

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 47
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 14-Jul-2015	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVFAC SOUTHWEST ENVIRONMENTAL CONTRACTS CORE CODE RAQEO 1220 PACIFIC HWY SAN DIEGO CA 92132-5190		CODE N62473	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. N62473-15-R-0811
				<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 23-Jun-2015
				<input type="checkbox"/>	10A. MOD. OF CONTRACT/ORDER NO.
				<input type="checkbox"/>	10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) N62473-15-R-0811 RADMAC II (CONTINUED ON PAGE 2)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 14-Jul-2015

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0001

1. The purpose of this Amendment 0001 is to make changes to Sections C, L, J-4, and Attachment E (Attachment 1).
2. Section C, paragraph 1.3.5. Non-Key Personnel Requirements is modified to include the position of Site Radiation Safety Officer and corresponding Responsibilities and Duties, and Qualifications.
3. Section L, Clause L3 Proposal Submission Requirements are changed as follows:
 - a. Page 103, Factor 7, Tab 7D is modified to delete "Performance and Payment Bonds."
 - b. Page 110, Factor 4, Tabs 4E and 4F are not included in the 15 Page count for Factor 4.
 - c. Page 113, Factor 7, Tab 7B is modified to delete CLIN 0001, and 7D is modified to delete "Performance and Payment Bonds."
4. Attachment J-4, Work Element Descriptions are modified to correspond to PTO 0001 Performance Work Statement.
5. Attachment E, Small Business Subcontracting Plan, Attachment 1 is modified to include Option Periods 3 and 4.
6. The date and time set for receipt of proposals is extended from 23 July 2015, 10:00 a.m. local time **to 4 August 2015, 2:00 p.m., local time.**

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

SECTION C**TABLE OF CONTENTS****PERFORMANCE WORK STATEMENT****1.0 GENERAL DESCRIPTION AND PERSONNEL REQUIREMENTS**

- 1.1 General
- 1.2 Scope of Work
- 1.3 Personnel and Training Requirements

2.0 GENERAL REQUIREMENTS FOR TASK ORDERS

- 2.1 Contract Task Order Basic Requirements
- 2.2 License Requirements
- 2.3 Specification and Standards
- 2.4 As-Built Records

- 2.5 Station Requirements
- 2.6 Scheduling
- 2.7 Layout of Work
- 2.8 Existing Work
- 2.9 Facilities and Services
- 2.10 Restrictions on Equipment
- 2.11 Sanitation
- 2.12 Security Requirements
- 2.13 Contractor and Subcontractor Personnel List
- 2.14 Storm Protection
- 2.15 Emergency Response

3.0 ENVIRONMENTAL AND NATURAL RESOURCES PROTECTION

- 3.1 General
- 3.2 Submittals
- 3.3 Environmental Protection Requirements
- 3.4 Protection of Natural Resources
- 3.5 Historical and Archaeological
- 3.6 Control and Disposal of Solid and Sanitary Waste
- 3.7 Control and Disposal of Hazardous Waste
- 3.8 Dust Control
- 3.9 Noise
- 3.10 Asbestos
- 3.11 Permits

4.0 HEALTH AND SAFETY

- 4.1 Description
- 4.2 Regulations
- 4.3 Implementation
- 4.4 Certified Industrial Hygienist (CIH)
- 4.5 Health and Safety Officer (HSO)
- 4.6 Protective Equipment for Government Visitors
- 4.7 Accident Prevention Plan (APP)
- 4.8 Radiation Protection Plan (RPP)

5.0 QUALITY CONTROL

- 5.1 Summary
- 5.2 References
- 5.3 Submittals
- 5.4 Field Work Reporting
- 5.5 Quality Control Program
- 5.6 Quality Control Management
- 5.7 Quality Control Plans
- 5.8 Quality Control Meetings
- 5.9 Three Phase of Control
- 5.10 Submittal Review and Approval
- 5.11 Sampling and Analysis
- 5.12 Quality Control Certifications
- 5.13 Quality Control Documentation

6.0 SUBMITTALS

- 6.1 Electronic Data Submissions

**7.0 ENVIRONMENTAL DATA MANAGEMENT AND
REQUIRED ELECTRONIC DELIVERY STANDARDS**

- 7.1 Graphic Data Standards
- 7.2 Non-Graphic Data Standards
- 7.3 Laboratory Electronic Deliverables
- 7.4 Delivery Requirements

8.0 PERFORMANCE WORK STATEMENT ATTACHMENTS

- Attachment (1), Chemical Data Quality Management Plan (CDQMP) Guidelines
- Attachment (2), Construction Quality Management Plan (CQMP) Guidelines

PART 1.0 GENERAL DESCRIPTION AND PERSONNEL REQUIREMENTS

1.1 GENERAL. The objective of this procurement is to obtain radiological services for performing investigative or remedial actions at environmentally contaminated sites predominately at Navy and Marine Corps installations and at sites of other Government agencies. The sites will consist of those ranked on the Superfund National Priority List (NPL) as well as non-NPL sites regulated under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Underground Storage Tanks (UST), and other sites, which might require investigative or remedial action. Federal and State regulations, federal guidance and consensus documents (Multi-Agency Radiation Survey and Site Investigations Manual (MARSSIM) and Multi-Agency Radiation Survey and Assessment of Materials and Equipment Manual (MARSAME), and state-of-the-art health physics practices will be followed where appropriate. This contract focuses primarily on Environmental Restoration (ER) projects but could involve other environmental work such as compliance projects

The work to be ordered under this contract will be performed at various locations primarily within Naval Facilities Engineering Command, Southwest (NAVFAC SW) area of responsibility, the NAVFAC Atlantic area of responsibility as approved by the Contracting Officer. Work may be located in Arizona, California, Colorado, Nevada, New Mexico, Utah, and other locations nationwide as deemed necessary to meet workload requirements. However, the majority of the work is expected to be performed in California. The exact location of the required effort will be specified in the individual Contract Task Orders. The task order range for this acquisition is between \$500,000 and \$10,000,000.

1.2 SCOPE OF WORK

1.2.1 The services to be acquired will be to perform radiological investigations, surveys, and remediation, along with preparing work documents and reports in support of Navy environmental programs. Such radiological work will generally support environmental investigations with particular focus on possible radioactive contamination; implementing recommendations of Historical Radiological Assessments (HRAs), remedial actions; removal actions; remedial design; expedited and emergency response actions; pilot and treatability studies; remedial action systems operation and maintenance; and other related activities associated with returning sites to safe and acceptable levels of contamination, to achieve appropriate decontamination and decommissioning requirements. Radiological actions may include, but will not be limited to preparation of work documents, performance of surveys, investigations, remediation, implementation of radiological controls, storage and handling of waste materials, performance of on-site radiological survey and sampling analysis, and include all associated reporting requirements. These sites will mainly be on Navy and Marine Corps or other federal installations

1.2.2 Radiological constituents may include the following categories: alpha-, beta-, gamma- or neutron-emitting radioactive materials; byproduct, source and special nuclear materials; naturally occurring radioactive materials (NORM); naturally or accelerator-product radioactive materials (NARM); and technically-enhanced NORM (TENORM). In addition to the radiological contamination, hazardous contamination may be present which will trigger appropriate mixed waste handling procedures. Hazardous contaminants may include, but not be limited to, those identified and regulated under RCRA, CERCLA, Toxic Substances Control Act (TSCA), Solid Waste Disposal Act (SWDA), and petroleum oils and lubricants (POL). A relatively small number of sites may require remediation of ordnance waste or unexploded ordnance. The non-radiologic contaminants included are predominately solvents, POL, metals, acids, bases, reactives, non-explosive ordnance residues or compounds, polychlorinated biphenyls (PCBs), and pesticides. All contaminants may be present in soils, sediments, ground water, air, sludge, surface water, and man-made structures. Contaminated sites may be landfills, hazardous waste treatment storage and disposal facilities, shorelines and underwater areas, ship berthing facilities (including dry docks) and ship support facilities, weapon storage facilities, weapon storage facilities, buildings, former building sites, sewer and storm drains and septic systems and leach fields, open land areas, or other facilities.

1.3 PERSONNEL AND TRAINING REQUIREMENTS

1.3.1. Review of Resumes: The Government reserves the right to review the resumes of and interview Contractor employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the personnel qualification terms of the contract. Accordingly, the Contractor shall furnish such resumes to the Contracting Officer upon request.

1.3.2. Contractor Work Force Responsibility: Organize, furnish, maintain, supervise, and direct a work force which is thoroughly capable and qualified to effectively perform the work set forth in the contract.

1.3.3. Key Personnel Responsibilities, Duties and Qualifications: Key personnel are designated as follows: Program Manager, Quality Control Manager, Procurement/Contracts Manager, Health and Safety Officer Radiation Safety Officer, and Task Order Project Managers (Minimum of three). **Key personnel shall be employees of the prime contractor.** The Contractor shall submit a resume of its key personnel with the technical proposal in accordance with Section L of the solicitation. The minimum qualifications for education and experience are set forth below:

A) Program Manager

1. Responsibilities and Duties:

- (a) Overall management of this task order contract;
- (b) Ensuring compliance with all applicable Federal, State, Local, DoD, and Department of the Navy regulations and policy, as well as the contract terms and conditions;
- (c) Monitoring and controlling project costs and quality control;
- (d) Assigning personnel consistent with contract requirements;
- (e) Understanding and applying CERCLA, SARA, RCRA, CAA, CWA, SDWA, TSCA statues and regulations along with Nuclear Regulatory Commission and Environmental Protection Agency regulations, and multi-agency radiation guidance documents (Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) guidance, Multi-Agency Radiation Survey and Assessment of Materials and Equipment Manual (MARSAME), and Multi-Agency Radiation Laboratory Analytical Protocols Manual (MARLAP), and state-of-the art health physics practices, as appropriate. The Program Manager will understand these and similar applicable or relevant and appropriate requirements (ARARs) along with their state counterparts.

2. Qualifications:

- (a) Undergraduate degree in engineering or physical science;
- (b) At least six (6) years of experience managing large task order contracts involving multiple concurrent projects at multiple locations, four (4) years of which as a senior manager or engineer working with environmental restoration studies and remedial action projects;
- (c) A combination of undergraduate education and experience may be substituted for the positive education requirement providing a minimum of 30 credit hours of math and science is documented in transcripts and a combination of ten years total of education and experience is documented.

B) Quality Control (QC) Manager

1. Responsibilities and Duties:

- (a) Developing, maintaining, and enforcing the QC program.
- (b) Review all project work plans including, but not limited to, the Sampling and Analysis Plan (SAP), Quality Assurance Plan (QAP), Waste Management Plan (WMP), Safety and Health Plan (SHP)

(c) Review contract deliverables, such as data packages, reports, Final Completion Report,

2. Qualifications:

- (a) Experience in environmental quality control procedures and environmental regulatory requirements;
- (b) At least four or more years of experience as part of a consultant project management team performing implementation/oversight or in a laboratory as a supervisor, manager or quality control officer, or Certification by the American Society for Quality as a Certified Quality Auditor (CQA), Certified Quality Manager (CQ Mgr), Manager of Quality/Organizational Excellence (CMQ/OE), or Six Sigma Green or Black Belt, or documented training in auditing of Quality Systems such as ISO9000.
- (c) Documented experience in remedial actions as specified in Section C of this acquisition.

C) Procurement/Contracts Manager.

1. Responsibilities and Duties :

- (a) Overseeing the procurement of all subcontracts and purchase orders issued under this contract.
- (b) Duties include, but not limited to: working with technical representatives to develop requirements for each delivery order,
- (c) Planning acquisition strategy,
- (d) Supervising procurement specialists,
- (e) Preparing purchase orders and awarding subcontracts, and
- (f) Managing the procurement program for this multiple task order contract.

2. Qualifications:

The qualified individual will also serve as the primary point of contact for Navy Contract Specialists for administration of the basic contract and for the solicitation, award, and administration of contract task orders. The qualified individual shall have an undergraduate degree in business or an undergraduate degree in any field with 24 semester hours completed in business courses and at least six (6) years of experience in the field of procurement/contract, including three (3) years of supervisory experience.

D) Health Safety Officer (HSO)

1) Responsibilities and Duties:

Responsible for the development, implementation, oversight and enforcement of the APP/SSHP; sign and date the APP/SSHP prior to submittal; conduct initial site specific training; be present on site during the first 3 days of remedial activities and at the startup of each new major phase of work; visit the site as needed and at least once per week for the duration of activities to audit the effectiveness of the APP/SSHP; be available for emergencies; provide onsite consultation; coordinate any modifications to the APP/SSHP; be responsible for evaluating air monitoring data and recommending changes to engineering controls, be responsible for work practices and PPE; review accident reports and results of daily inspections.

2) Qualifications: HSO shall be an Industrial Hygienist certified by the American Board of Industrial Hygiene, or a Safety Professional certified by the Board of Certified Safety Professional and shall have the desired minimum qualifications:

- (a) A minimum of 3 year experience in developing and implementing safety and health programs at hazardous waste site cleanup operations, or equivalent.
- (b) Documented experience: in supervising professional and technician level personnel; in

developing worker exposure assessment programs and air monitoring programs and techniques; in managing personal protective programs.

- (c) Working knowledge of state and federal occupational safety and health regulations and statutes.
- (d) Expert knowledge of the US Army Corps of Engineers' Safety and Health Requirements, EM 385-1-1 Manual, through documented experience in hazardous waste cleanup operations, environmental restorations, or construction operations contracted under the US Army Corps of Engineers, Naval Facilities Engineering Command, or other Department of Defense entities requiring the use of the EM 385-1-1 manual.
- (e) Training must include at least 40 hour HAZWOPER training and 8 hour HAZWOPER refresher training.

