

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>J</b>	PAGE OF PAGES <b>1   53</b>
2. AMENDMENT/MODIFICATION NO. <b>0002</b>		3. EFFECTIVE DATE <b>02-Jun-2015</b>	4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NAVFAC SOUTHWEST ENVIRONMENTAL CONTRACTS CORE CODE RAQE0 1220 PACIFIC HWY SAN DIEGO CA 92132-5190		CODE <b>N62473</b>	7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. <b>N62473-15-R-0813</b>
			X	9B. DATED (SEE ITEM 11) <b>08-May-2015</b>
				10A. MOD. OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<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 type="checkbox"/> is extended, <input checked="" 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)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
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.)  The purpose of this amendment is to revise Sections C, J, and L. See page 2 for full modification details.				
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  <b>02-Jun-2015</b>

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 02

Changes identified below will be reflected in **Blue Bold Font** in the respective sections of the RFP.

QUESTION 1: Section L, Factor 2: Technical Approach (PTO0001), TAB C – Performance Milestone Schedule (p. 118 of 129). We are wondering about the statement to discuss range availability for a total of two separate mobilizations, each lasting 14 days. Is it acceptable for the contractor to use one mobilization and work both Target Area S-4-1 and S-4-3 concurrently?

**RESPONSE: Section L, Factor 2: Technical Approach (PTO 0001), TAB C, Performance Milestone Schedule is hereby revised as follows:**

**Deleted - 2) Range availability for field work for a total of two (2) separate mobilizations, each lasting 14 days.**

**Added - 2) Range availability for field work for a total of one (1) mobilization, lasting 30 days, from 16 November 2015 to 16 December 2015.**

QUESTION 2: Performance Work Statement for PTO 0001, Work Element 3 – Field Work, 4.3.1

This section states that “the processing of all debris will be accomplished in the Camp David Area”... “Since this area is outside of the range area, the Contractor can process in this area while the ranges are in “hot” status”. The RFP indicates the contractor will have 30 days of almost uninterrupted use of the ranges in a “cold” status, as such can the contractor process material at the range site during these 30 days?

**RESPONSE: Section J2, PTO 0001 PWS, Section 4.3 will be revised as follows:**

**Added - Processing of debris may be performed at S-4-1 during the 30 day “cold” status.**

QUESTION 3: Section L, Section L4, a. Factor 6, Price, (1) Proposal , Submission Requirements, Tab B Please confirm that if the offeror is a JV only one completed FAR Clause 52.209-7 and one completed DFARS Clause 252.209-7999 is required.

**RESPONSE: Section L4, a. Factor 6, Price, TAB B (2) Certification is hereby revised as follows:**

**Added – If the Offeror is a Joint Venture information should be submitted for the Joint Venture and each Joint Venture Partner. If there is no information for the joint venture, information should be submitted for each joint venture partner.**

QUESTION 4: Section L4 Proposal Submission Requirements (Factors), Factor 2 : Technical Approach (PTO 0001) AND Attachment J2, Tab C Performance Milestone Schedule, Question 2 AND 4.3 Work Element 3 – Field Work Tab C Reference - “Range availability for field work for a total of two (2) separate mobilizations, each lasting 14 days”. Para 4. Reference “Both areas will be closed at the same time from the 16th of Nov. to 16th of Dec for a total of 30 days...” “...closure will be on the 20th of Nov...” In the performance milestone schedule, can the contractor

adjust their schedule using only one (1) mobilization that will cover the entire field event between 16 Nov. and 16 Dec.?

**RESPONSE: See answer #1 above and the corresponding revised Section L4.**

**QUESTION 5:** PWS Section 1.7.2 Key Personnel Qualifications, UXO Program Director Minimal Qualifications, (Page 8), Minimal qualifications include the following: An undergraduate degree in engineering, physical science or business, Ten (10) years of experience managing large single award and/or multiple award task orders involving multiple UXO teams working concurrent at multiple locations, Five (5) years of which as a senior manager working on large scale UXO clearance and processing projects similar in scope, size and complexity as those described in the PWS.

Wikipedia defines Physical science as: the branch of natural science <[http://en.wikipedia.org/wiki/Outline\\_of\\_natural\\_science](http://en.wikipedia.org/wiki/Outline_of_natural_science)> that studies non-living systems, in contrast to life science <[http://en.wikipedia.org/wiki/Life\\_science](http://en.wikipedia.org/wiki/Life_science)> . It in turn has many branches, each referred to as a "physical science", together called the "physical sciences". However, the term "physical" creates an unintended, somewhat arbitrary distinction, since many branches of physical science also study biological phenomena (organic chemistry, for example).

Will an undergraduate degree in Biology meet the intent of PWS Section 1.7.2 as it relates to educational requirement?

**RESPONSE: Section C, 1.7.2 Key Personnel Qualifications, UXO Program Director is hereby revised as follows:**

**Deleted - Minimal qualifications include the following:**

- a) **An undergraduate degree in engineering, physical science or business;**
- b) **Ten (10) years of experience managing large single award and/or multiple award task orders involving multiple UXO teams working concurrent at multiple locations;**
- c) **Five (5) years of which as a senior manager working on large scale UXO clearance and processing projects similar in scope, size and complexity as those described in the PWS.**

**Added - Minimal qualifications include the following:**

- a) **An undergraduate degree in engineering, science, or business;**
- b) **Five (5) years of experience managing large single award and/or multiple award task orders involving multiple UXO teams working concurrent at multiple locations;**
- c) **Three (3) years of which as a senior manager working on large scale UXO clearance and processing projects similar in scope, size and complexity as those described in the PWS.**

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

### SECTION C

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

**Range Sustainment and Remediation Services  
At  
Department of Defense and Other Governmental Agencies**

## **PART 1            GENERAL DESCRIPTION AND PERSONNEL REQUIREMENTS**

### **1.1     OBJECTIVE**

The objective of this procurement is to obtain Range Sustainment and Remediation (RSR) services at Navy and Marine Corps installations, predominately at active and inactive ranges. Work may also occur at other locations including; Formerly Used Defense Sites (FUDS); Munition Response Program (MRP) sites; and/or any area on a military installation or parcel or other Department of Defense (DoD) property where Munitions of Explosive Concern/Unexploded Ordnance (MEC/UXO) and/ or range related items may be present.

