacy of proposals; tracking costs; and interfacing with Navy contracts personnel regarding contractual matters. The qualified individual for this position should have as a minimum:

- (1) A undergraduate degree in business administration or in an appropriate related field
- (2) Five (5) years of direct experience in Government contract management.

## **NON-KEY PERSONNEL QUALIFICATIONS**

The minimum education and experience requirements of the following personnel are set forth below:

### **Project Manager**

Responsibilities include directing work associated with contract Task Orders. Duties include ensuring that elements of project plans and specifications can be implemented within schedule and within budget; recommending and justifying change orders; developing or modifying a method for tracking resources; coordinating work accomplished by subcontractors, monitoring and controlling costs; and complying with normal safety procedures as well as regulatory requirements. The qualified individual shall have as a minimum:

- (1) Under graduate (i.e., 4-year) degree in engineering or science
- (2) Six years project/contract management experience
- (3) Three years experience in managing remedial investigation and/or remedial action projects
- (4) Past experience in managing similar projects as specified in Task Order
- (5) Professional registration or licensing in the appropriate discipline is highly desirable

### **Senior Engineer**

Responsibilities include preparing technical submittals and providing field consultations as required. Duties include assisting the Project Manager in carrying out duties regarding compliance fieldwork or remedial investigation projects. The qualified individual shall have the following:

- (1) Graduate degree from an engineering program or be a licensed Professional Engineer
- (2) Shall have five years of experience working with remedial investigation and/or remedial action projects
- (3) Professional registration or licensing in the appropriate discipline

### **Engineer**

Responsibilities include preparing technical submittals and providing field consultations as required. Duties include assisting the Project Manager in carrying out duties regarding remedial action projects. The qualified individual shall have the following:

- (1) Undergraduate degree from an engineering program
- (2) Shall have two years of experience in working with remedial investigation and/or remedial action projects
- (3) Professional registration or licensing in the appropriate discipline is highly desirable

### **Senior Project Scientist**

Responsibilities include consulting with the Program Manager Senior Technical Manager, and the Project Manager on scientific issues related to remedial investigation projects. Areas of specialty include geology, hydrogeology, chemistry, biology, and engineering. Typical duties include collecting and interpreting field data, reviewing earth science data, determining and ensuring contaminant and toxicity levels, and providing field consultation as required. The qualified individual shall have:

- (1) Graduate degree in the specific scientific or engineering discipline
- (2) Five years of experience working with remedial investigation and/or remedial action projects.

### **Scientist**

Responsibilities include consulting with the Program Manager, Senior Project Scientist, and Project Manager on scientific issues related to environmental compliance or remedial investigation projects. Areas or specialty include geology, hydrogeology, chemistry, biology, and engineering. Typical duties include collecting and interpreting field data, reviewing earth science data, determining and ensuring contaminant and toxicity levels, and providing field consultations as required. The qualified individual shall have as a minimum:

- (1) Undergraduate degree in the specific scientific or engineering discipline
- (2) One year experience working with remedial investigation and/or remedial action projects

### **Site Superintendent**

Responsibilities include supervising on-site operations for compliance fieldwork and site investigation projects. Duties include managing and administering material logistic procedures, executing the projects tracking system, coordinating on-site work including subcontractors, and monitoring on-site crew performance. The individual shall have a minimum:

- (1) Ten years construction superintendent experience
- (2) Seven years experience in managing remedial investigation and/or remedial action projects