E) Radiation Safety Officer (RSO)

1) Responsibilities and Duties:

- (a) Performs program oversight and implementation of the Nuclear Regulatory Commission (NRC) License and/or appropriate State Radioactive Materials License for performance of radiological investigations, remedial actions, laboratory processes, and handling and storage of radioactive materials, contaminated materials and waste inspection and certification activities for radiological safety-related activities.
- (b) Named on the Nuclear Regulatory Commission and/or State Radioactive Material License under which the radiological work is being performed.
- (c) Provides assistance to the Site RSO in coordinating radiological activities with other Nuclear Regulatory Commission License and/or State Radiological Material Licensed contractors on the site.
- (d) Provides assistance to the Site RSO, Project HP and HP Field Supervisor to ensure all radiological work activities comply with license and work document requirements.

2) Qualifications:

- (a) The RSO shall have at least five (5) years of experience in managing radiological environmental remediation projects.
- (b) Certification by the American Board of Health Physics as a Certified Health Physicist (CHP) is highly desirable.

F) Task Order Project Managers (Minimum of three)

1) Responsibilities and Duties:

- (a) Directing work associated with radiological environmental projects and work documents.
- (b) Ensuring the elements of the CTO can be implemented within schedule and within budget,
- (c) Coordination of all Task Delivery activities with other Key Personnel,
- (d) Recommending and justifying change orders,
- (e) Developing or modifying a method for tracking resources,
- (f) coordinating work accomplished by subcontractors,
- (g) Monitoring and controlling costs, and
- (h) Complying with radiological safety procedures and regulatory requirements.

2. Qualifications:

- (a) Shall have an undergraduate degree in engineering or physical science or a minimum of five (5) years managing radiological environmental remediation projects.

1.3.4 Key Personnel Substitution Requirements.

- a) Key personnel may be substituted in accordance with key personnel substitution requirements specified herein.
- b) The Contractor shall assign to this contract those persons whose resumes were submitted in its technical proposal that were evaluated and approved by the Government.
- c) The Contractor agrees that during the first 180 days of the contract performance period, no key personnel substitutions shall be permitted unless an individual's sudden illness, death, or termination of employment necessitates such substitutions. In any of these events, the Contractor shall immediately notify the Contracting Officer and provide the information required below. After the initial 180-day period, proposed substitutions shall be submitted, in writing, at least 15 days (45 days if security clearance is to be obtained) in advance of the proposed substitutions, to the Contracting Officer, and provide information required below:
1. Proposed substitutes shall have qualifications that are equal to or higher than the qualifications of the person to be replaced.
 2. Requests for additions or substitutions shall include a detailed explanation of the circumstances necessitating proposed substitutions, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer.
 3. The Contracting Officer will evaluate such requests and notify the Contractor in writing of approval or disapproval.

1.3.5 Non-key Personnel Requirements. Non-key personnel may be prime or subcontractor personnel unless otherwise specified. The responsibilities, duties, and minimum desired education and experience requirements of the following personnel are set forth below:

A) Senior Project Engineer.

1) Responsibilities and Duties:

- (a) Responsibilities include consulting with the Program Manager and the Project Manager on scientific issues related to environmental cleanup projects.
- (b) Duties include preparing technical submittals and providing field consultations as required, and
- (c) Assisting the Project Manager in carrying out duties regarding remedial action projects.

2) Qualifications:

- (a) The qualified individual shall have an undergraduate degree in an engineering program, and;
- (b) At least five (5) years of experience working with environmental restoration projects, and
- (c) Shall have registration as a professional engineer.

B) Engineer

1) Responsibilities and Duties:

- (a) Responsibilities include preparing technical submittals and providing field consultations as required.
- (b) Duties include assisting the Project Manager and Senior Project Engineer in carrying out duties regarding remedial action projects.

2) Qualifications:

- (a) The qualified individual shall have an undergraduate degree from an engineering program and;
- (b) At least three (3) years of experience working with environmental restoration projects.

C) Senior Project Scientist

1) Responsibilities and Duties:

- (a) Responsibilities include consulting with the Program Manager and the Project Manager on scientific issues related to environmental cleanup projects.
- (b) Areas of specialty may include geology, hydrogeology, chemistry, biology, physics, health physics, and appropriate engineering fields.
- (c) Typical duties includes collecting and interpreting field data, reviewing earth science data, determining hazardous contaminant toxicity, dose, and risk levels, and providing field consultations as required.

2) Qualifications:

- (a) The qualified individual shall have a degree in a scientific discipline; and
- (b) At least five (5) years of experience working with environmental restoration projects.

D) Project Scientist

1) Responsibilities and Duties:

- (a) Responsibilities include consulting with the Senior Project Scientist and Project Manager on scientific issues related to environmental cleanup projects.
- (b) Areas of specialty include physics, geology, hydrogeology, chemistry, biology, physics, health physics, and appropriate engineering fields.
- (c) Typical duties includes collecting and interpreting field data, reviewing earth science data, determining hazardous contaminant toxicity levels, dose, and risk levels, and
- (d) Providing field consultations as required.

2) Qualifications:

- (a) The qualified individual shall have an undergraduate degree in a specific scientific discipline and shall have at least three (3) years of experience working with environmental restoration projects.
- (b) A combination of education and experience may be substituted for the positive education requirement provided 30 credit hours of math and science is documented in transcripts and 7 years total of education and experience is documented.

E) Scientist.

1) Responsibilities and Duties:

- (a) Responsibilities include consulting with the Senior Project Scientist, Project Scientist, and Project Manager on scientific issues related to environmental cleanup projects.
- (b) Areas of specialty include physics, geology, hydrogeology, chemistry, biology, physics, health physics, and appropriate engineering fields.
- (c) 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.

2) Qualifications:

- (a) The qualified individual shall have an undergraduate degree in a specific scientific discipline and at least one (1) year of experience working with environmental restoration projects. A combination of education and experience may be substituted for the positive education requirement provided 30 credit hours of math and science is documented in transcripts and 5 years total of education and experience is documented.

F) Senior Project Health Physicist (HP)

1) Responsibilities and Duties:

- (a) Responsibilities include implementing, directing, and supervising radiological project related activities.
- (b) The HP will assist in identifying radiological analysis needs, provide health physics guidance and establish radiological controls for the prime contractor.
- (c) Typical duties include overseeing preparation and approval of work documents and field procedures, establishing personnel monitoring requirements, establishing and approving radiological safety training requirements, conducting assessments of field practices, and
- (d) Reviewing and approving data from radiological investigations, surveys, and remediation.
- (e) The Project HP will work with the RSO to ensure adequate radiological controls are in place at the work site.

2) Qualifications:

- (a) The qualified individual shall have a bachelor's degree from an accredited college or university in a field related to the physical sciences or mathematics and have at least ten years of professional experience in health physics.
- (b) A combination of education, experience or professional certification (Certified health Physicist or National Registry of Radiological Protection Technicians Certification) may be substituted for the positive education requirement provided 30 credit hours of math and physics is documented in transcripts or proof of certification is provided and a total of 10 years of education and radiological experience is documented.

G) Health Physicist (HP)

1) Responsibilities and Duties:

- (a) Responsibilities include working with the Senior Project HP, RSO and HP Field Supervisor to receive and analyze radiological data resulting from field work.
- (b) The Project HP will review sample analyses and survey results and coordinate any field actions required as a result of these reviews.
- (c) The Project HP will determine if field work is successful in meeting the intent of work documents.

2) Qualifications:

- (a) The qualified individual shall have a bachelor's degree from an accredited college or university in a field related to the physical sciences or mathematics and have at least four years of professional experience in health physics.
- (b) A combination of education or experience may be substituted for the positive education requirement provided 30 credit hours of math and physics is documented in transcripts and a total of 8 years of education and radiological experience is documented.

H) Health Physics (HP) Field Supervisor

1) Responsibilities and Duties:

- (a) Responsibilities include oversight of radiological field activities for compliance with the NRC License and/or appropriate Agreement State Radioactive Material License requirements and approved work plans, work instructions, standard operating procedures, equipment specifications, and state-of-the-art health physics practices.
- (b) The HP Field Supervisor will coordinate site activities with the Project HP and RSO and prepare Radiation Work Permits (RWPs) to outline field conditions, radiological control requirements, and personal protective equipment (PPE) requirements in the field for approval of the RSO.
- (c) The HP Field Supervisor will be on-site when radiological operations are being performed by Radiological Control Technicians (RCTs) and shall ensure that all RCTs are properly trained and comply with all aspects of the RWP.

2) Qualifications:

- (a) The qualified individual shall have education equivalent to 30 hours of college math and physics as well as at least 6 years of experience performing radiological surveys, investigations, and remedial actions and handling and storing all types of radioactive materials.

I) Radiological Control Technician (RCT)

1) Responsibilities and Duties:

- (a) Responsibilities include performance of radiological field activities under the direction of the HP Field Supervisor and RSO in accordance with approved work documents and NRC/Agreement State license requirements.
- (b) RCTs may perform various levels of responsibility (i.e.; junior and senior). RCTs may not perform field work until trained to meet the requirements of the work documents.
- (c) Experience levels for RCTs must be detailed in work documents or NRC and/or Agreement State Radioactive Material Licenses but as a minimum must comply with ANSI Standard 3.1.

2) Qualifications:

- (a) Senior RCTs shall have a minimum of 3 years' experience and
- (b) Junior RCTs shall have a minimum of one year experience and may work under the supervision of a Senior RCT.

J) Certified Industrial Hygienist (CIH)

1) Responsibilities and Duties:

- (a) Responsibilities include implementing and overseeing the Contractor's health and safety program and plans.

2) Qualifications:

- (a) Undergraduate degree in physical science, life science or engineering from an accredited college or university;
- (b) Five (5) years professional experience as a full-time industrial hygienist;

- (c) Documented experience in air monitoring technologies and in the development of personal protective equipment programs for working in potentially hazardous atmospheres;
- (d) Knowledge of applicable federal, state and local, and DoD, Navy/Marine Corps occupational health and safety regulations; and
- (e) Certified by the American Board of Industrial Hygiene.
- (f) The qualified individual for this position shall be an employee of the prime contractor.

K) Database Manager

1) Responsibilities and Duties:

- (a) Responsibilities include consulting with the Program Manager, Project Manager, Project Scientists and Project Health Physicists on data issues related to radiological environmental cleanup projects.
- (b) Duties include, but are not limited to, ensuring data integrity, data accessibility, proper data formatting for transmission to Government databases, and demonstrating compliance with radiological work documents and multi-agency guidance documents.

2) Qualifications:

- (a) The qualified individual shall have an undergraduate degree in engineering or a physical science and at least three (3) years of experience working with environmental restoration projects.
- (b) A combination of education and experience may be substituted for the positive education requirement providing 30 credit hours of math and science is documented in transcripts and a total of 7 years of education and experience is documented.
- (c) The qualified individual for this position shall be an employee of the prime contractor.

L) Site Health and Safety Officer

1) Responsibilities and Duties:

Ensuring that elements of the approved Accident Prevention Plans (APPs) including Activity Hazard Analyses (AHAs) and Site Health and Safety Plans (HASPs/SSHPs/SHSPs) are implemented and enforced on-site. Minimum qualifications include the following:

2) Qualifications:

- (a) Five (5) years of construction industry safety experience or three (3) years if the individual possess a Certified Safety Professional or safety and health degree.
- (b) One (1) year working experience at hazardous waste sites where EPA Level B and Level C personal protective equipment was required;
- (c) Specialized training in personal and respiratory protective equipment, program implementation, proper use of air monitoring instruments, air sampling methods, and interpretation of results;
- (d) Certified in first aid and cardiopulmonary resuscitation (CPR) by a recognized organization such as the American Red Cross; and
- (e) Knowledge of applicable federal, state and local, and DoD, Navy/Marine Corps occupational safety and health regulations.
- (f) Have completed the OSHA 30 hour Construction Safety Class (required for ERN and BRAC projects).

M) Site Radiation Safety Officer:

1) Responsibilities and Duties:

- (e) Performs program oversight and implementation of the Nuclear Regulatory Commission (NRC) License and/or appropriate State Radioactive Materials License for performance of radiological investigations, remedial actions, laboratory processes, and handling and storage of radioactive materials, contaminated materials and waste inspection and certification activities for radiological safety-related activities.**
- (f) Named on the Nuclear Regulatory Commission and/or State Radioactive Material License under which the radiological work is being performed.**
- (g) Provides assistance to the Site personnel in coordinating radiological activities with other Nuclear Regulatory Commission License and/or State Radiological Material Licensed contractors within their area of responsibility.**
- (h) Provides assistance to the Site personnel to ensure all radiological work activities comply with license and work document requirements within their area of responsibility**
- (i) Coordinate directly with the Navy for updates and coordination with the regulatory agencies.**

2) Qualifications:

- (c) The RSO shall have at least five (5) years of experience in managing radiological environmental remediation projects of LLRW.**

1.3.6 Training Requirements

- a) The Contractor is expected to have personnel with the requisite skills to perform the requirements of this contract.
- b) Prior to work commencement, the Contractor shall determine which personnel need Occupational Safety and Health Act safety training in accordance with 29 CFR 1910.120 and shall ensure such personnel receive the appropriate training.
- c) The Government will not reimburse direct costs associated with the training of Contractor personnel in any effort to initially attain requirements of this contract. If allowable under FAR Part 31, these costs may be included as indirect costs.

PART 2.0 GENERAL REQUIREMENTS FOR CONTRACT TASK ORDERS

2.1 CONTRACT TASK ORDER BASIC REQUIREMENTS

2.1.1 Project Information. The type of project information the Government will provide to the Contractor depends on the specific contract task order. The information may include contract drawings, maps and specifications, reports, reference drawings, and boring logs.

2.1.2 Drawing Error and Omission. Omissions from drawings or specifications or incorrect descriptions of details of work which are manifestly necessary to carry out the intent of the drawings and specifications, or which are customarily performed, shall not relieve the Contractor from performing such omitted or incorrect details of the work but they shall be performed as if fully and correctly set forth and described in the drawings and specifications.