### **1.2     GENERAL**

The main focus of this contract is performance of range sustainment projects including but not limited to: range clearance; processing and recycling of range residue (defined as munitions debris and range related debris); UXO clearance/removal/venting and disposal; explosive anomaly avoidance; range component layout/reconfiguration; range closure; small arms range sustainment, range alteration, and range renovation; target restoration/removal/replacement; renovation and sustainment; small arms berm projectile mining services. This acquisition encourages innovative approaches to safely and cost effectively perform range sustainment and remediation work.

The additional focus of this contract is performance of range remediation projects involving environmental work such as investigations and/or remediation. Range remediation projects may include, but are not limited to; assessment and remediation of Munition Response Program (MRP) and other sites, restoration and/or remediation of formerly used defense sites to include both munitions components and hazardous, toxic, and radiological waste (HTRW) components.

The work to be ordered under this contract will be performed at various locations within Naval Facilities Engineering Command, Southwest (NAVFAC SW) footprint. Work may be located in Alaska, Arizona, California, Colorado, Nevada, New Mexico, Oregon, Utah, and Washington.

Although these are the principal geographical areas of performance, the contractor may be required to perform work at other Naval and Marine Corps or other DoD activities within the NAVFAC area of responsibility, both CONUS and OCONUS.

The exact location where work will take place shall be identified at the Contract Task Order (CTO) level and outlined in individually issued Performance Work Statements (PWS). In general, projects will be located primarily at operational range complexes and/or research, testing and development ranges. Projects may also include sites on the Superfund National Priority List (NPL) as well as non-NPL sites regulated under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and Resource Conservation and Recovery Act (RCRA), and other sites under local, state and/or Federal control.

Work may be performed at; land based ranges; water ranges; operational areas, and other areas where military personnel train.

The general work requirements performed by this contract may be subject to the Service Contract Act (SCA) and/or the Davis Bacon Act (DBA) which will be included, as necessary, in the individual request for proposals and resulting CTO's.

### **1.3     SCOPE OF WORK**

The Contractor shall provide all qualified labor, equipment and resources necessary to successfully complete each project. The Contractor shall conduct appropriate field surveys, site visits, interviews with knowledgeable persons, and development and Government approval of required Work Plans; Accident Prevention Plans (APP) and Site Specific Health and Safety Plans (SSHP); Standard Operating Procedures (SOPs) prior to the commencement of fieldwork.

The Contractor will perform all work in accordance with the latest versions of the Department of Defense Explosives Safety Board requirements; Naval Ordnance Safety and Security Office (NOSSA) requirements and Marine Corps System Command (MARCORSYSCOM); Army Corps of Engineer requirements and all other range

and UXO related DOD guidance. The Contractor shall be familiar with, understand, and have prior experience in performing the specific tasks anticipated to be performed under this contract to include but not limited to:

**1.3.1 Range Sustainment.** Range sustainment activities may include, but will not be limited to: 1) Pre-clearance assessments; 2) Operational Range Clearance (ORC); 3) Range revitalization; 4) Removal, processing, and recycling of range residue; 5) Proper management and disposal of Munitions of Explosive Concern (MEC), Munitions Potentially Presenting an Explosive Hazard (MPPEH), Munition Debris (MD), Range Related Debris (RRD), and/or other range related materials; and 6) Target placement/replacement..

**1.3.2 Explosive Anomaly Assessment/Avoidance.** Provide support to construction projects and environmental investigations being conducted by other contractors or entities that require anomaly avoidance, anomaly reacquisition, anomaly excavation, transect evaluations, standby MEC support, subsurface removal of MEC, or emergency disposal/removal of MEC, in support of nonintrusive and intrusive range activities.

**1.3.3 Munitions Response Program (MRP).** Provide necessary support to the MRP program including all phases (i.e., Preliminary Assessment PA, Site Investigation SI, Engineering Evaluation/Cost Analysis EE/CA, Remedial Investigation RI/Feasibility Study FS, Non Time Critical Removal Actions NTCRA, Time Critical Removal Actions TCRA, etc.) normally utilized to perform MRP. The Contractor will perform all work in accordance with the Department of Defense Explosives Safety Board requirements, the Defense Environmental Restoration Program (DERP), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the National Contingency Plan (NCP), and compliance with other applicable laws and regulations.

**1.3.4 Quality Management.** The contractor is responsible for the control of product quality and for offering to the Government for acceptance only those products/services that conform to contractual requirements.

## **1.4 OTHER REQUIREMENTS**

During the progress of the work, the Contractor may be called upon by the Government to produce preliminary field data and information that is deemed necessary to satisfy Government needs. The Contractor shall provide data from a project to the extent that such requests do not delay the overall schedule of the project. This shall be identified at the CTO level and shall be coordinated with the CTO's Contracting Officer Representative (COR).

The Contractor shall be prepared to support and participate in various public forums as specified in the individual PWS. Work may include: assistance in compiling presentation data; expert technical support during public information meetings, Restoration Advisory Board sessions, interagency coordination and other forums.

The Contractor shall be expected to properly, appropriately, adequately, safely, and thoroughly investigate all areas and sources of information pertinent to the objective analysis of the work tasks specified in each task order with no "after-the-fact" findings, excluding those outside of the control of the Contractor. The report and execution of investigation shall be done in an objective and dispassionate manner delineating fact and opinion. Interpretation shall be presented as arguments clearly identifying assumptions, premises, biases, and logic. Hypotheses shall be identified as such. All technical terms used in the report shall be defined. Concise, but complete description detailing the data, methods, conclusions, and recommendations shall be based on professional judgments of recognized experts in their field of research.

Due to the operational tempos at operational range complexes, PWSs for this contract will typically require the contractor to have the resources (personnel and equipment) available to perform large-scale clearance of and/or the processing/recycling of range residue in a very limited amount of time and at multiple operational range complexes during the same period of time. CTOs may require crews to be available for work during major holiday timeframes, evenings and/or weekends.

All work under this contract shall be in accordance with the applicable publications specified in the REFERENCE section of this contract. The Contractor shall use the latest version of each referenced document or procedure. All

personnel conducting work shall have the appropriate training, personal protection and safety course as specified by CFR 1910.20 and any other applicable requirements.

## 1.5 SPECIFIC SERVICES

**1.5.1 Contract Task Orders.** For each CTO under this contract the Government will provide a specific PWS describing the work required, performance metrics, the schedule, the types and numbers of submittals, and review schedule. The contractor shall, upon receipt of a CTO, supply all personnel, tools, equipment, communications, transportation, materials, and supervision (except as otherwise noted) to integrate, manage, and execute all specified aspects of the task order. All CTOs will have established performance criteria.

**1.5.2 Site Visit.** Upon award of a CTO a site visit may be authorized by the Contracting Officer (KO) or designated representative to assist in the preparation of the initial Work Plan (WP) for field activities. The APP/SHSP shall be prepared by the contractor and submitted to the Contracting Officer Representative (COR) and/or the Technical Point of Contact (TPOC) and approved prior to the site visit. During the site visit, particular attention shall be directed to environmentally sensitive areas and concerns that shall be explicitly addressed in the Work Plan. No intrusive activities shall be conducted during the site visit. The site visit team shall include a Senior UXO Supervisor who will be assigned to the subsequent munitions response efforts when possible.

**1.5.3 Work Plans (WP).** All work involving munitions and explosives of concern or any material or time with the potential to explode must develop and implement a specific plan to address this hazard. This includes a mechanism to assure protection of all subcontractors, site visitors, or any person potentially exposed to an explosive hazard. Work must be performed in a manner consistent with appropriate Department of Defense, Navy, Marine Corps, and/or other guidance, in order to assure hazards are identified and appropriate precautions are place in order to avoid preventable mishaps. In the case of mishaps, the plan must include text that assures the appropriate response takes place and proper reporting is accomplished.

1.5.4 The contractor shall prepare and submit, for COR and or TPOC approval, a WP which includes standard SOPs describing how the effort will be accomplished as required by individual CTO. The contractor may not mobilize to the site or begin working until the WP and SOPs have been approved and a Notice to Proceed (NTP) issued. The WP may contain the following sub-plans; however, each task order will indicate which plans are required and may include plans not listed below:

- Technical Management Plan
- Explosives Management Plan
- Explosives Siting Plan
- Geophysical Investigation Plan
- Accident Prevention Plan
- Site Specific Health and Safety Plan
- Location Surveys and Mapping Plan
- Data, Management Plan
- Sampling and Analysis Plan
- Quality Assurance Project Plan
- Environmental Protection Plan
- Investigative Derived Waste Plan
- Geographic Information Systems Plan

The Contractor shall prepare, implement, and enforce for each site described in CTOs, an APP/SHSP. The Contractor shall ensure that health and safety provisions are followed by their subcontractors, suppliers, and support personnel. The Contractor's APP/SHSPs shall comply with and reflect appropriate requirements of the most current version from 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; "Department of the Navy Environmental Restoration Program Manual; and any other relevant Federal,

State, and local regulations. Where regulations or requirements conflict, the most stringent standards will apply. The Contractor shall comply with the applicable portions of DoD 4145.26-M, "Contractors Safety Requirements for Ammunition and Explosives", OPNAV INST 5090.1C (, and NAVSEA OP 5, Volume 1, latest Revision, "Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping".

The Contractor may be required to prepare and submit an Explosive Safety Submission (ESS) or ESS Determination as required by individual CTOs in accordance with guidelines per the most current version of NOSSA Instruction 8020.15.

## **1.6 TASK ACTIVITIES**

Typical activities under CTOs to this contract may include, but are not limited to those given below and may be requested to be performed in terrestrial or aquatic environments:

- Range Sustainment. Provide support at active military ranges as necessary to remove munitions, range residue, and debris. Removal/Replacement of target and target structures.
- Perform pre-clearance assessments. Assessments may include but are not limited to the following: site surveys, geophysical assessments, site reconnaissance, modeling, remote sensing surveys, range condition assessments, comprehensive range evaluation, range environmental vulnerability assessments, preliminary assessments, removal actions, and site inspections.
- MPPEH/MD/RRD Handling. The contractor shall furnish all necessary personnel and equipment to demilitarize and transport MPPEH/MD at a predetermined location onsite. MPPEH/MD that have been in direct contact with energetic materials of the ordnance will be visually inspected by UXO personnel and will be certified free from energetic materials that would pose an explosive safety hazard. Range residue will be treated and handled in accordance with DoD 4160.21-M and DoD 4160.21-M-1.
- MD/RRD Processing. Perform metal processing such as: thermal treatment, waterjet cutting, and shearing to ensure MD/RRD is free of explosive residues
- Munitions Response Operations. The contractor shall provide the necessary personnel and equipment to locate, gain access, identify, recover, store, and if directed, apply final disposal/destruction/treatment procedures to all MEC, HTRW and CWM in both terrestrial and aquatic environments. The procedures used during MEC removal actions shall comply with those contained in the approved WP. Transportation of MEC shall be in accordance with all applicable Federal, State, and local laws and regulations. An After Action Report shall be submitted in accordance with the work plan approved by the COR and/or TPOC.
- Historical Records Review. Archives or other records searches and summaries.
- Visual Surveys. Non-intrusive visual reconnaissance of potential or known munitions areas.
- Anomaly Avoidance. Provide support to field operations as necessary to avoid surface or subsurface MEC during non-intrusive and intrusive range activities.
- Anomaly Investigation. Excavate and evaluate target anomalies to determine identity, size, composition, depth, location and condition.
- Pilot Tests. The contractor may conduct or support small scale tests to evaluate approaches to conducting the work tasks described in this PWS to include applicability of various equipment types, effectiveness of a specified treatment, evaluation of disposal techniques, or other related work approaches.
- Investigation Support. Provide support to munitions, construction, or environmental investigations being conducted by other contractors or entities that require avoidance, transect evaluations, emergency disposal/removal of MEC, anomaly reacquisition, or anomaly excavation.
- Provide support at sites to ensure safe identification, evaluation and removal of buried MEC/UXO.
- Geophysical Mapping. Perform analog and digital geophysical surveys using instruments capable of detecting and locating anomalies.
- Underwater Assessment. Conduct underwater assessment surveys which may include: side scan sonar, magnetometer surveys and detector aided visual inspection
- Perform revitalization of training and research development testing and evaluation (RDT&E) ranges: Revitalization may include but is not limited to various range element repair or replacement, target repair/replacement, placement of new targets or infrastructure or other related services to support range operation.
- Conduct assessments of munition constituents and other chemical contamination that may occur as a result of range or operational area use.