2.1.3 Notification of Drawing Discrepancies. The Contractor shall check all furnished drawings and specifications immediately upon their receipt and shall promptly notify the Contracting Officer or designated representative of any discrepancies and a proposed solution. Figures marked on drawings shall, in general, be followed in preference to scale measurements. Large scale drawings shall, in general, govern small scale drawings. The Contractor shall compare all drawings and verify the figures before laying out the work

2.1.4 Reference Drawings Accompanying Specification. Reference drawings may accompany Contract Task Order specifications and are intended only to show original construction. Drawings are the property of the Government and shall not be used for any purpose other than those contemplated by the specification. Reference drawings included with a Contract Task Order will be half size. Information on procuring any half-size drawing as a full-size drawing may be obtained from the Contracting Officer or designated representative.

2.1.5 Boring Logs. Boring logs may be available to the Contractor for specific Contract Task Order remedial action work. If boring logs are available, the Government does not guarantee that borings indicate actual conditions, except for the exact locations and the time that they were made. Subsurface data obtained by the Government at these locations will be made available for examination by the Contractor.

2.1.6 A Navy Technical Representative (NTR) may be assigned by the Ordering Officer to assist the Remedial Project Manager in executing inspection and monitoring duties wherein the surveillance and monitoring burden of the contract is significant. The NTR will be set forth on individual task orders, as required.

2.2 LICENSE REQUIREMENTS. The Prime Contractor shall have a Nuclear Regulatory Commission (NRC) Service Provider License with a License Tracking System Program Code of 03219 and an equivalent California Agreement State Radioactive Material License that allows for the processing, storing at temporary job sites, packaging, and shipping radioactive materials incidental to surface decontamination of structures and equipment, and the remediation of contaminated soils, soil-like materials, structures and equipment at sites owned by or operated under the authority of various clients for byproduct, source, and/or special nuclear material. For task order projects outside of California, firms shall have a Nuclear Regulatory Commission Service Provider License and/or the appropriate Agreement State Radioactive Material License as applicable. The Prime Contractor must know the boundaries of the jurisdiction of the base to determine if an NRC and State Radioactive Material License(s) is/are required. The period of performance for most task orders are greater than 6 months therefore, firms will NOT be allowed to conduct radiological work under reciprocity in California.

2.3 SPECIFICATIONS AND STANDARDS. The specifications and standards referenced in the specifications, including addenda, amendments, and errata, shall govern where references thereto are made. In case of differences between the specifications and standards and the project specification or accompanying drawings, the project specifications and accompanying drawings shall govern. Otherwise, the referenced specifications and standards shall apply. The requirements for packaging, packing, marking, and preparing for shipment or delivery included in the referenced specifications apply only to materials and equipment furnished directly to the Government and not to materials and equipment furnished and installed by the Contractor.

2.4 AS-BUILT RECORDS. Maintain/develop at the project site one set of full-size contract drawings and specifications marked to show any deviations which have been made from the Contract Task Order drawings or specifications including buried or concealed structures and utility features revealed during the course of site work. Record the horizontal and vertical location of buried utilities that differ from the contract drawings. The drawings shall be available for review by the Contracting Officer at all times. Upon completion of the work, deliver the marked set of prints to the Contracting Officer or designated representative.

2.5 BASE/INSTALLATION REGULATIONS. The Contractor and his employees and subcontractors shall become familiar with and obey base regulations, including fire, traffic, and security regulations. The Contractor shall notify fire and security response agencies as to the location of radioactive materials or contamination. Personnel employed on the station shall keep within the limits of the work (and avenues of ingress and egress), and shall not enter restricted areas unless required to do so and are cleared for such entry. The Contractor's equipment shall be conspicuously marked for identification.

2.6 SCHEDULING. The Contractor shall notify the NRC and/or State about the invocation of the license for radiological work activities at the job site at least 14 days before work is scheduled to begin. The Contractor will also schedule work to cause the least amount of interference with any other ongoing operations at the site. Work schedules shall be subject to the approval of the Contracting Officer or designated representative. Permission to interrupt any station roads, railroads, or utility service shall be requested in writing a minimum of 15 calendar days prior to the desired date of interruption. Certain installations will restrict interruption of utility services as well as general station operations. Contract Task Orders will specify restrictions when applicable, and specify when the work shall commence and be completed.

2.7 LAYOUT OF WORK. Lay out work from Government-established base lines and benchmarks indicated on the drawings and make measurements in connection therewith. Furnish stakes, templates, platforms, equipment, tools, and materials and labor as may be required in laying out any part of the work from the base lines and benchmarks established by the Government. The Contractor shall execute the work to the lines and grades established or indicated and shall maintain and preserve stakes and other control points established in the contract task order until authorized by the Contracting Officer or designated representative to remove the stakes.

2.8 EXISTING WORK

2.8.1. Protection. The disassembling, disconnecting, cutting, removing, or altering in any way of existing work shall be carried on in such a manner as to prevent injury or damage to portions of existing work, whether they (1) remain in place, (2) are re-used/recycled in the new work, or (3) are salvaged and stored.

2.8.2 Replacement. Portions of existing work which have been cut, damaged, or altered in any way during construction, operations and maintenance shall be repaired or replaced in kind in an approved manner to match existing or adjoining work. Existing work shall, at the completion of operations, be left in as good a condition as existed before the new work started.

2.8.3 Location of Underground Facilities. Verify the location and elevations of existing piping, utilities, and any type of underground obstruction not indicated or specified to be removed, but indicated in locations to be excavated, traversed by piping or ducts, or otherwise to be disturbed by or involved in this work. Scan the project site with electromagnetic or sonic equipment and mark the surface of the ground where existing underground utilities are discovered.

2.9 FACILITIES AND SERVICES. The availability of facilities and services, for example, temporary buildings, field offices, and need for project sign, will be specified in contract task orders.

2.10 RESTRICTIONS ON EQUIPMENT. Certain installations requiring remedial action work under the contract may have sensitive areas and therefore may enforce radio transmitter restrictions and may require electromagnetic interference suppression on Contractor's equipment. Contract Task Orders will specify restrictions, when applicable.

2.11 SANITATION. Provide adequate sanitary conveniences of a type approved for the use of persons employed properly secluded from public observation, and maintained by the Contractor in such a manner as shall be required or approved by the Contracting Officer or designated representative. Conveniences shall be maintained without nuisance. Upon completion of the work, the conveniences shall be removed by the Contractor from the premises, leaving the premises clean and free from nuisance.

2.12 SECURITY REQUIREMENTS.

2.12.1 United States Citizenship. No employee or representative of the Contractor will be admitted to the work site unless the employee or representative furnishes satisfactory proof of United States citizenship, or is specifically authorized admittance by the government.

2.12.2 Identification Badges and Vehicle Passes. Identification badges and vehicle passes will be furnished without charge, if required; application for and use of passes will be specified in the Contract Task Orders. Report lost or stolen badges/and/or passes immediately to the security officer.

2.12.3 Site Security Requirements Provide site security such as fencing or guard service as required by each Contract Task Order. However, at a minimum, maintain the site, Contractor controlled areas, and Radiological Control Areas in such a manner as to minimize the risk of exposure to controlled radiological devices or radiological contamination, along with preventing injury or accident to site personnel or others who may be in the area. Carefully mark work on or near roadways with lights, signage, and barricades complying with Federal, State, and local regulations; or where such regulations are not applicable, provide adequate lights, signage, and barricades to minimize the risk of an accident. The Contractor will fence and post Radiologically Controlled Areas and other areas, such as open excavations, that pose a risk to site personnel or others to prevent accidental entry. Shore side slopes of excavations or leave at a safe angle of repose. Equipment, when not in operation, shall be left in a safe manner (e.g., wheels blocked, buckets on the ground, and in an area under the responsibility of the Contractor). Near residential areas where there may be children, special consideration shall be given to site security and safety needs. The contractor shall ensure that radiation exposure outside of Radiologically Controlled Areas does not exceed 10 microrentgen/hour.

2.13 CONTRACTOR AND SUBCONTRACTOR PERSONNEL LIST. Provide to the Contracting Officer or designated representative, a list of Contractor and/or subcontractor personnel (including addresses and telephone numbers) for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists. The Contractor shall post a list of the subcontractors at the project site.

2.14 STORM PROTECTION. If a warning of gale force or stronger winds is issued, take precautions to minimize any danger to persons, and protect the work and any nearby Government property. Precautions shall include, but are not limited to, closing openings, removing loose materials, tools, and equipment from exposed locations, and removing or securing scaffolding and other temporary work. Close openings at the work area if storms of lesser intensity pose a threat to the work or any nearby Government property.

2.15 EMERGENCY RESPONSE

2.15.1 Definition. Emergency response is defined as having action personnel at the identified location within 2 hours of notification of an emergency involving a radiologically-impacted site or an area where radioactive materials or waste are stored or analyzed. These personnel shall be staging and preparing for immediate actions to be taken.

2.15.2 Examples. Emergency response is required in order to tend to unplanned incidents requiring immediate attention. Examples of work requirements include expedited sampling or testing, removal of contaminated soils, and identification of IDLH circumstances, such as in the case of hazardous material spills, industrial accidents, or identification of high levels of contamination.

2.15.3 Response. The Contractor shall respond to an emergency response requirement as quickly as physically possible, administration matters will take second priority and will be handled concurrently or after the situation is in progress or has been resolved, ensuring that the response is not slowed down. Emergency actions will only be directed by the Contracting Officer.

PART 3.0 ENVIRONMENTAL AND NATURAL RESOURCES PROTECTION

3.1 GENERAL. The requirements stated herein provide general protection of natural resources and the environment during execution of Contract Task Order work. The Contractor shall comply with Federal, State, local, and base environmental laws and regulations including, but not limited to, pertinent Occupational Safety and Health Administration and Department of Transportation requirements; National Environmental Policy Act; Clean Water Act; Clean Air Act; Endangered Species Act; Safe Drinking Water Act; Toxic Substance Control Act; Resource Conservation and Recovery Act, as amended by the Hazardous and Solid Waste Act; and Comprehensive Environmental Response, Compensation and Liabilities Act as amended by Superfund Amendments and Reauthorization Act; and Emergency Planning and Community Right-to-Know Act of 1986. The Contractor shall ensure that activities performed by their personnel, subcontractors, and suppliers are executed as required by these laws and regulations.

3.2 SUBMITTALS. For each Contract Task Order, provide the following submittals to the Contracting Officer or designated representative, as applicable:

- a) Environmental Protection Plan
- b) Environmental Conditions Report
- c) Hazardous Waste Management Plan
- d) Emergency and Hazardous Chemical Inventory Forms
- e) Toxic Chemical Release Report
- f) Radiological Protection Plan
- g) NRC License/Agreement State Radioactive Material License to include company Standard Operating Procedures

3.3 ENVIRONMENTAL PROTECTION REQUIREMENTS. Provide and maintain protection of the natural resources and environment during the life of the project. Plan for and provide environmental protective measures to control pollution that develops during operations. Plan for and provide environmental protective measures required to correct conditions that develop during site work associated with the project.

3.3.1 Environmental Protection Plan. For each Contract Task Order, meet with the Contracting Officer or designated representative to discuss the proposed environmental protection plan and to develop mutual understanding relative to the details of environmental protection, including measures for protecting natural resources, required reports, and other measures to be taken, as applicable.

3.3.2 Environmental Conditions Report. For each Contract Task Order, perform a survey of the project site with the Contracting Officer or designated representative prior to starting work. Take photographs where possible showing existing environmental conditions in and adjacent to the site, as applicable.

3.4 PROTECTION OF NATURAL RESOURCES. Preserve the natural resources within the project boundaries and outside the limits of permanent work. Restore to an equivalent or improved condition upon completion of work. Confine activities to within the limits of the work specified in the Contract Task Order.

3.4.1 Temporary Construction. Remove traces of temporary construction facilities such as haul roads, work areas, structures, foundations of temporary structures, and stockpiles of excess or waste materials. Grade temporary roads, parking areas, and similar temporarily used areas to conform to surrounding contours.

3.4.2 Stream Crossings. The Contracting Officer or designated representative's approval is required before any equipment will be permitted to ford streams. In areas where frequent crossings are required, install temporary culverts or bridges. Remove temporary culverts or bridges upon completion of work, and repair the area as specified in Contract Task Orders.

3.4.3 Fish and Wildlife Resources. Do not disturb fish or wildlife. Do not alter water flows or otherwise significantly disturb the native habitat adjacent to the project and critical to the survival of fish or wildlife, except as specified in Contract Task Orders.

3.4.4 Wetland Areas. The Contractor shall not disturb any wetland areas unless authorized.

3.5 HISTORICAL AND ARCHAEOLOGICAL RESOURCES. Carefully preserve and report immediately to the Contracting Officer or designated representative historical or archaeological items, or human skeletal remains discovered in the course of work. Stop work in the immediate area of the discovery until directed by the Contracting Officer or designated representative to resume work. Protect monuments, markers, and works of art.

3.6 CONTROL AND DISPOSAL OF SOLID AND SANITARY WASTES. Collect solid wastes and place in containers, which are regularly emptied at intervals to prevent the attraction of rodents or disease vectors. Do not prepare, cook, or dispose of food on the project site or allow food or drink to be stored or consumed within a Radiologically Control Area. Prevent contamination of the site or other areas when handling and disposing of wastes. Upon completion of work, leave the areas clean. Control and dispose of waste. Dispose of rubbish, debris, garbage, and sewage according to procedures and requirements specified in the Contract Task Order. The Contractor is required to utilize only permitted disposal facilities. When requested, provide permit ID#, facility address and POC.

3.7 CONTROL AND DISPOSAL OF HAZARDOUS MATERIAL AND WASTE

3.7.1 Hazardous Material and Hazardous Waste. Manage generated hazardous material, hazardous waste, and hazardous waste residues in accordance with Federal, State, and local regulations, as well as the applicable station hazardous waste management plan.

3.7.2 Hazardous Waste Management Plan. For each Contract Task Order, estimate the types and quantities of hazardous waste or hazardous materials that will be generated from site work that will require transportation and disposal off the project site. Indicate how and when these wastes will be packaged, stored on-site, transported and disposed.

3.7.3 Hazardous Material and Waste Storage. The Contractor will store hazardous material and waste in containers in accordance with Federal, State, local and applicable station requirements. All hazardous material coming on site must have an MSDS (OSHA 174 or equivalent).