- Implement protective measures and/or sustainable range oversight to abate, prevent, minimize, stabilize, or eliminate explosive safety hazards or the release or the threat of release of munition constituents (MCs) and their byproducts to off-range areas. Protective measures may include but are not limited to: posting signs warning of dangers associated with the range, addressing security procedures for range access and control, address requirements of safely managing UXO, implement erosion controls.
- Identify, recommend and implement range sustainment enhancements to improve efficiency and reduce costs.
- Conduct site verification activities that may include, but are not limited to, groundwater sampling, soil gas sampling, soil sampling, laboratory analysis and reporting, as required.
- Support Facilities. Install and operate support facilities (i.e., site project office, command post, decontamination facilities, roads, and utilities) and establish exclusion, contamination reduction, and support zones. The contractor shall locate staging and demolition areas, subject to Government approval.
- Surveying. Provide location surveys and mapping in accordance with the work plan. All surveying and mapping requirements will be overseen by a Registered Professional Land Surveyor.
- Permits. Obtain permits and licenses necessary to conduct operations including building permits and Department of Transportation (DOT) permits for transport of MPPEH and HTRW on public highways. All permit acquisition and requirements will be coordinated with the Government personnel, unless specifically necessary for the operations of the contractor.
- Explosives Permits. Hold or provide a Subcontractor with a current Bureau of Alcohol Tobacco and Firearms BATFE permit to purchase, transport, store, and manage explosives.
- ESS/Explosive Siting Plans (ESP) Preparation. Develop ESS, ESS determinations, and ESPs.
- Perform small arms range management and/or closure. Services will require implementation of various best management practices (BMPs) designed to minimize the potential impact on human health and the environment, protect groundwater, surface water, wetlands, wildlife, prevent subsurface soil contamination, and prevent erosion. Contracted service may also require assessment and removal of lead contaminated soil (may also include other metals munitions constituents or media) in support of small arms range management or closure.
- Provide support with Geographic Information Systems (GIS), Computer-Aided Design (CAD), and electronic data management.
- Reporting. Develop reports for various investigations or actions conducted. Technical memoranda and reports may including but are not limited to: closeout reports, technical memoranda, range condition assessments, comprehensive range evaluations, 5-year reviews, findings of inspection, surveys, assessments, reconnaissance, testing, modeling, closure reports, and site assessment reports. The specific deliverables will be identified in individual task orders.
- Technical Project Planning. Participate in meetings with Navy personnel, regulatory agencies, restoration advisory boards, and other stakeholders to determine appropriate approaches to project implementation.

## 1.7 PERSONNEL AND TRAINING QUALIFICATIONS/REQUIREMENTS

**1.7.1 Review of Resumes** The Government reserves the right to review the resumes of Contractor employees performing under this contract and to ascertain the qualifications relative to the personnel qualification requirements of the contract. Accordingly, the Contractor shall furnish such resumes to the Contracting Officer upon request and provide other additional information as required. If a college degree is specified as required, the degree must be from a U.S. accredited university or demonstrate that the degree from a foreign university is recognized by a U.S. Engineering Board, U.S. Health and Safety Board, or a U.S. Board of Industrial Hygiene, as applicable. Prior to beginning work under this contract all key personnel, shall be approved by the Contracting Officer or designate representative. Federal employees, military or civilian, shall not be employed by the contractor in performance of any work under this contract (i.e., during off duty hours, regular hours or while on annual leave.)

**1.7.2 Key Personnel Qualifications** 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 following positions are considered Key Personnel and must meet the following experience and educational requirements:

**UXO Program Director** – Responsibilities and duties include: 1) overall management of this contract; 2) ensuring compliance with all applicable Federal, State, Local, DoD and Navy/Marine Corps regulations, guidance and policy, as well as the contract terms and conditions; 3) monitoring and controlling project costs and quality control; 4) assigning personnel consistent with contract requirements. Ensuring all employees engaging in UXO related work are properly trained and qualified to safely perform each task.

Minimal qualifications include the following:

- a) An undergraduate degree in engineering, **science**, or business;
- b) **Five (5)** years of experience managing large single award and/or multiple award task orders involving multiple UXO teams working concurrent at multiple locations;
- c) **Three (3)** years of which as a senior manager working on large scale UXO clearance and processing projects similar in scope, size and complexity as those described in the PWS.

**Senior UXO Supervisor (SUXOS)** – Minimum of the three (3) SUXOS. Duties/Responsibilities include; 1) ensure performance of site activities in accordance with Work Plan and other project plans and specifications 2) supervise all site work including UXO related work 3) Implement day to day aspects of the Accident Prevention Plan (APP) and Work Plan 4) Observe the fieldwork activities for the presence of energetic material or the presence of MEC/MPPEH 5) Advise on the disposal of MEC, if encountered and coordinate with explosive ordnance disposal (EOD) personnel (as necessary) 6) report, in a timely manner, any proposed significant project changes to the project manager to allow review and approval prior to incorporating 7) assist in the preparation of work progress schedules, project reports

- a) Qualified in accordance with the U.S. Department of Defense (DoD) requirements set forth in DoD explosive Safety Board (DDESB) Technical Paper (TP) Number 18 (DoD, 2004).
- b) Minimum of five (5) years of experience working on projects of similar size, complexity and scope as those operational range clearance projects describe in the PWS .

**UXO Safety Officer (UXOSO)** – Minimum of two (2) UXOSO. Duties/Responsibilities include: 1) Implement the APP and Site Safety and health Plan (APP/SSHP) 2) implement the approved explosives and MEC safety program in compliance with all DoD, federal, state, and local statutes and codes 3) Analyze MEC and explosives operational risks, hazards, and safety requirements 4) establish and ensure compliance with all site specific safety requirements for MEC and explosives operations

- a) Qualified in accordant with the U.S. Department of Defense (DoD) requirements set forth in DoD explosive Safety Board (DDESB) Technical Paper (TP) Number 18 (DoD, 2004).
- b) Minimum of five (5) years of experience working on projects of similar size, complexity and scope as those operational range clearance projects described in the PWS

### **1.7.3 Key Personnel Substitution Requirements**

Key personnel may be substituted in accordance with key personnel substitution requirements specified herein.

The Contractor shall assign to this contract only those persons whose resumes were submitted in its technical proposal and evaluated by the Government.

The Contractor agrees that during the first 180 days of the contract performance period, no key personnel substitutions shall be permitted unless an individuals' 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 30 days in advance of the proposed substitutions to the Contracting Officer, and provide information required below:

- a) Documentation that substitutes have qualifications that are equal to, or higher than, the qualifications of the person to be replace:
- b) A detailed explanation of the circumstances necessitating proposed substitutions
- c) A complete resume for the prosed substitute and any other information requested by the Contracting Officer

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**1.7.4 Minimum Qualifications Standards for Non-Key Personnel Performing UXO-related Operations**

Table 1 hereby incorporated as Exhibit A

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## **PART 2      GENERAL REQUIREMENTS FOR CONTRACT TASK ORDERS**

### **2.1      CONTRACT TASK ORDER BASIC REQUIREMENTS**

#### **2.1.1      Project Information**

The Government will identify the work requirements in individual CTOs. The information may include drawings, munitions information maps and specifications, reports, reference drawings, and boring logs.

#### **2.1.2      Drawing Error and Omission**

Omissions from drawings or specifications or misdescriptions 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 misdescribed 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 CTOs 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 individual Task Order. 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.

### **2.2      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 general specifications or 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 requirement 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.

### **2.3      OPTIONAL REQUIREMENTS**

Where a choice of materials or methods, or both, is permitted in the contract or CTO, the Contractor shall have the discretion to choose an alternative unless otherwise required by the specification.

### **2.4      AS-BUILT RECORDS**

Maintain/develop at the project site one set of contract drawings and specifications marked to show any deviations which have been made from the CTO 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 and structures that differ from the contract drawings. The drawings shall be available for review by the CO at all times. Upon completion of the work, deliver the marked set of prints to the CO or designated representative.

### **2.5      REGION/INSTALLATION INSTRUCTIONS/REGULATIONS**

The Contractor and his employees and subcontractors shall become familiar with and obey all station regulations, including, range access brief for work on Navy, Marine Corps, Air Force, and Army ranges fire, traffic, and security regulations. 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 schedule work to cause the least amount of interference with base operations. Work schedules shall be subject to the approval of the CO or designated representative, and the range manager. For work on operational ranges the Government will determine range availability and the contractor will be responsible for scheduling work to comply with range availability. 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. CTOs will specify restrictions when applicable, and specify when the work shall commence and be completed.

## **2.7 EXISTING WORK**

### **2.7.1 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 in the new work, or (3) are salvaged and stored.

### **2.7.2 Replacement**

Portions of existing work which have been cut, damaged, or altered in any way during range sustainment, and Munition Response Program services, operations and sustainment 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.

### **2.7.3 Location of Underground Utilities**

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 magnetic equipment and mark the surface of the ground where existing underground utilities are discovered.

## **2.8 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.

## **2.9 RESTRICTIONS ON EQUIPMENT**

Certain installations requiring range sustainment, explosive anomaly avoidance, and MRP services 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. CTOs will specify restrictions, when applicable.

## **2.10 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 CO 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.

## 2.11 SECURITY REQUIREMENTS

The Contractor shall comply with all federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the CO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances and badges are obtained.

### 2.11.1 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.

### 2.11.2 Employee Listing

The Contractor shall maintain and provide the CO a current listing of employees within 15 days from award. The list shall include employee's name, social security number, and level of security clearance.

### 2.11.3 Vehicles

The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code and, if required, a DoD decal. Vehicles shall meet all other requirements of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable. Vehicles shall be maintained in good repair.

### 2.11.4 Identification Badges and Vehicle Passes

All Contractor employees shall obtain the required employee and vehicle passes. Application for and use of badges or one day passes will be as specified herein and as otherwise directed by the CO or his/her authorized representative. Obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge. Furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting access. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the CO.

2.11.5 NCACS Program: NCACS is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com> or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. No equitable adjustment in contract cost/price or schedule shall be allowed on account of the Contractor participating in/utilizing the NCACS Program to obtain installation access.

2.11.6 One-Day Passes: Participation in the NCACS Program is not mandatory. In lieu of participating in the program, the Contractor may elect to have its personnel obtain daily passes from the installation's pass and decal office in accordance with applicable installation security regulations/procedures. Note that Contractor personnel obtaining installation access via daily passes will be subject to, among other things, daily mandatory vehicle inspection and will have limited access to the installation. The Government will not be responsible for any cost/price or schedule impacts that may result from the Contractor electing to have its personnel obtain one-day passes instead of choosing to participate in the NCACS Program

Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's pass and badge shall be returned within 5 calendar days..

#### 2.11.7 Site Security Requirements

Provide site security such as fencing or guard service as required by each CTO. However, at a minimum, maintain the site and other Contractor controlled areas in such a manner as to minimize the risk of injury or accident to site personnel or others (such as illegal immigrants or illegal scrap collectors) who may be in the area. Carefully mark work on or near roadways with lights and barricades complying with State and local regulations; or where such regulations are not applicable, provide adequate lights and barricades to minimize the risk of an accident. Fence open excavations that pose a danger 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. Work on ORC projects will be limited to daylight hours.

### **2.12 CONTRACTOR AND SUBCONTRACTOR PERSONNEL LIST**

Provide to the COR 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.

### **2.13 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.

### **2.14 EMERGENCY RESPONSE**

#### 2.14.1 Definition

Emergency response is defined as having action personnel at the identified location within 24 hours of notification. These personnel shall be staging and preparing for immediate actions to be taken.

#### 2.14.2 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 UXO or contaminated soils, and identification of immediately dangerous to life and health (IDLH) circumstances, such as in the case of hazardous material spills, industrial accidents, or identification of high levels of contamination.

#### 2.14.3 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 CO, NTR or other designated representative.

## **PART 3 ENVIRONMENTAL AND NATURAL RESOURCES PROTECTION**

### **3.1 GENERAL**

The requirements stated herein provide general protection of natural resources and the environment during execution of CTO work. The Contractor shall comply with all Federal, State, local, and base environmental laws and regulations including, but not limited to, pertinent OSHA and DOT 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**

As required, provide the following submittals to the KO and COR designated representative, as specified:

- Environmental Protection Plan
- Environmental Conditions Report
- Hazardous Waste Management Plan
- Emergency and Hazardous Chemical Inventory Forms
- Toxic Chemical Release Report

### **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**

As specified in an individual CTO, meet with the COR 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**

As specified in a CTO perform a survey of the project site with the COR 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 CTO. Coordinate with appropriate (Region, NAVFAC, Station, facility etc...) natural resource points of contact prior to performing any work.

#### **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 CO or designated representative's approval is required before any equipment will be permitted to ford live 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 to its original condition or as specified in CTOs.

#### 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 CTOs.

#### 3.4.4 Trees

Except in areas to be cleared, do not remove, cut, deface, injure, or destroy trees or shrubs without CO or designated representative's permission. Do not fasten or attach ropes, cables, or guys to existing nearby trees for anchorages unless authorized by CO. Where such use of attached ropes, cables, or guys is authorized, the Contractor will be responsible for any resultant damage.

#### 3.4.5 Wetland Areas

The Contractor shall not disturb any wetland areas unless authorized.