3.7.4 Hazardous Waste Disposal. Transport and dispose of hazardous waste in accordance with Federal, State, local and applicable station requirements. Any off-site disposal shall be documented by provision of manifests and certificates of destruction.

3.7.5 Low-Level Radioactive Waste (LLRW) and Mixed Waste (LLRW and Hazardous Waste Mixed Together). LLRW and mixed waste will be stored in a designated LLRW storage facility or area under control of a NRC or Agreement State Licensee. The Contractor will be responsible for control and storage of these waste materials. All LLRW will be managed through NAVSEADET RASO and the DoD LLRW Executive Agency (Army Joint Munitions Command). RASO and the DoD LLRW Executive Agency will arrange for a certified Broker to be responsible for packaging, characterizing, manifesting, transportation and disposal of LLRW and mixed waste under authority of their applicable NRC radioactive material license. A Memorandum of

Understanding shall be established between the Contractor and the LLRW Broker to ensure smooth operations, adequate controls of waste materials, and prevent duplication of effort.

3.7.6 Oil and Hazardous Material Spills. Take precautions to prevent oil and hazardous material spills. In the event of a spill, immediately notify the Contracting Officer or designated representative and the Station Emergency Response Coordinator where applicable. Spill response shall be in accordance with Federal and applicable State regulations and the station contingency plan.

3.7.7 Waste Manifests. Original hazardous waste manifests shall be forwarded to the Contracting Officer or designated representative.

3.7.8 Emergency and Hazardous Chemical and Radioactive Materials Inventory Forms. The Contractor shall maintain an inventory of all hazardous and radioactive materials brought to, or generated at the project site. The purpose of the inventory is for the Navy to comply with the Emergency Planning and Community Right-to-Know Act (EPCRA). Hazardous materials include hazardous chemicals, toxic chemicals, hazardous substances, and extremely hazardous substances. The inventory form and frequency of submittal shall be as approved by the Contracting Officer or designated representative. The hazardous material inventory shall include the following information: material name (trade and chemical), material CAS #, material classification(s), reportable quantity if applicable, threshold planning quantity if applicable, maximum quantity/volume maintained on the project, average daily quantity used on the project, and total quantity used on the project. The radioactive material inventory shall include: radioisotope, curie content and date of calculation, NRC license authority (if appropriate), location, and point of contact and phone number.

3.7.8 Toxic Chemical Release Report. The Contractor shall promptly report any release of a potentially hazardous substance to the Contracting Officer or designated representative. The report shall include the following information: material name (trade and chemical), material CAS #, applicable reportable quantity, location of the release, media into which release occurred, description of cause of release, source of release, date/time/duration of release, response actions including notifications made, any known or anticipated health risks associated with the release and medical recommendations, and any known or anticipated impacts to public health or the environment and recommendations.

3.8 DUST CONTROL. Keep dust down at all times, including during non-working periods. Spray with water or treat with dust suppressants the soil at the site, haul roads, and other areas disturbed by operations. Stockpiles will require treatment with a surfactant, covered with plastic or some other form of containment for dust control. Dry power brooming shall not be permitted. Instead, use vacuuming, wet mopping, wet sweeping, or wet power brooming. Air blowing shall be permitted only for cleaning non-particulate debris such as steel reinforcing bars. Only wet cutting shall be permitted for cutting concrete blocks, concrete, and bituminous concrete. Do not unnecessarily shake bags of cement, concrete mortar, or plaster. Dust control methodologies for radiologically-impacted sites shall be approved by the Navy and be conducted such that it does not result in spread of contamination or contamination of materials and equipment.

3.9 NOISE. Make the maximum use of low-noise emission products as certified by the Environmental Protection Agency (EPA). Blasting or using explosives shall not be permitted without written permission from the Contracting Officer or designated representative, and then only during the designated times specified in the Contract Task Order.

3.10 ASBESTOS. No asbestos containing materials shall be used by the contractor in performing the services required on the contract task orders issued under this contract. For the purposes of this requirement, asbestos is defined to include any of the following six fibrous mineral silicates of commercial importance: chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite. The Contractor and or its subcontractor(s) may be required to perform asbestos mitigation activities to reduce health risks to acceptable levels and comply with ARARs during the performance of field work under this contract.

3.11 PERMITS. Obtain administrative and substantive permits, licenses, and certificates required by Contract Task Orders.

PART 4.0 HEALTH AND SAFETY

4.1 DESCRIPTION. This part describes in general terms, the minimum Contractor health and safety requirements associated with the contract. The Contractor shall prepare, implement, and enforce for each site described in contract task orders, appropriate Accident Prevention Plans, Activity Hazard Analyses, Site Safety and Health and Plans (SHSP) and Radiation Protection Plan (RPP). The Contractor shall ensure that their subcontractors, suppliers, and support personnel follow health and safety provisions.

4.2 REGULATIONS. The Contractor's Health and Safety Program and SHSPs shall comply with and reflect appropriate requirements of the Occupational Safety and Health Administration (OSHA), specifically 29 CFR 1910 (especially 29 CFR 1910.120) and 29 CFR 1926; the U.S. Army Corps of Engineers (COE) "Safety and Health Requirements Manual," EM-385-1-1, September 2008 or latest edition; "Navy Installation Restoration Manual," Aug 2006 Edition or latest revision; Unified Facilities Guide Specifications (UFGS) UFGS-01 35 26, February 2012, Change 2- 08/13, and any other relevant Federal, State, and local regulations. The RPP shall comply with the EM 385-1-1, Chapter 06.E; federal regulations and NRC license conditions.

4.3 IMPLEMENTATION

4.3.1 Corporate Health and Safety Plan. After contract award, the Contractor will be tasked to submit a current Corporate Health and Safety Plan to the Contracting Officer for review by the Government for use in preparation of the APP, SSHP, AHA, and RPP.

4.3.2 APP, SSHP, and AHA. For each Contract Task Order, prepare a written APP, SSHP that complies with the respective Contract Task Order. Before initiation of work at the job site, an APP shall be reviewed and found acceptable by the GDA. The SSHP and AHA are appendices of the APP.

4.3.2.1 The APP shall be written in English by the Prime Contractor and shall articulate the specific work and hazards pertaining to the contract. The APP shall also implement in detail the pertinent requirements of EM 385-1. APPs shall be developed and submitted by the Contractor in the format provided in Appendix A of the EM 385-1-1. The Contractor shall address each of the elements/sub-elements in the outline contained in Appendix A, "Minimum Basic Outline for Accident Prevention Plan," in the order that they are provided. If an item is not applicable because of the nature of the work to be performed, the Contractor shall state this exception and provide a justification.

4.3.2.1.1 The Contractor shall use a qualified person to prepare the written site-specific APP. The APP shall be job-specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program. Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP shall be signed by the qualified plan preparer, approved by company/corporate officers authorized to obligate the company, and plan concurrence by the company CIH/CSP/CHM or PM.

4.3.2.2 SSHP shall be developed and submitted with the APP. Format is provided in Section 28 of the EM 385-1-1.

4.3.2.3 AHA shall be developed and submitted with the APP. Format is provided in Section 1 of the EM 385-1-1.

4.3.3.1 For remediation/compliance projects involving potentially hazardous activity, the Navy Remedial Project Managers (RPMs)/Project Managers (PMs) shall request NMCPHC (formerly known as NEHC) to review and comment on the APP, SSHP, and AHA for the Naval Facilities Engineering Command Southwest (NAVFAC SW) CERCLA and RCRA site work. The Navy RPM/PM shall determine and provide instructions to the contractor the version of the APP and SSHP (pre-draft/internal Navy or draft) that shall be sent to NMCPHC for review. Contractor will then send an electronic copy or mail the information (CD or hardcopy) to NMCPHC. Navy RPMs/PMs shall also ensure review of the AHA by the cognizant ROICC or FEAD.

4.3.3.2 To obtain and officially document review of the APP, SSHP, and AHA, the following process should be implemented: Upon verification and instruction from the Navy RPM/PM, the contractor shall deliver an electronic copy or mail (CD or hardcopy) of the following documents: (1) Project Work Plan; (2) SSHP; (3) APP and (4) AHA to NMCPHC Point of Contact (POC) (see paragraph 4.3.3.6 for current POCs. Include with these documents the "Email Memorandum for Requesting Navy and Marine Corps Public Health Center (NMCPHC) Review Form," (see paragraph 4.3.3.7) which includes the name of the RPM/PM, contact information, contractor and any other pertinent information. Allow at least 10 working days for review. Additionally, electronically notify the NAVFAC SW EV Safety Manager and Navy RPM/PM of the request for review. APP, SSHP and AHA that require an accelerated review period shall be negotiated directly with NMCPHC POC, with electronic notification to the NAVFAC SW EV Safety Manager.

4.3.3.3 NMCPHC POC provides e-mail notification to Navy RPM/PM and NAVFAC SW EV Safety Manager of the receipt of document. NAVFAC SW EV Safety Manager tracks the document review process including date of receipt and date when comments are finalized.

4.3.3.4 NMCPHC POC sends comments electronically to the NAVFAC SW RPM with copy to the NAVFAC SW EV Safety Manager. Navy RPM/PM coordinates with NMCPHC POC and the contractor to resolve comments. Navy RPMs/PMs maintain documentation of comment resolution in project file. Unresolved comments shall be discussed and resolved by the Navy RPM/PM together with NMCPHC and the EV Safety Manager.

4.3.3.5 NMCPHC POC provides official copy of final comments to NAVFAC SW EV Safety Manager who retains a copy of the comments on file.

4.3.3.6 NAVFAC SW and NMCPHC Review Points of Contact:

POC Title	Name	Contact Information
Navy and Marine Corps Public Health Center (formerly known as NEHC) POC	Mr. Bob Hayes	Environmental Programs Directorate Navy and Marine Corps Public Health Center 620 John Paul Jones Circle, Suite 1100 Portsmouth, VA 23708-2103 Tele: (757) 953-0937 Fax: (757) 953-0675 DSN: 377 harold.hayes@med.navy.mil
NAVFAC SW EV Safety Manager	Mr. Almario (Mario) Erasquin	NAVFAC SW 1220 Pacific Hwy San Diego, CA 92132 619-556-7938 Almario.erasquin@navy.mil

4.3.3.7 EMAIL MEMORANDUM FOR REQUESTING NAVY AND MARINE CORPS PUBLIC HEALTH CENTER (formerly NEHC) REVIEW:

From: [Insert appropriate RPM/PM]
To: Navy and Marine Corps Public Health Center
Date:

Subject: Request for Health and Safety Plan Review

NAVFAC requests review of [insert document title]. Please provide written comments to [Insert appropriate RPM/PM] within 10 working days [or indicate alternate review time when schedule is flexible].
The following information pertains to this plan:

Name of Contract:
Contract Number:
Project Number:
Name of Contractor:
Telephone Number of Contractor:
Nature of Work:
Expected Date(s) of Work:

If you have any questions or concerns, please contact [Insert appropriate RPM/PM]:

NAVY RPM/PM Phone Number:
Email Address:
Alternate POC (and phone number):

Thank you,

[Requestor's Signature]

4.3.4 RADIATION PROTECTION PLAN (RPP). The Radiation Safety Officer shall be responsible for the preparation and enforcement of the RPP. The RPP shall provide training requirements, radiological controls for site work, controls for storage of radioactive materials and waste, PPE requirements, and dosimetry requirements. Contractor SOPs may be used to supplement the RPP. The RPP shall be approved by the Navy and the Project Manager, the RSO and the Project Health Physicist. The RPP shall be concurred upon by the Field Health Physics Supervisor and all personnel working within a Radiologically Controlled Area shall receive training on the RPP.

4.4 CERTIFIED INDUSTRIAL HYGIENIST. The Contractor shall use an experienced certified industrial hygienist (CIH) to implement and oversee the Health and Safety Program and to develop, implement, and sign the CSHP, APP, and SSHP. Any changes shall be at the direction and approval of the CIH. Copies of the changes must be forwarded to the contracting officer or his/her designated representative. The CIH will not necessarily be required to be on-site during remedial activities, but shall be readily available for consultation, when required by the contract or the Contracting Officer or designated representative.

4.5 SITE SAFETY HEALTH OFFICER (SSHO). In addition, the Contractor shall use a trained, experienced SSHO to assist and represent the CIH in continued implementation and enforcement of the approved APP, SSHP, and AHA. A SSHO shall be assigned to each site and shall report to the CIH in matters pertaining to site health and safety. The SSHO shall have the on-site responsibility and authority to modify and stop work, or remove personnel from the site if working conditions change that may affect on-site and off-site health and safety. The SSHO shall be the main contact for any on-site emergency situation. Except in an emergency, the SSHO may modify the approved APP and/or SSHP only after consultation and concurrence of the CIH. The SSHO shall be First Aid and CPR qualified.

4.6 PROTECTIVE EQUIPMENT FOR GOVERNMENT VISITORS. Maintain on-site protective equipment as specified in each contract task order for use by Government personnel.

PART 5.0 QUALITY CONTROL (QC)

5.1 SUMMARY. This part establishes minimum requirements for quality control that shall apply to all contract task orders. More stringent requirements may be included in specific Contract Task Orders if the statement of work indicates they are needed.

5.2 REFERENCES:

- a. Construction Quality Control, Unified Facilities Guide Specification, UFGS, Jan 2007
- b. Installation Restoration Chemical Data Quality Manual, NFESC 1999
- c. EPA Requirements for Quality Assurance Project Plans (QA/R-5), EPA March 2000
- d. Guidance on Systemic Planning Using the Data Quality Objectives Process, QA/G-4, EPA Feb 2006
- e. Uniform Federal Policy for Quality Assurance Project Plans, EPA March 2005
- f. Department of the Navy Installation Restoration Manual, August 2006 or latest edition
- g. Environmental Work Instruction #1, Chemical Data Validation, NAVFAC SW, 28 Nov 2001
- h. Environmental Work Instruction #2, Review, Approval, Revision, and Amendment of Field Sampling Plan and Quality Assurance Project Plan, NAVFAC SW, 12 Jan 2011
- i. Environmental Work Instruction #3, Laboratory Quality Assurance Program, NAVFAC SW, 23 Aug 2010
- j. Environmental Work Instruction #4, CERCLA, Administrative Record and Compendium, NAVFAC SW, May 2007
- k. Environmental Work Instruction #5, Identifying Task Headings for Environmental Projects using Comprehensive Work Breakdown Structure (WBS), NAVFAC SW, 28 Nov 2001
- l. Environmental Work Instruction #6, Environmental Data Management and Required Electronic Delivery Standards, NAVFAC SW 19 Apr 2005
- m. Environmental Work Instruction #7, Procedural Guidance for Statistically Analyzing Environmental Background, NAVFAC SW, 28 Nov 2001

- n. Environmental Work Instruction #8, Low-Level Radioactive Waste (LLRW) Disposal Program, NAVFAC SW, 28 Nov 2001
- o. Environmental Work Instruction #9, Working Draft Standard Text for Applicable or Relevant and Appropriate Requirements (ARARs) NAVFAC SW 4 Sep 2008
- p. ANSI Standard 3.1
- q. Title 10, Code of Federal Regulations
- r. Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)
- s. Multi-Agency Radiological Laboratory Analysis Program (MARLAP)
- t. U.S. Army Corps of Engineers (COE) "Safety and Health Requirements Manual," EM 385-1-1, 15 September 2008 or latest edition
- u. Occupational Safety and Health Administration (OSHA), 29 CFR 1910, 29 CFR 1910.120, and 29 CFR 1926
- v. Unified Facilities Guide Specifications (UFGS-01 35 26), February 2012 or latest edition
- w. Multi-Agency Radiation Survey and Assessment of Materials and Equipment Manual (MARSAME)

5.3 SUBMITTALS. Provide the following submittals to the Contracting Officer or designated representative:

5.3.1 Quality Control (QC) Submittals. After Basic Contract award, the contractor will be directed to submit a Program Chemical Data Quality Management Plan (CDQMP) and Program Construction Quality Management Plan (CQMP) to the Contracting Officer (CO) for approval with technical evaluation from the Quality Assurance Officer (QAO), project manager, and other pertinent technical support staff. These documents will serve as the platform for streamlined CTO-specific plans and procedures. Attachment (1) provides Guidelines for the CDQMP and Attachment (2) provides Guidelines for the CQMP.

5.3.2 Contract Task Order (CTO)-specific Sampling and Analysis Plans (SAPs) and Construction Quality Control Plans shall be prepared and submitted to the task order Contracting Officer for information for approval with technical evaluation from the QAO, project manager, and the Navy Radiological Affairs Support Office (RASO).

5.3.3 CTO-specific Radiation Protection Plans (RPPs) shall be submitted to the Contracting Officer for approval with technical evaluation from the project manager and Navy RASO.

5.4 FIELD WORK REPORTING. For each CTO, deliver the following to the Ordering Officer and/or designated representative: Combined Contractor Production Report/Contractor Quality Control Report; Testing Plan and Log; Monthly Summary Report of Field Tests; QC Meeting Minutes; Rework Items List; and QC Certifications, as required by the paragraph entitled "QC Certifications." Report procedures will be established by the project.

5.5 QUALITY CONTROL PROGRAM

5.5.1 Requirements. Contractor QC Program requirements are described in the Program Chemical Data Quality Management Plan (CDQMP) and Program Construction Quality Management Plan (CQMP). These documents describe the QC organization, plans and procedures that will be tailored according to the CTO scope of work.

5.6 QUALITY CONTROL MANAGEMENT

5.6.1 QC Program Manager. Provide a QC Program Manager to manage and implement the contract-wide QC program. Any changes to the Program Chemical Data Quality Management Plan (CDQMP) and Program Construction Quality Management Plan (CQMP) shall be at the direction and approval of the QC Program Manager, with approval from the Ordering Officer or designated representative.

If a separate Project QC Manager is designated to a CTO, the QC Program Manager will not necessarily be required to be on-site during that task order's remedial activities, but shall be readily available for consultation when required by the contract or the Ordering Officer or designated representative.

5.6.2 Project QC Manager. The Contractor shall utilize trained, experience Project QC Managers to assist and represent the QC Program Manager in continued implementation and enforcement of the approved plans. The Project QC Manager shall manage the site-specific QC requirements in accordance with project plans.

5.7 QUALITY CONTROL PLANS

5.7.1 Program Level

5.7.1.1 Program Chemical Data Quality Management Plan (CDQMP). The CDQMP is based on this scope of work (Section 6.0) and the following documents: Contractor Standard Operating Procedures (SOPs) or instructions for planning and performing field sampling and analysis.

5.7.1.2 Program Construction Quality Management Plan (CQMP). The CQMP is based on this scope of work (Section 6.0) and the Department of the Navy (DON), Naval Facilities Engineering Command Guide Specification, NFGS-01450J, and Quality Control. It includes Contractor Standard Operating Procedures (SOPs) or instructions for performing construction quality control of remedial design, construction, operation and maintenance.

5.7.2 Project (CTO) Level

5.7.2.1 Sampling and Analysis Plans (SAPS). SAPS shall contain all the required elements of Field Sampling Plans (FSPs) and Quality Assurance Project Plans (QAPPs) in accordance with applicable regulatory guidance documents and NAVFAC SW Environmental Work Instructions of section 5.2. The project-specific contents of the SAP are based on the CDQMP, the CTO Statement of Work, and site-specific data quality objectives. SAPs must be in accordance with references (b) through (m) of section 5.2. It includes or references SOPs used to perform the work. The Program QC Manager shall review and approve the SAP prior to submittal to the NAVFAC SW Quality Assurance Officer for review and approval. This approval shall be identified by signature on the cover page. The SAP must be approved by the NAVFAC SW QAO and/or the Navy RASO for review prior to regulatory review and field implementation.

5.7.2.2 Construction Quality Control (QC) Plans. The Construction QC Plan is based on the Program CQMP, the CTO Statement of Work, and each CTO construction task, or “definable features of work”. It includes or references SOPs used to perform the work.

5.7.3 Preliminary Work Authorized Prior to Approval. No work is authorized to proceed prior to the approval of the Site Work Plan, SAP, Construction QC Plan, and RPP unless specifically authorized by the Contracting Officer or designated representative. The Contracting Officer reserves the right to require changes to the project plans to ensure the specified quality of work. Input may come from various technical representatives to include the project manager,, the QAO, and the Navy RASO.

5.8 QUALITY CONTROL MEETINGS. After the start of site work, the Project QC Manager shall conduct QC meetings as required by the Contracting Officer or designated representative. QC Meeting attendance, agenda, frequency and procedures for distributing meeting minutes will be established by the Ordering Officer, or designated representative, after CTO award.

5.9 THREE PHASES OF CONTROL. The Project QC Manager shall perform the three phases of control for each definable feature of construction work described in the Project Construction Quality Control (QC) Plans. Guidelines for performing and documenting the preparatory, initial and follow-up inspections are contained in the Contractor’s Program Construction Quality Management Plan (CQMP). Note: these guidelines are based on the Department of the Navy (DON), Naval Facilities Engineering Command Guide Specification, NFGS-01450J, Quality Control. The Contractor shall notify the Contracting Officer, or designated representative, prior to the start of the preparatory and initial phases. The notification procedures and lead-time will be established for each CTO by the Ordering Officer, or designated representative.

5.10 SUBMITTAL REVIEW AND APPROVAL. Procedures for submission, review, and approval of submittals are described in (Part 6.0, “Submittals.”)

5.11 SAMPLING AND ANALYSIS

5.11.1 Environmental. After 1 October 2009, laboratories performing Installation Restoration Program (IRP) or compliance work funded by Environmental Restoration (ER,N) or Base Realignment and Closure (BRAC) must successfully complete the DoD Environmental Laboratory Accreditation Program and the Navy Laboratory Evaluation Program to show conformance with *DoD Quality Systems Manual for Environmental Laboratories* (DoD QSM, Version 5.0, July 2013) as authorized by DoD Instruction 4715.15, *Environmental Quality Systems*, December 2006 and as required by the *DoD Policy and Guidelines for Acquisitions Involving Environmental Sampling or Testing*, December, 2007. Laboratories shall be certified by the State (if available) in which the project/site is located. On-site chemical analysis by mobile laboratories must be performed by laboratories certified by the State (if available) in which the project/site is located. Copies of the current Environmental Laboratory DOD Accreditation and State ELAP certificates and Standard Operating Procedures have to be included as attachments to the SAP. Unless otherwise specified, sampling and analysis shall be performed in accordance with the approved SAP. Any deviation from the above requirements must be approved in writing by the appointed NAVFAC SW QA Officer (QAO). Procedures for laboratories performing radiological analysis shall be approved by the Contracting Officer and be reviewed by the QAO and the Navy RASO prior to implementation.

5.11.2. Non-Environmental. Acceptable accreditation programs are the National Institute of Standards and Technology (NIST), National Voluntary Laboratory Accreditation Program (NVLAP), the American Association of State Highway and Transportation Officials (AASHTO) Program, and the American Association for Laboratory Accreditation (AALA) Program. Furnish to the Ordering Officer or designated representative, a copy of the certificate of accreditation, scope of accreditation, and latest directory of the accrediting organization for accredited laboratories. The scope of the laboratory’s accreditation shall include the test methods required by the contract. The Ordering Officer or QAO must approve any deviation from the above requirements in writing.

5.11.3 Inspection of Analytical Laboratories. Prior to approval of non-accredited laboratories, the proposed testing laboratory facilities and records may be subject to inspection Contracting Officer or by a designated representative such as the QAO or the Navy RASO.

5.11.4 Capability Check. The Contracting Officer, or a designated representative such as the project manager, QAO, or the Navy RASO retains the right to check laboratory equipment in the proposed laboratory and the laboratory technician’s testing procedures, techniques, and other items pertinent to testing, for compliance with the standards set forth in this contract and SAP.

5.12 QUALITY CONTROL CERTIFICATIONS

5.12.1 Contractor Daily Quality Control Report Certification. Each Contractor Quality Control Report shall contain the following statement signed by the Project QC Manager: “On behalf of the Contractor, I certify that this report is complete and correct, and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.”

5.12.2 Invoice Certification. Furnish a certificate to the Contracting Officer or designated representative with each payment request, signed by the Project QC Manager, attesting that as-built drawings are current and attesting that the work for which payment is requested, including stored material, is in compliance with contract requirements.

5.12.3 Completion Certification. Upon completion of work under a contract task order, the Project QC Managers shall furnish a certificate to the Ordering Officer or designated representative attesting that “the work has been completed, inspected, and tested, and is in compliance with the contract.”

5.13 QUALITY CONTROL DOCUMENTATION

5.13.1 Contractor Daily Production Report. Production Reports are required for each day that work is performed and shall be attached to the Contractor Quality Control Report prepared for the same day. Account for each calendar day throughout the life of the contract. The reporting of work shall be identified by terminology consistent with the construction schedule. Contractor Production Reports are to be prepared, signed, and dated by the project superintendent.

5.13.2 Contractor Daily Quality Control Report. Reports are required for each day that work is performed and for every 7 consecutive calendar days of no-work, on the last day of that no-work period. Account for each calendar day throughout the life of the contract. The reporting of work shall be identified by terminology consistent with the schedule. Contractor Quality Control Reports are to be prepared, signed, and dated by the Project QC Manager.

5.13.3 Rework Items List. The Project QC Manager shall maintain a list of work that does not comply with the contract, identifying what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. Attach a copy of the Contractor rework items list to the last daily Contractor Quality Control Report of each month. The Contractor shall be responsible for including on this list items needing rework including those identified by the Ordering Officer or designated representative.

5.13.4 As-Built Records. The Project QC Manager is required to review the as-built records to ensure that as-built records are kept current on a daily basis and marked to show deviations that have been made from the contract drawings. The Project QC Manager shall initial each deviation or revision. Upon completion of work, the Project QC Manger shall submit a certificate attesting to the accuracy of the as-built records prior to submission to the Ordering Officer or designated representative

PART 6.0 SUBMITTALS

As required for each task order, a list of required submittals shall be included in the task order.

6.1 ELECTRONIC DATA SUBMISSIONS

All paper document submittals shall include submittal of an electronic version to the Government. All data tables, spreadsheets, and database files pertaining to a submittal shall be submitted to the Government on a separate disk. The Government may specify additional electronic submittals in the individual task order. Data files shall be submitted in a native file format that is consistent with software used by the Government, (i.e. .pdf , .doc, .xcl, .shp, shx, .dbf etc.)

PART 7.0 ENVIRONMENTAL DATA MANAGEMENT AND REQUIRED ELECTRONIC DELIVERY STANDARDS

NAVAFC SW Environmental Work Instruction #6 (EWI #6) specifies the data standards, control information, and delivery requirements for all projects where environmental data is collected in conjunction with environmental restoration activities. The standards established in EWI #6 shall apply to all deliverables under this contract. Additional information concerning graphic data standards, non-graphic data standards, laboratory electronic deliverables, and delivery requirements are included below.

7.1 GRAPHIC DATA STANDARDS

All graphic data, including CADD drawings and GIS data, shall conform to the current CADD/GIS Technology Center Spatial Data Standards (SDS) and shall be submitted in one of the following electronic formats: AutoCAD v11 or later (AutoDesk), ArcView shapefile or ArcInfo export file (ESRI), or Microstation v5.0 or later export file (Intergraph). SDS includes symbols for all aspects of Facilities Management and Military Operations and includes symbols for Environmental Restoration and Compliance. Graphic deliverables are required for all site investigation, site assessment, site verification, remedial investigation, and confirmation sampling activities.

7.2 NON-GRAPHIC DATA STANDARDS

All contractors tasked with environmental management, monitoring, investigation or restoration projects which result in the acquisition of new data or in the confirmation of existing data shall be required to submit the data in accordance with the standards and procedures identified in EWI #6 and shall be required to deliver electronic copies of the information to the Ordering Officer or designated representative. The delivery media shall be CD-ROM.