### 3.5 **HISTORICAL AND ARCHAEOLOGICAL RESOURCES**

If during excavation or other activities any previously unidentified or unanticipated historical, archaeological, and cultural resources are discovered or found, all activities that may damage or alter such resources will be temporarily suspended. Resources covered by this paragraph include but are not limited to: any human skeletal remains or burials; artifacts; shell, midden, bone, charcoal, or other deposits; rock or coral alignments, pavings, wall, or other constructed features; and any indication of agricultural or other human activities. Upon such discovery or find, immediately notify the CO or designated representative so that the appropriate authorities may be notified and a determination made as to their significance and what, if any, special disposition of the finds should be made. Cease all activities that may result in impact to or the destruction of these resources. Secure the area and prevent employees or other persons from trespassing on, removing, or otherwise disturbing such resources. Protect monuments, markers, and works of art. Coordinate with installation natural resource points of contact prior to performing any work.

### 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. 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. Properly dispose of rubbish, debris, garbage, and sewage. 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, HAZARDOUS WASTE, AND RECYCLED WASTE**

#### 3.7.1 Hazardous Material and Hazardous Waste

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

#### 3.7.2 Hazardous Waste Management Plan

For each CTO, as applicable, 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

Segregate hazardous waste from other materials and wastes; protect it from the weather by placing it in a safe covered location, and take precautionary measures such as berming or other appropriate measures against accidental spillage. Storage, describing, packaging, labeling, marking, and placarding of hazardous waste and hazardous material in accordance with 49 CFR 171 - 178, State, local, and applicable station requirements, is the Contractor's responsibility. 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 all 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 Oil and Hazardous Material Spills

Take precautions to prevent oil and hazardous material spills. In the event of a spill, immediately notify the CO 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. Cleanup and cleanup costs due to spills are the Contractor's responsibility. The disposition of Contractor generated hazardous waste and excess hazardous materials are the Contractor's responsibility.

#### 3.7.6 Waste Manifests

Original waste manifests shall be forwarded to the CO or designated representative.

#### 3.7.7 Emergency and Hazardous Chemical Inventory Forms

The Contractor shall maintain an inventory of all hazardous 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 CO 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.

#### 3.7.8 Toxic Chemical Release Report

The Contractor shall promptly report any release of a potentially hazardous substance to the CO 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.

#### 3.7.9 DoD Form 1348-1A

Following certification that range material is safe (MDAS) (not material Potentially Presenting Explosive Hazard) and all appropriate processing (e.g. demilitarization) has been completed, contractor's SUXOS must sign DoD Form 1348-1A and an independent third party, contractor-employed UXO Quality Assurance (QA) Technician will verify and countersign the form as well as the chain-of-custody.

### **3.8 DUST CONTROL**

Keep dust down at all times, including during non-working periods. Sprinkle or treat with dust suppressants the soil at the site, haul roads, and other areas disturbed by operations. 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. See individual CTO for restrictions.

### **3.9 NOISE**

Make the maximum use of low-noise emission products as certified by the Environmental Protection Agency (EPA). Noise control requirements may be waived in impact areas. See individual CTO for restrictions.

### **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: chrysolite, amosite, crocidolite, termolite, anthophyllite, and actionlite. The Contractor shall comply with all applicable laws, ordinances, criteria, rules, and regulations of Federal, State, regional, and local authorities regarding handling, storing, transporting, and disposing of asbestos waste materials.

### **3.11 PERMITS**

Obtain administrative and pay for substantive permits, licenses, and certificates required by CTOs in accordance with FAR 52.236-7.

## **PART 4 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, a SHSP. The Contractor shall ensure that their subcontractors, suppliers, and support personnel follow health and safety provisions.

### **4.2 REGULATIONS**

The Contractor's APP/SHSPs shall comply with and reflect appropriate requirements of the OSHA, specifically 29 CFR 1910 (especially 29 CFR 1910.120) and 29 CFR 1926; the U.S. Army COE "Safety and Health Requirements Manual," EM-385-1-1, November 2003 or latest edition; "Navy Installation Restoration Manual," Aug 2006 Edition or latest revision; and any other relevant Federal, State, and local regulations; Section 01 35 29 Safety and Occupational Health Requirements (as appropriate for ranges; see Attachment J-6), and local regulations.

### **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 as the Health and Safety Program Plan. Any additions or revisions required as a result of review shall be made by the Contractor.

#### **4.3.2 Accident Prevention Plan/Site Health and Safety Plan (APP/SHSP)**

For each CTO, prepare a written APP/SHSP that complies with the respective CTO. At a minimum, the SHSP shall contain the following elements:

- a) Site description and contaminant characteristics.
- b) Health and safety hazard assessment for each site task and operation.
- c) Health and Safety staff organization and responsibilities, including name and telephone number of each responsible person.
- d) Activity Hazard Analysis
- e) Site specific training, i.e., beyond the initial training.
- f) Site-specific medical surveillance parameters to include the drug testing policy and program.
- g) Personnel protective equipment (PPE) to be used, limitations, inspection procedures, and establishment of action levels for upgrades and downgrades of PPE.
- h) Frequency and types of monitoring and sampling, plans, techniques, and instrumentation, including air (on-site and perimeter), heat and cold and stress, noise, and chain of custody for samples.

- i) Health and Safety work precautions and procedures; including MSDS, pre-entry briefings and subcontractor control.
- j) Site control measures.
- k) Personnel hygiene and decontamination facilities and procedure.
- l) Equipment decontamination facilities and procedures.
- m) On-site first aid and emergency procedures and equipment.
- n) Emergency response plan and contingency procedures (on-site and off-site).
- o) Logs, reports, and record keeping.
- p) On-site work plans
- q) Communication procedures.
- r) Spill containment procedures.
- s) Work in Confined Spaces. Confined space procedures, including the following additional requirements:
  - 1) Confined spaces include but are not limited to, storage tanks, process vessels, pots, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, sewers, tunnels, underground utility vaults, and pipelines. The Contractor shall comply with the requirements in Section 06.I of USACE EM 385-1-1, OSHA 29 CFR 1910.146 and OSHA 29 CFR 1926.21(b)(6). Any potential for a hazard in the confined space requires a permit system to be used.
  - 2) Entry Procedures. Prohibit entry into a confined space by personnel for any purpose, including hot work, until the qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the work intended and that all potential hazards are controlled or eliminated and documented. (See Section 06.I.06 of USACE EM 385-1-1 for entry procedures.) All hazards pertaining to the space shall be reviewed with each employee during review of the AHA.
  - 3) Forced air ventilation is required for all confined space entry operations and the minimum air exchange requirements must be maintained to ensure exposure to any hazardous atmosphere is kept below its' action level.
  - 4) Sewer wet wells require continuous atmosphere monitoring with audible alarm for toxic gas detection.
  - 5) Qualified Person. Safety requirements for entry into confined spaces shall be determined by a qualified person. The qualified person making these determinations shall be designated by the Contractor, in writing, as capable (by education or specialized training) of anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space. The qualified person shall be capable of specifying necessary control and protective action to ensure worker safety.
  - 6) Where requirements involve hot work on existing fuel storage or fuel distribution systems, a National Fire Protection Association (NFPA) certified marine chemist shall provide a Safe for Hot Work certification in accordance with NFPA 306, Control of Gas Hazards on Vessels.