7.3 LABORATORY ELECTRONIC DELIVERABLES

Laboratory electronic deliverables are required for projects involving chemical and radiological analysis of environmental samples, when a fixed-base analytical laboratory analyzes these samples. This includes data collected during MARSSIM and MARSAME surveys, data collected during remediation activities including sampling during the start-up and operation of treatment systems (soil vapor extraction, air sparging, ground water extraction and treatment, etc.) and waste characterization (investigation-derived waste (IDW), construction-generated waste, and other materials or wastes) for on-site or off-site treatment/disposal. The electronic format of these deliverables must be compatible with software currently in use by NAVFAC SW.

7.4 DELIVERY REQUIREMENTS

All contractors tasked with environmental management, monitoring, investigation or restoration projects which result in the acquisition of new data or in the confirmation of existing data shall be required to submit the data in accordance with the standards and procedures identified in EWI #6 and shall be required to deliver electronic copies of the information to the Ordering Officer or designated representative. The delivery media shall be CD-ROM. All environmental document deliverables shall be submitted in the same manner as outlined in EWI #4.

7.5 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

The following standard items relate to records generated in executing contracts and must be included in a typical Electronic Information Systems (EIS) procurement contract and contracts which require document deliverables:

1. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
4. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
5. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
6. The Government Agency owns the rights to all data/records produced as part of this contract.
7. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

8. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
9. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.
10. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

8.0 PERFORMANCE WORK STATEMENT ATTACHMENTS

Attachment (1), Chemical Data Quality Management Plan (CDQMP) Guidelines

Attachment (2), Construction Quality Management Plan (CQMP) Guidelines

ATTACHMENT (1)**CHEMICAL DATA QUALITY MANAGEMENT PLAN (CDQMP) Guideline**

- 1) A Title and Approval Page with the Contractor QC Manager Signature.
- 2) Add in the Introduction section, the following statement or something similar: (Contractor Name) has the overall responsibility for both quality assurance and quality control. The QC plan shall include (Contractor Name) proposal for controlling and coordinating work of subcontractors. (Contractor Name) is held ultimately responsible for using subcontract personnel as part of the QC staff and that the subcontractor acts on behalf of (Contractor Name).
- 3) Reference the NAVFAC SW Environmental Work Instructions # 1 thru 9 in the CDQMP.

In the CDQMP, provide

- ... a distribution list of key personnel with telephone numbers, email addresses, and mailing addresses
- ... copy of the appointment letter that is signed by an Officer of the Firm which appoints the QC Manger which includes; a) Outlining their duties, responsibilities and authority for implementing and managing the QC Program. b) The authority to stop any work not complying with the Contract, and the removal and replacement of any defective work. NOTE: An Officer of the Firm is someone who has vested interest and can sign paychecks.
- ... a section on Field Change Requests (include a copy of a Field Change Request form)
- ... a section on Record Storage (where Contractor will store reports and other documents and how long the storage time is)
- ... a section on training, specifically a) Who will do the training? b) Where will training records be kept? and c) Discussion of training form and record
- ... sections on radiological surveys and sampling and the Munitions Response Program
- ... a section on the Tier II Questionnaire and the Tier II SAP Template
- ... a section on uploading SAP documents into NIRIS and the SAP Review Process
- ... a section on laboratory QC Limits

In attachments, provide

- ... forms for boring logs, monitoring well construction, well sampling, etc
- ... copies of Contractor SOPs for sampling (soil, groundwater, soil gas, etc.), field activities (soil borings, monitoring well installation, groundwater elevation measurements, equipment decontamination procedures, etc.), and Data Validation
- ... copies of the NAVFAC SW Tier I SAP Template, the Tier II SAP Questionnaire, the Tier II SAP Template, and the MEC SAP Template

ATTACHMENT (2)**CONSTRUCTION QUALITY MANAGEMENT PLAN (CQMP) Guideline**

- 4) Reference the Navy Construction Quality Management Program (NAVFAC P-445) Document, June 2000
- 5) A Title and Approval Page with the Contractor QC Manager Signature.
- 6) Add in the Introduction section, the following statement or something similar: (Contractor Name) has the overall responsibility for both quality assurance and quality control. The QC plan shall include (Contractor Name) proposal for controlling and coordinating work of subcontractors. (Contractor Name) is held ultimately responsible for using subcontract personnel as part of the QC staff and that the subcontractor acts on behalf of (Contractor Name).

In the CQMP, provide

- ... A distribution list of key personnel with telephone numbers, email addresses, and mailing addresses
- ... An organization chart
- ... Copies of QC Manager and Alternate QC Manager current CQM (Construction Quality Management) for Contractors training certificates
- ... Appointment letters for the QC Manager and Alternated QC Manager signed by an officer of the firm, appointing the QC Manager and the Alternate QC Manager and include the following: a) Outlining their duties, responsibilities and authority for implementing and managing the QC program. b) Responsibility to manage and implement the Three Phases of Control. c) The authority to stop work not complying with the Contract or to be thought of as unsafe.
- ... Copies of resumes
- ... Sections on Radiation Program Quality Control and Munitions Response Program Quality Control.
- ... A section on training, specifically a) Who will do the training? b) Where will training records be kept? and c) Discussion of training form and record
- ... A section on Construction QC Forms (Contractor Production Report, Contractor Quality Control Report, Preparatory Phase Checklist, Initial Phase Checklist, Rework Items List, Testing Plan and Log, Government Quality Assurance List)
- ... Copies of Contractor SOPs

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

SECTION L**L1 PRE-PROPOSAL MEETING/SITE VISIT**

- 1) A pre-proposal meeting/site visit for the Proposed Task Order 0001 is scheduled for 30 June 2015 at 10:00 a.m. local time. Firms shall meet at the Crisp Road Gate. See Attachment J1 for directions. All firms interested in attending the site visit must submit the full name of individuals attending by email no later than 25 June 2015 to the point of contact in Clause L2 below. In order to drive on the installation, the driver of each vehicle will be required to provide a valid driver license, current automobile registration and current proof of insurance. The purpose of the site visit/meeting is to help firms gain a better understanding of the objectives of the acquisition. All firms are urged to attend this site visit.

- 2) In order to make the pre-proposal meeting as productive as possible, firms are requested to submit questions in writing via email to the points of contact noted in Clause L2 below as soon as possible. Firms should note that the terms and conditions of the solicitation can only be changed by a formal written amendment to the solicitation.

L2 INQUIRIES OR QUESTIONS

Inquiries and questions on this Request for Proposal shall be submitted in writing electronically to the Contracting Officer as follows:

Contracting Officer:	Beatrice Appling
Email:	Beatrice.appling @navy.mil
Phone:	(619) 532-2786
Fax Number:	(619) 532-4185

All inquiries or questions must state the solicitation number, and clearly state the question and reference.

L3 PROPOSAL SUBMISSION REQUIREMENTS:

- 1) General: Proposals submitted in response to the solicitation shall be formatted as follows and furnished in the number of copies stated herein. Any proposal submitted that does not conform to the proposal submission requirements will not be considered. Firms shall submit proposals via electronic format on CD-ROM. The acceptable electronic formats for proposals include Adobe PDF 6.0 or later version, and Microsoft Excel 6.0 or later version for Factor 7 – PTO 0001 Price Proposal Attachment J4. All formulas and links to detail worksheets for Attachment J4 (if any) should be intact. **Do not submit Attachment J4 in a PDF format, it must be submitted as an Excel Spreadsheet.**
- 2) Electronic mail proposals are not acceptable. Firms shall ensure that proposal disks are virus free, and free of password protection. If access to proposal data is prohibited due to viruses, passwords, or wrong format, the proposal will be rejected.
- 3) Proposal Submission Requirements:
 - a. All proposals (Paper and electronic) shall be labeled with the Volume Number and Title, Solicitation Number, Name, address, phone number, and facsimile number for the offeror.
 - b. The electronic/paper proposals shall be submitted in separate Disks/Binders. The following information shall be included in each Volume (Disk and Binder) and shall be tabbed and labeled accordingly:

VOLUME #1 – TECHNICAL PROPOSAL:

Factor 6 – Small Business Utilization

General Information: A cover letter shall accompany the proposal as required by FAR 52.215-01(c)(2), INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION. The first page shall include the solicitation number, name, address, telephone number and facsimile number of the offeror. Also include the DUNS number and Cage Code for the Prime Contractor and any proposed subcontractor or team member. This page will not be included in the page count of the proposal.

File naming of proposal information: The file naming convention of Volume 1 – Technical Proposal - shall be as follows:

Sub-Factor 6.A – Past Performance in Utilization of Small Business Concerns:

- Tab 6A – Narrative (as applicable) and Performance Evaluations (SF1420, DD2626, CCASS, CPARS, ACASS etc.)
- Tab 6B – Narrative (as applicable) and Subcontracting Report for Individual Contracts (ISR), SF-294
- Tab 6C – Small Business Past Performance, Attachment D, as applicable
- Tab 6D – Narrative addressing national and industry awards
- Tab 6E – Narrative addressing previous, planned, or pending MPA's
- Tab 6F – Narrative addressing Community Rehabilitation Program (CRP)/National Industry for the Blind (NIB)

Sub-Factor 6.B – Small Business Participation:

- Tab 6G – Narrative on percentage of work by prime and subcontractors
- Tab 6H - Small Business Subcontracting Plan, Attachment E (Large Business)
- Tab 6I - Proposed Subcontracting Participation Breakdown, Attachment F (Small Business)

VOLUME #2 – TECHNICAL PROPOSAL:

General Information: A cover letter shall accompany the proposal as required by FAR 52.215-01(c)(2), INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION. The first page shall include the solicitation number, name, address, telephone number and facsimile number of the offeror. This page will not be included in the page count of the proposal.

File naming of proposal information: The file naming convention of Volume 2 – Technical Proposal - shall be as follows:

Factor 1 - Past Performance

- Tab 1A – Attachment C, PPQ or CPARS Evaluation from referenced evaluators for each project submitted for Factor 2 Specialized Experience provided in Exhibit A, Project Data Sheets. PPQs or CPARS evaluations shall be numbered sequentially to correspond with projects under Factor 2.
- Tab 1B – Performance recognition documents, Awards, Award Fee Determinations, and Letters of Recommendation.

Factor 2 – Specialized Experience

- Tab 2A - Exhibit A, Project Data Sheets, numbered sequentially and shall correspond to the PPQs or CPARS submitted under Factor 1 (For projects completed or substantially completed within 5 years from RFP closing date).

Factor 3 - Contract Management

- Tab 3A – Copy of Nuclear Regulatory Commission (NRC) License and California Agreement State License Radioactive Material License (RML) and JV/LLC Consent Letter (if applicable)
- Tab 3B - Management Approach

Tab 3C – Key Personnel Resumes

Tab 3D – Teaming and Partnering Agreements/Joint Venture Team Agreements

Factor 4 - Technical Approach - PTO (0001)

Tab 4A - Project Approach

Tab 4B - Team Organization and Experience

Tab 4C - Conflict of Interest Mitigation Plan

Tab 4D - Local Hiring Plan for BRAC Base

Tab 4E - PTO 0001 Technical Approach Breakdown

Tab 4F – Performance Milestone Schedule

Factor 5 - Safety

Tab 5A - Experience Modification Rate (EMR)

Tab 5B – OSHA /DART

Tab 5C – Technical Approach to Safety

VOLUME #3 – PRICE PROPOSAL:

General Information: A cover letter shall accompany the proposal as required by FAR 52.215-01(c)(2), INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION. The first page shall include the solicitation number, name, address, telephone number facsimile number, Dun & Bradstreet Number, Cage Code, and Tax Identification Number (TIN) of the offeror. In addition it shall contain a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the prices stated for each item. Furthermore, it shall contain the names, titles, and signatures of persons authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office. This page will not be included in the page count of the proposal.

File naming of proposal information: The file naming convention of Volume 3 - Cost/Price proposal shall be as follows:

Factor 7 - Price (Proposed Task Order 0001)

Tab 7A - Proposal SF-33

Tab 7B - Section B, CLINs 0001 and 0002

Tab 7C – PTO 0001 Price Proposal Spreadsheet, Attachment J4.

Tab 7D – Bid Guarantee or alternative payment

Protection

Tab 7E – Responsibility Determination Documents (Certifications, Financial Questionnaire, and VETS-100)

- 4) Offeror(s) shall submit proposal copies as follows:
- a. Page limits, if stipulated, must be adhered to. Page size shall be 8.5" x 11". Font size shall be 10 point or larger. The page size for Organizational Chart is limited to no larger than 8.5" x 14" with font size less than or greater than 10 point. If the font size for Organizational Chart is less than 10 point, it must be readable or the chart may be deemed unacceptable.
 - b. Volume #1 – Submit (2) two electronic copies and (1) one paper copy of electronic contents in a three ring binder.

- c. Volume #2 – Submit (6) six electronic copies, and (1) one paper copy of electronic contents in a three ring binder.
- d. Volume #3 – Submit (2) two electronic copies, and (1) one paper copy of electronic contents in a three ring binder with content as specified, and labeled as stated above.

Proposals shall be delivered to the following address in accordance with the date and time set for receipt of proposals.

NAVAL FACILITIES ENGINEERING COMMAND, SOUTHWEST
ENVIRONMENTAL CORE CONTRACTS TEAM
ATTN: CODE ACQ4, BEATRICE APPLING
1220 PACIFIC HIGHWAY
SAN DIEGO, CA 92132

- 5) Proposal Submission Requirements are stated below for all evaluation factors.

FACTOR 1: PAST PERFORMANCE

Solicitation Submittal Requirements:

- (1) Exhibit A, Project Data Sheets will be used to evaluate Factor 1 – Past Performance and Factor 2 – Specialized Experience. To be considered projects must have been completed or substantially completed (at least 80% complete) within the past five (5) years of the solicitation closing date.
- (2) If a completed CPARS Evaluation is available, it shall be submitted with the proposal for each project included in Factor 2 – Specialized Experience. If there is not a completed CPARS Evaluation, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 2 - Specialized Experience. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.
- (3) IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment C), which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Beatrice Appling via email at Beatrice.appling@navy.mil prior to the proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.
- (4) Also include performance recognition documents received within the last three years of the RFP closing date, such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.
- (5) In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the offeror's proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the offeror.

- (6) While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror.
- (7) A copy of the blank Past Performance Questionnaire to be used for requesting client references is included as Attachment C.
- (8) Factor 1- Past Performance proposal shall be submitted in Volume #2 – Technical Proposal as follows:

Tab 1A – Attachment C, PPQ or CPARS Evaluation from referenced evaluators for each project submitted under Factor 2 Specialized Experience, Exhibit A, Project Data Sheets. PPQs or CPARS evaluations shall be numbered sequentially to correspond with Exhibit A projects submitted under Factor 2.

Tab 1B – Performance recognition documents, Awards, Award Fee Determinations, and Letters of Recommendation. Tab B is limited to a total of 5 pages.

FACTOR 2: SPECIALIZED EXPERIENCE

Solicitation Submittal Requirements:

- (1) Offerors shall use Exhibit A, Project Data Sheets to submit projects to be evaluated. Exhibit A submissions for Factor 2 – Specialized Experience shall be sequentially numbered with a Project Number as indicated on the upper right hand corner of the Exhibit A Form. To be considered projects must have been completed or substantially completed (at least 80% complete) within the past five (5) years of the solicitation closing date.
- (2) A project is defined as environmental remediation services under a single task order or single contract. Multiple award and indefinite delivery/indefinite quantity type contracts shall not be submitted as a project; rather offerors shall submit the work performed under a task order as a project.
- (3) Provide a description of your firm's relevant specialized experience in performing the same or similar services as described in Section C, Performance Work Statement of the solicitation. Services include but are not limited to performing radiological investigations, surveys, remediation, implementation of radiological controls, storage and handling of waste materials, performance of on-site radiological surveys, and sampling and analysis. Specify the type of radiological contamination and address your experience in dealing with regulatory agencies. Indicate what type of media the contaminants were involved in, such as soil, sediments, groundwater, surface water, sludge, air, manmade structures, etc. Also indicate type of facility, such as landfills, hazardous waste treatment storage/disposal facilities, tanks, lagoons, fire-fighting training areas, etc. In addition, identify and briefly describe any Value Engineering Proposals submitted and approved under contracts listed in Exhibit A for Factor 2, and the resulting benefits to the Government.
- (4) Relevant project experience shall be submitted for the Offeror as the Prime Contractor self-performing the work or the Offeror as a Subcontractor self-performing the work. If the Offeror is a Joint Venture (JV), relevant project experience should be submitted for projects completed by the JV entity. If the JV entity does not have shared experience, projects shall be submitted for each JV partner. Offerors who fail to submit experience for all JV partners may be rated lower.
- (5) Projects shall be submitted on Exhibit A, Project Data Sheet and shall provide the contract number, and/or task order number (if applicable), project description, point of contact, phone number, email address, award date, completion date, percentage of completion, and award amount. If this information is not provided for each project submitted, the project will not be considered in the evaluation.

(6) Factor 2- Specialized Experience proposal shall be submitted in Volume #2 – Technical Proposal as follows:

Tab 2A - Project Data Sheets - Exhibit A submissions shall be limited to 10 Projects and a maximum of 20 pages. Any additional pages shall not be considered during the evaluation process. Projects submitted in Exhibit A for Factors 1 and 2 shall have been completed or substantially completed (at least 80% complete) within the past five (5) years of the RFP closing date. Projects submitted shall include a variety of environmental remediation projects that are the same or similar in scope, size, and complexity to the project work described in Section C of the solicitation.

FACTOR 3: CONTRACT MANAGEMENT

Solicitation Submittal Requirements:

- (1) This factor considers the effectiveness of the Offeror's proposed management approach and key personnel to adequately perform the requirements of the resulting contract. Offeror shall describe management approach and as a minimum, shall address the following:

Tab 3A – Licenses (Subfactor 3.A)

Provide a copy of the prime contractor's active/unexpired Nuclear Regulatory Commission (NRC) Service Provider License with a License Tracking System Program Code of 03219 and equivalent California Agreement State Radioactive Material License (RML).

Licensee(s) Consent Letter: If an offer is submitted by a Joint Venture (JV) or an LLC, and not all JV Partners/LLC members possess the required NRC Service Provider License and equivalent California Agreement State RML, the offeror must include a letter with its proposal signed by each licensed JV partner/LLC member, that provides consent by the licensee(s) for the use of its (their) license(s) by the other, non-licensed JV partner(s)/LLC member(s). The letter must also include a statement that if the non-licensed member(s) is/are performing work requiring the license, the respective licensee(s) will be accountable for and will provide oversight of the work.

Copies of Licenses and letters shall be submitted under Factor 3, Contract Management technical proposal under Tab 3A and will not count towards the page limitation.

Tab 3B - Management Approach (Subfactor 3.B)

- (1) Program Management: Discuss your proposed program management organizational structure, including organizational relationships with any proposed subcontractors. Present your proposed organizational chart. Indicate to what extent your firm has worked with the proposed subcontractors in the past. In the event that the use of sub-contractor(s) in a "team" approach is proposed, wherein the subcontractor(s) will accomplish significant portions of a clearly identifiable scope of work on a consistent basis, or on a consistent overflow basis, a "team" relationship will be considered. In such instances, the prime contractor shall clearly identify the limits of responsibility for each team subcontractor.
- (2) Contract Management: Discuss your ability to manage performance of multiple projects simultaneously in diverse geographical locations. Discuss your proposed contract management systems. Representative examples might include, but are not limited to, general contract administration, project controls and scheduling, quality control systems, management information systems, and use of electronic and paperless acquisition systems, including dedicated web sites.

- (3) Resources: Discuss your proposed plan for allocating resources under this contract. Describe how you will provide the staffing and equipment needed to perform the resulting contract. Demonstrate the efficiency and cost effectiveness of your plan.

Proposal for Subfactor 3.B. Management Approach shall be submitted under Factor 3, Contract Management technical proposal under Tab 3B.

Tab 3C - Key Personnel (Subfactor 3.C)

- a. Firms will be evaluated based on the qualifications of the proposed key personnel. Offerors shall submit a detailed resume for each key personnel member proposed. The evaluation of key personnel will consider education, professional qualifications, and experience in environmental remediation projects. The minimum qualifications are specified in the solicitation, Section C, Paragraph 1.3.3.
- b. The following positions are considered Key Personnel and Offerors shall submit a detailed resume for each proposed key personnel.

Program Manager
 Quality Control Manager
 Procurements/Contract Manager
 Health and Safety Officer
 Radiation Safety Officer
 Task Order Project Managers (Minimum of Three)

NOTE: The proposed Radiation Safety Officer must be identified in the NRC Service Provider License and equivalent California Agreement State RML.

- c. Resumes shall contain the following minimum information to demonstrate that the proposed individuals meet the minimum qualifications specified in Section C of the solicitation.

Name
 Current Job Title
 Proposed Position
 Employment Status – Specify whether the proposed individual is currently employed with the proposed prime contractor/JV entity.
 Dates and Company Name for Experience with Other Firms
 Education (Degrees, Year, Specialization)
 Active Registration (Professional Registration/Certification); by discipline and state registration number; also, year first registered, expiration date, and discipline
 Relevant Project Experience and Qualifications

- d. All resumes shall have the signature of the current or prospective employee.

Factor 3 – Contract Management shall be submitted in Volume #2 – Technical Proposal and tabbed accordingly. The page limit for Tabs 3B and 3C combined shall be limited to a maximum total of 15 pages. **Tab 3A** is excluded from the 15-page limit for Factor 3.

Tab 3D – Teaming and Partnering/Joint Venture Agreements:

Joint venture teams shall submit their joint venture agreements with their proposals. Offerors participating in teaming/partnering arrangements for this procurement shall submit their teaming/partnering agreements with their proposal. The agreements shall be signed by the parties and shall demonstrate the relationship between firms and identify contractual relationships and authorities

to bind the firm/joint venture/team/partnership. Offerors proposing major subcontracts (subcontracts equaling or exceeding 20% of the prime contract value) shall submit signed letters of commitment from the subcontractors which define the contractual relationship and identify contribution to the planned arrangement in terms of the type and proportion of work to be performed.

Copies of agreements and letters of commitment shall be submitted with the technical proposal under Tab D and will not count towards the page limitation. Page 1 of Tab D shall be a list of the joint venture parties and/or teaming/partnering parties to include the following information: Company Name, DUNS Number, Cage Code, Address, Point of Contact, Email Address, Phone Number and Fax Number.

FACTOR 4: TECHNICAL APPROACH - PROPOSED TASK ORDER 0001

(i) Solicitation Submittal Requirements:

Offerors shall provide information requested in this section which shall be used to evaluate the technical approach for PTO 0001. The offeror's proposal shall describe the engineering and management approach to accomplish the objectives of PTO 0001. The proposal for Factor 4 shall be tabbed accordingly and as a minimum shall address the following:

Tab 4A – Project Approach

- (1) Provide a narrative describing your technical approach to completing PTO 0001 that will be utilized to create the result that meets or exceeds performance objectives.
- (2) Describe your implementation plan for PTO 0001. Describe how plans will be transformed into work-in-place, including supervisory controls of the labor force (including subcontractor personnel), enforcement of safety standards, workmanship, and the overall standards of the workplace.
- (3) Describe your technical approach to completion. Final inspection, testing, punch list items, final clean up and turnover should be described and explained.
- (4) Describe your plan for working with appropriate regulatory agencies and obtaining joint regulatory approval of the proposed technical approach.
- (5) Describe any difficult and challenging special issues, and your planned approach to successfully handling them.

Tab 4B - Team Organization and Experience

The task order management approach shall address quality control procedures, evidence of the firm's knowledge of applicable regulatory requirements, and a staffing plan for PTO 0001. The management approach shall also address how costs will be effectively managed.

- (1) Describe your organization for this specific job with lines of authority for PTO 0001 to include an organizational chart. Provide a Personnel Table containing a brief description for each position indicated in the organizational chart including the individual's name, years in the industry, years with the firm, level of education/and or journeyman-ship, and license or certification if applicable.
- (2) Provide a resume for the PTO 0001 positions of Project Manager, Senior Project Health Physicist, Health Physics Field Supervisor, and the Site Radiation Safety Officer (named on the license). Minimum qualifications are specified in Section C, Paragraph 1.3.5.

- (3) Describe the quality control procedures/program that will be used to ensure submittals are approved in a timely manner, and that only approved materials are incorporated into the work. Also describe quality control for field oversight, process and approval authority, testing and other similar procedures.
- (4) Describe the site health and safety program for PTO 0001 that will apply to prime and subcontractor personnel. Identify who will be responsible for developing the site specific health and safety plan, their experience, training, and line of authority.

Tab 4C – Conflict of Interest Mitigation Plan:

Firms will be evaluated for any potential organizational conflicts of interest that may prohibit performance of PTO 0001. If an offeror or any of its proposed team members prepared or participated in the preparation of the design or drafting of the specification/performance work statement for the PTO 0001, the offeror may be considered ineligible for award of that task order. If a firm believes that a potential conflict of interest may exist, the firm should submit as part of its proposal, a mitigation/contingency plan to address how the firm will resolve conflicts of interest in relationship to performance of PTO 0001. If there are no perceived conflicts of interest, the firm shall certify to the best of the firm's knowledge that no conflict of interests exists.

Firms shall provide information pertaining to organizational conflicts of interest and compliance with solicitation Clause H11, NFAS 5252.209-9300 Organizational Conflict of Interest (Alternate I). Responses to Clause H11 shall be limited to five pages in length; these five pages will not be counted towards the page limitation of Factor 4.

The organizational conflicts of interest information and explanation shall be submitted in the technical proposal, under Tab C, titled "Organizational Conflicts of Interest/Mitigation Plan."

NOTE: This acquisition may give rise to an organizational conflict of interest (OCI). As such, the Government may communicate with any Offeror at any time during the evaluation process concerning its OCI and/or mitigation plan. If the Offeror's proposed action to resolve an organizational conflict of interest is not acceptable, the Contracting Officer will notify the Offeror, providing the reasons why its proposed resolution/mitigation plan is not considered acceptable and allow the Offeror a reasonable opportunity to respond before making a final decision on the organizational conflict of interest.

Tab 4D – Local Hiring Plan for BRAC Bases (DFARS 226.7104):

Provide your Local Hiring Plan that will be implemented for PTO 0001. The proposed plan shall demonstrate commitment to hiring residents within the vicinity of the Hunters Point Shipyard to the maximum practicable opportunity. The offeror's Local Hiring Plan shall provide the following information:

- (1) The proposed level of participation by local small and disadvantaged businesses (in terms of both percentages and dollar value);
- (2) The trade or type of work to be performed by local firms;
- (3) Identify the firm by name in the proposed local hiring plan and the extent of commitment to use these specifically identified local (8(a), SDB, HUBZONE, SDVOSB) firms.

Tab 4E – PTO 0001 Technical Approach Breakdown:

Provide a detailed technical approach breakdown proposal by tasks, level of effort and resources that demonstrate your understanding and analysis of the project work requirements. This technical approach breakdown shall include labor discipline, man hours, material, and equipment for prime and any proposed

subcontractors. The detailed technical approach breakdown shall be submitted in an Excel Spreadsheet. Use Attachment J4 as template, but do not include any pricing information. The technical approach breakdown will be used to validate your understanding of the PTO 0001 technical requirements. Do not include rates, costs, or prices with your detailed technical approach breakdown. Proposals that contain labor rates, costs, and or prices in the technical approach breakdown will be rated as unacceptable and deemed ineligible for award.

Note: For purposes of consistency and assurance that all technical requirements have been included in the price proposal under Factor 7, an identical copy of this technical approach breakdown proposal shall be submitted under Factor 7 – Price and shall include all associated costs and total price details.