#### 4.3.3 Health and Safety Plan Review Process

Navy CORs for the individual CTO shall request Environmental Programs Directorate Health and Safety Section (EPDHSS) to review and comment on SHSPs for all Naval Facilities Engineering Command Southwest (NAVFAC SW) CERCLA and RCRA site work. The PM shall determine and provide instructions to the contractor of which version of the APP/SHSP (pre-draft/internal Navy or draft) that shall be sent to EPDHSS for review. CORs must include a provision in the CTO or statement of work to have a copy of the APP/SHSP be sent to EPDHSS. If specified in individual CTO, CORs shall ensure review of the Activity Hazard Analysis by the cognizant ROICC.

To obtain and officially document review of the APP/SHSP, the following process should be implemented:

- The COR shall instruct the contractor to deliver one hard copy of the project work plan including the APP/SHSP to EPDHSS POC (see attached table for current POCs). Include with the work plan the name of the COR, contact information, contractor and any other pertinent information (see attached email template). Allow at least 10 working days for review and notify NAVFAC SW Core Environmental Restoration (ER) POC of the request for review. Health and Safety Plans that require an accelerated review period shall be sent directly to the Environmental Compliance Product Line Coordinator (EC PLC, CIH) with electronic notification to the NAVFAC POC.
- EPDHSS POC provides e-mail notification to COR and NAVFAC SW ER POC of the receipt of document. NAVFAC SW ER POC tracks the document review process including date of receipt and date when comments are finalized.
- EPDHSS POC sends comments electronically to the NAVFAC COR with copy to the NAVFAC SW ER POC. NAVFAC COR coordinates with EPDHSS POC and the contractor to resolve comments. CORs maintain documentation of comment resolution in project file. Unresolved comments shall be elevated to the EC PLC, CIH.
- EPDHSS POC provides official copy of final comments to NAVFAC SW ER POC who retains comments on file.

Points of Contact:

Mr. Robert Hayes MS, CIH  
 ER,N/BRAC Health and Safety Technical Support Environmental Programs  
 Environmental Programs Directorate Navy Environmental Health Center  
 620 John Paul Jones Circle, Suite 1100 Portsmouth, VA 23708-2103  
 Tele: (757) 953-0937  
 Fax: (757) 953-0675  
 Harold.hayes@med.navy.mil

Almario Erasquin  
 NAVFAC SW ER POC  
 NAVFAC SW  
 1220 Pacific Hwy  
 San Diego, CA 92132  
 619-532-1163  
[Almario.erasquin@navy.mil](mailto:Almario.erasquin@navy.mil)

4.3.4 Acceptance of APP/SHSP

A copy of the Contractor's APP/SHSP shall be delivered to the CO or his/her designated representative prior to start of field activities on each contract task order. The Government reserves the right to require the Contractor to make changes in their APP/SHSP and operation as necessary to ensure the health and safety of persons on or near the site.

**4.4 CERTIFIED INDUSTRIAL HYGIENIST / CERTIFIED SAFETY PROFESSIONAL**

The Contractor shall use an experienced certified industrial hygienist (CIH) or a Certified Safety Professional (CSP) to develop, implement, and sign APP/SHSPs. Any changes to the established Health and Safety Program or APP/SHSPs shall be at the direction and approval of the CIH/CSP. Copies of the changes must be forwarded to the contracting officer or his/her designated representative. The CIH/CSP 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 HEALTH AND SAFETY OFFICER**

In addition, the Contractor shall use a trained, experienced HSO to assist and represent the CIH in continued implementation and enforcement of the approved HSOs. A HSO shall be assigned to each site and shall report to the CIH in matters pertaining to site health and safety. The HSO 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 HSO shall be the main contact for any on-site emergency situation. Except in an emergency, the HSO may modify the approved SHSP only after consultation and concurrence of the CIH. The HSO shall be First Aid and CPR qualified. For projects involving UXO the UXO Safety Officer (UXOSO) can serve as the HSO.

#### **4.6 PROTECTIVE EQUIPMENT FOR GOVERNMENT VISITORS**

Maintain on-site protective equipment as specified in each contract task order for use by Government personnel.

#### **4.7 ACCIDENT PREVENTION PLAN (APP)**

The Contractor shall use a qualified person to prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of USACE EM 385-1-1. Cover all paragraph and subparagraph elements in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan". 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 person and firm (senior person) preparing the APP, the Contractor, the on-site superintendent, the designated site safety and health officer and any designated CSP and/or CIH.

### **PART 5 QUALITY CONTROL (QC)**

#### **SUMMARY**

This part establishes minimum requirements for quality control that shall apply to all CTOs. The Contractor shall have a documented quality system that conforms to the Uniform Federal Policy for Quality Systems (UFP-QS) - 2005 and ANSI/ASQ E4-2004: Quality Systems for Environmental Data and Technology Programs. The Quality Manual shall be in accordance with a corporate quality commitment (however named) which describes the Contractor's Executive Management assurance of implementation and maintenance of a quality system for the Contract. The Contractor shall require subcontractors to implement a compliant quality system or shall implement oversight to meet the quality system requirements. More stringent requirements may be included in specific CTOs if the statement of work indicates they are needed.

#### **5.1 REFERENCES**

Should any of the below references have updated/more recent editions, the latest update/most recent edition shall be utilized.