Tab 4F – PTO 0001 Performance Milestone Schedule:

Provide a Performance Milestone Schedule that demonstrates understanding of objectives and challenges to successful performance with a target completion date not greater than twenty-four (24) months from date of award.

Submissions for Factor 4, Technical Approach (PTO 0001) proposal Tab 4A, Project Approach, Tab 4B, Team Organization Experience, and Tab 4D, Local Hiring Plan, combined shall be limited to a maximum total of 15 pages. **Submissions for Tab 4C – Conflict of Interest Mitigation Plan Tab 4E, Technical Approach Breakdown Plan, and Tab 4F, Performance Milestone Schedule will not count towards the page limitation.**

FACTOR 5: SAFETY

(i) Solicitation Submittal Requirements:

The Offeror shall submit the following information: (For a partnership or joint venture, the following submittal requirements are required for each contractor who is part of the partnership or joint venture; however, only one safety narrative is required. EMR and DART Rates shall not be submitted for subcontractors.)

- (1) **TAB 5A** - Experience Modification Rate (EMR): For the three previous complete calendar years (2012, 2013, and 2014), submit your EMR (which compares your company's annual losses in insurance claims against its policy premiums over a three year period). If you have no EMR, affirmatively state so, and explain why. Any extenuating circumstances that affected the EMR and upward or downward trends should be addressed as part of this element. Lower EMRs will be given greater weight in the evaluation.
- (2) **TAB 5B** - OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the three previous complete calendar years (2012, 2013, 2014), submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration. If you cannot submit an OSHA DART Rate, affirmatively state so, and explain why. Any extenuating circumstances that affected the OSHA DART Rate data and upward or downward trends should be addressed as part of this element. Lower OSHA DART Rates will be given greater weight in the evaluation.
- (3) **TAB 5C** - Technical Approach for Safety: Describe the plan that the Offeror will implement to evaluate safety performance of potential subcontractors, as a part of the selection process for all levels of subcontractors. Also, describe any innovative methods that the Offeror will employ

to ensure and monitor safe work practices at all subcontractor levels. The Safety Narrative shall be limited to two pages.

Submission for Factor 5, Safety shall be submitted in Volume #2 of the technical proposal and tabbed accordingly. Tab 5A - EMR and Tab 5B - OSHA/DART have no page limits. Tab 5C – Technical Approach for Safety is limited to two pages

FACTOR 6: SMALL BUSINESS UTILIZATION

Factor 6 consists of two Subfactors, 6A, Past Performance in Utilizing Small Business Concerns, and 6B, Small Business Participation. The evaluation of Subfactors 6A and 6B are of equal importance to the determination of the Factor 6 Rating.

Definitions: “SB” as used herein, is intended to include Small Business concerns, Small Disadvantaged Business concerns (SDB), Women-Owned Small Business concerns (WOSB), Historically Underutilized Business Zone Small Business concerns (HUBZone), Veteran-Owned Small Business concerns (VOSB), and Service-Disabled Veteran-Owned Small Business concerns (SDVOSB). All small business programs are self-certifying programs with the exception of HUBZone certifications, see HUBZone SB Certifications below. Small Business Program requirements and definitions may be found in the Federal Acquisition Regulations (FAR), Part 19.

HUBZone SB Certifications: Offerors are reminded that HUBZone SB concerns must obtain formal certification from the Small Business Administration (SBA) if they expect to receive the evaluation benefits associated with the HUBZone SB programs either as a prime or subcontractor(s). For more information on the HUBZone SB certification requirements and available benefits, contact your local SBA representative. Certified HUBZone SB firms are listed on the Systems for Award Management (SAM) website at <http://sam.gov>. It is the responsibility of the prime contractor to periodically check SAM as certifications are subject to change.

SUBFACTOR 6.A – PAST PERFORMANCE IN UTILIZATION OF SMALL BUSINESS CONCERNS

(i) Solicitation Submittal Requirements:

Proposals that do not include responses addressing ALL elements of the requirements stated below (a. through d.) must include an explanation why that element is not addressed.

- a. **TAB 6A** - Provide performance evaluation ratings (i.e., SF1420, DD2626, or equivalent) obtained on the implementation of small business subcontracting plans for all of the offeror’s projects referenced under Factor 1, Past Performance. Recently completed project evaluations are desired, however, in the absence of recently completed project evaluations, interim ratings for projects that are 80% complete may be considered. If more than ten evaluation ratings are provided, only the first ten will be considered. In addition, the Government may consider past performance information on other projects as made available to the Government from other sources (such as the Construction Contractor Appraisal Support Systems (CCASS)), Architect-Engineer Contract Administration Support System (ACASS) and Contractor Performance Assessment Reporting System (CPARS)).
- b. **TAB 6B** - Provide small business subcontracting history. Large businesses with Federal prime contracting experience shall provide final or current Subcontracting Report for Individual Contracts (SF294) or Individual Subcontracting Reports (ISR's) on prime (only) contracts submitted under Factor 1, Past Performance. If Factor 1 submitted contracts are not prime contracts, submit SF294s or ISRs for contracts of similar scope performed as the prime contractor. If goals were not met on any

- submitted contracts, an explanation for each unmet goal is required. Large Businesses with no documented SF294/ISR history shall submit a subcontracting history on Attachment (D), Small Business Past Performance. If more than ten (10) reports are provided, only the first 10 reports will be considered.
- c. TAB 6C - Small Business proposers shall provide a subcontracting history on Attachment (D), Small Business Past Performance.
 - d. If an Offeror is utilizing past performance information of affiliates/subsidiaries/parent/LLC/LTD member companies (name is not exactly as stated on the solicitation), the proposal shall clearly demonstrate that the affiliates/subsidiaries/parent/LLC/LTD member companies will have meaningful participation of all members in the management of the subcontracting program/plan by identifying the personnel or resources from the member companies that will be dedicated to managing the plan, and an organization chart which demonstrates the reporting chain within the membership.

If the Offeror is a Joint Venture, Partnership, LLC, or other entity consisting of more than one entity, provide past performance information, elements a. through d., for each individual business entity(ies) that will be responsible for managing the subcontracting program/plan.

Proposals including information on any of the following additional elements may be rated higher, based on the evaluated extent to which the information addresses the basis of evaluation in Section M of the solicitation:

- a. TAB 6D - Provide information on national-level, and industry-issued awards that offerors received for outstanding support to SB concerns within the past five (5) years. Include purpose, issuer, and date of award(s). National and industry-issued awards received beyond five (5) years will not be considered.
- b. TAB 6E - Provide information on previous, existing, planned or pending mentor-protégé agreements (MPA) under any Federal Government, or other, program held within the last five years. Information should include, at a minimum, the members, objectives, period of performance, and major accomplishments during the MPA.
- c. TAB 6F - Provide information on past use of Community Rehabilitation Program (CRP) organizations certified under the AbilityOne Program by SourceAmerica, or the National Industry for the Blind (NIB). Information should include the contract type, type of work performed, period of performance, and number of employed severely handicapped persons.

Submission for Subfactor 6.A Past Performance in Utilization of Small Business Concerns shall be submitted in Volume #1 of the technical proposal and tabbed accordingly. Tabs 6A, 6C, 6D, 6E, and 6F have no page limits. Tab 6B is limited to ten (10) reports. If more than 10 reports are provided for Tab 6B, only the first 10 reports will be considered.

SUBFACTOR 6.B – SMALL BUSINESS PARTICIPATION

- (i) Solicitation Submittal Requirements:

TAB 6G - Identify in terms of dollar value and percentage of the total acquisition, the extent of work you will perform as the prime contractor. If submitting an offer as a Joint-Venture, identify the percentage of work each member will be responsible for and indicate the size status of each member, e.g., LB, SB, SDB, WOSB, HUBZone SB, etc.

TAB 6H- If you are a Large Business, submit a Small Business Subcontracting Plan for this project in the format provided in Attachment E for this factor, to include all information required in the attachment.

TAB 6I - If you are a Small Business, submit a subcontracting participation breakdown in the format provided in Attachment F for this factor.

All proposers: To demonstrate commitment in using small business concerns, the Small Business Subcontracting Plan or subcontracting participation breakdown may list all subcontractors by name. If the proposed Small Business Subcontracting goals do not meet the minimum NAVFAC Small Business Subcontracting Targets, include a detailed explanation describing the actions taken to arrive at that determination, along with an explanation for the goals that actually were proposed. For proposals submitted on design-build solicitations, the proposer must identify its designer/design team in its Subcontracting Plan or Small Business Participation Breakdown.

TAB 6J - Firm commitments to subcontract to multiple companies: The Offeror may provide a demonstration of commitments in planned subcontracts by listing multiple names of companies that will be used to support a specific small business category (i.e., SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB).

Submission for Subfactor 6.B Small Business Participation shall be submitted in Volume #1 of the technical proposal and tabbed accordingly. Tabs 6G, 6H, 6I and 6J, have no page limits.

FACTOR 7: PRICE OF PROPOSED TASK ORDER 0001

(i) Solicitation Submittal Requirements:

The Price of PTO 0001 shall be submitted in Volume 3 – Factor 7, Price Proposal in the format as specified in the solicitation Clause L3, proposal submission requirements.

- a. Tab 7A: Standard Form (SF) 33 (Solicitation, Offer and Award).
- b. Tab 7B: CLINs 0001 (**no pricing required**) and 0002 (**total price for performing PTO 0001**), Section B of the Solicitation, Supplies or Services and Prices.
- c. Tab 7C: PTO 0001 Price Proposal Spreadsheet, Attachment J4. Attachment J4 is to be submitted in Microsoft 6.0 or latest version, with all formulas and links to detail worksheets (if any) intact. Attachment J4 is a sample format, firms may make changes based on your accounting structure, and proposed technical requirement.
- d. **Tab 7D: Bid Guarantee or Alternative Payment Protection pursuant to FAR 28.102.**
- e. Tab 7E: Responsibility Determination Matters:

(1) Certification:

FAR Clause 52.209-7 and DFARS Clause 252.209-7999 are not found in the electronic Representations & Certifications in the System for Award Management (SAM);

therefore, Offerors shall submit FAR Clause 52.209-7 with paragraph (b) completed to report whether or not they have current active Federal contracts and grants with a total value greater than \$10,000,000 and Offerors shall submit DFARS Clause 252.209-7999 with paragraph (b) completed to report whether or not they have any unpaid Federal tax liability or were convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) Financial Questionnaire (Attachment J-6):

Offerors shall submit the Financial Questionnaire to their financial institution and request the financial institution complete the questionnaire with regard to the Offeror's firm. Upon completion of the questionnaire, the financial institution should place the completed questionnaire in a sealed envelope showing the return address of the financial institution and forward it to the Offeror so that the Offeror can include the questionnaire (in the sealed envelope) with the Offeror's proposal.

If the Offeror is a joint venture, information should be submitted for the joint venture. If there is no information for the joint venture, information should be submitted for each joint venture partner.

(3) VETS-100 and/or VETS-100A Reports:

Offerors shall include a copy of their VETS-100 and/or VETS-100A Report or a confirmation notification email in their proposal as submission verification. If this requirement is not applicable to your firm, provide a statement that your firm does not have any contracts subject to this requirement.

A contract cannot be awarded to a contractor that has not submitted a required annual form VETS-100A, Federal Contractor Veterans' Employment Report (VETS-100 and/or VETS-100A Report) if subject to the reporting requirements of 38 U.S.C. 4212(d) for that fiscal year.

L4 ADDITIONAL INFORMATION FOR OFFERORS

A. System for Award Management

The System for Award Management (SAM) is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation includes the functionality from the following systems:

- * Central Contractor Registry (CCR)
- * Federal Agency Registration (Fedreg)
- * Online Representations and Certifications Application (ORCA)
- * Excluded Parties List System (EPLS)

Contractors must be registered in the System for Award Management (SAM) prior to award of a DoD contract. In order to participate on this solicitation, contractors must also complete electronic representations and certifications. For more information and to complete the electronic Representations & Certifications, see the SAM website at <http://www.sam.gov>. A contract cannot be awarded to a contractor not registered in SAM. Remember to review the NAICS codes listed in your SAM record and make sure that you have listed the NAICS code for this procurement.

Note: FAR Clause 52.209-7 and DFARS Clause 252.209-7999 are not found in the electronic Reps & Certs in SAM; therefore, Offerors shall submit FAR Clause 52.209-7 with paragraph (b) completed to report whether or not they have current active Federal contracts and grants with a total value greater than \$10,000,000 and Offerors shall submit DFARS Clause 252.209-7999 with paragraph (b) completed to report whether or not they have any unpaid Federal tax liability or were convicted of a felony criminal violation under a Federal law within the preceding 24 months.

B. Federal Contractor Program (VETS-100)

In accordance with Federal Acquisition Regulation (FAR) 22.1303, any contractor or subcontractor with a contract of \$100,000 or more with the Federal Government must take affirmative action to hire and promote qualified targeted veterans which includes, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

If subject to the reporting requirements, companies must file an annual VETS-100 and/or VETS-100A Report, which shows the number of targeted veterans in their work force by job category, hiring location, and number of new hires, including targeted veterans hired during the reporting period and the maximum number and minimum number of employees of such contractor during the period covered by the report. Instructions, information and follow-up assistance is provided at VETS-100 Internet site at <http://www.dol.gov/vets/vets-100.html> or employers may contact the VETS-100 customer support at (866) 237-0275 or e-mail at VETS100-customersupport@dol.gov.

Upon the successful submission of a VETS-100 and/or VETS-100A report(s), federal contractors will receive an email confirmation of receipt notification for their records. Offerors shall include a copy of their confirmation notification email or the most recent report in their proposal as verification of submission. If this requirement is not applicable to your firm, provide a statement that your firm does not have any contracts subject to this requirement.

A contract cannot be awarded to a contractor that has not submitted a required annual form VETS-100A, Federal Contractor Veterans' Employment Report (VETS-100 and/or VETS-100A Report) if subject to the reporting requirements of 38 U.S.C. 4212(d) for that fiscal year.

(End of Summary of Changes)