- U.S. Navy Range Sustainability Environmental Program Assessments Manual (Nov. 2006)
- NAVSEA OP-5, Vol. 1, Current Revision, "Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping".
- OPNAV INSTRUCTION 8020.15/MCO 8020.13, "Explosives Safety Review, Oversight, And Verification of Response Actions Involving Military Munitions", (14 Oct 2003)
- OPNAV INSTRUCTION 3500.39A, Operational Risk Management (ORM)
- NOSSA Instruction 8020.15A (or Marine Corps Equivalent), "Military Munitions Response Program Oversight"
- DoD Explosives Safety Board (DDESB) Standard 6055.9-STD
- DDESB Technical Paper Number 18, dated December 2004

- Marine Corps Order P 8020.10A, "Marine Corps Ammunition Management and Explosives Safety Policy Manual" (for work perform at USMC installations)
- Automated Quality Assessment Planning System (AQAPS) outline reports for Preliminary Assessments
- Automated Quality Assessment Planning System (AQAPS) CD.
- DFARS 252.223-7002 Safety Precautions for Ammunition and Explosives (May 1994)
- DFARS 252.223-7003 Change in Place Performance-Ammunition and Explosive, (DEC 1991)
- DoD 4160.21-M, Defense Material Disposition Manual.
- DoD 4160.21-M-1, Defense Demilitarization Manual.
- DoD 4140.62, Management and Disposition of Material Potentially Presenting an Explosive Hazard (MPPEH).
- DoD 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives.
- DoD 4145.26, DoD Contractor's Safety Requirements for Ammunition and Explosives.
- DoD 4715.11 Directive: Environmental and Explosives Safety Management on Department of Defense Active and Inactive Ranges Within the United States
- DoD 6055.9 Explosive Safety Board (DDESB) and DoD Component Explosives Safety Responsibilities
- DoD Explosives Safety Board Technical Paper 18, Minimum Qualification for Unexploded Ordnance (UXO) Technicians and Personnel, dated 20 Dec2004.
- Operational Range Clearance Policy for Navy Ranges, dated 2 April 2004
- Operational Range Clearance Plans for individual ranges.
- NOSSA Instruction 8023.11A, Standard Operating Procedures (SOP) Development, Implementation, and Maintenance for Ammunition and Explosives, dated 20 August 2004.
- Naval Facilities Engineering Command Guide Specification, NFGS-01450J (Quality Control), March 2000
- Federal Policy for Quality Systems (UFP-QS) - 2005
- ANSI/ASQ E4-2004: Quality Systems for Environmental Data and Technology Programs
- Installation Restoration Chemical Data Quality Manual, NFESC 1999
- EPA Requirements for Quality Assurance Project Plans (QA/R-5), EPA March 2000
- Guidance on Systemic Planning Using the Data Quality Objectives Process, QA/G-4, EPA Feb 2006
- Uniform Federal Policy for Quality Assurance Project Plans, EPA March 2005
- Department of the Navy Environmental Restoration Program Manual, DON Aug 2006
- Environmental Work Instruction #1, Chemical Data Validation, NAVFAC SW, 28 Nov 2001
- Environmental Work Instruction #2, Review, Approval, Revision, and Amendment of Field Sampling Plan and Quality Assurance Project Plan, NAVFAC SW, 19 Apr 2006
- Environmental Work Instruction #3, Laboratory Quality Assurance Program, NAVFAC SW, 28 Nov 2001
- Environmental Work Instruction #4, CERCLA, Administrative Record and Compendium, NAVFAC SW, 28 Nov 2001
- Environmental Work Instruction #5, Identifying Task Headings for Environmental Projects using Comprehensive Work Breakdown Structure (WBS), NAVFAC SW, May 2007
- Environmental Work Instruction #6, Environmental Data Management and Required Electronic Delivery Standards, NAVFAC SW 19 Apr 2005
- Environmental Work Instruction #7, Procedural Guidance for Statistically Analyzing Environmental Background, NAVFAC SW, 28 Nov 2001
- Environmental Work Instruction #8, LowLevel Radioactive Waste (LLRW) Disposal Program, NAVFAC SW, 28 Nov 2001
- Environmental Work Instruction #9, Working Draft Standard Text for Applicable or Relevant and Appropriate Requirements (ARARs) NAVFAC SW 11 Mar 2004
- PA report or Archives Search Report of installation (As appropriate per site)
- Department of the Navy Environmental Restoration Program Manual, August 2006
- Range Identification and Preliminary Range Assessment (As appropriate per site)
- Environmental Impact Study (As appropriate per site)
- Environmental Impact Statement (As appropriate per site)
- Installation Comprehensive Land Use Plan (As appropriate per site)
- Installation Master Plan (As appropriate per site)
- IRP Initial Assessment Study/Preliminary Assessment and other IRP reports related to the site
- Environmental Baseline Survey or Environmental Condition of Property (As appropriate per site)
- Integrated Natural Resources Management Plan (As appropriate per site)

- Operational Range Clearance Plans (As appropriate per site)
- Military Munitions Rule [Federal Register: February 12, 1997 (Volume 62, Number 29)]
- DoD Policy to Implement the EPA's Military Munitions Rule (July 1, 1998)
- DODD 4715.11E, Environment, Safety, and Occupational Health (ESOH) (March, 2005)
- Handbook on the Management of Munitions Response Actions, USEPA (Draft Final May 2005)
- Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA Section 120 (h) 42 U.S.C. Section 9620) and as amended by the SARA of 1986
- Community Environmental Response Facilitation Act (CERFA), Public Law 102-426 (Oct 19, 1992)
- The National Oil and Hazardous Substances Pollution Contingency Plan (NCP), Part 300, Chapter 40, CFR
- USACOE, Military Munitions Center of Expertise, Technical Update for Munitions Constituents (MC) Sampling, March 2005
- USACOE, Conceptual Site Models for Ordnance And Explosives (OE) and Hazardous, Toxic, And Radioactive Waste (HTRW) Projects, Feb 2003
- USACOE, MEC Detection, Recovery, And Disposal Technology Assessment Report, Dec 2005
- USEPA, OERR, Guidance for Performing Preliminary Assessments under CERCLA, Publication 9345.0-01A (Sept. 1991)
- USEPA, Improving Site Assessment: Abbreviated Preliminary Assessments, Publication 9375.2-09FS (October 1999)
- USEPA, OERR, Guidance for Performing Site Inspections Under CERCLA, Directive 9345.1-05 (September 1992)
- USEPA, OERR, Improving Site Assessment: Combined PA/SI Assessments, Directive 9375.2-10FS, Quick Reference Guide Series (October 1999)
- USEPA Federal Facilities Remedial Preliminary Assessment Summary Guide, July 21, 2005
- USEPA Federal Facilities Remedial Site Inspection Summary Guide July 21, 2005
- USEPA Uniform Federal Policy for Quality Assurance Project Plans Manual, March 2005
- USEPA SW 846 Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, Method 8330B Nitroaromatics, Nitramines and Nitrate Esters by High Performance Liquid Chromatography and Method 8321A Solvent Extractable Nonvolatile Compounds by High Performance Liquid Chromatography/Thermospray/Mass Spectrometry (HPLC/TS/MS) or Ultraviolet (UV) Detection

## 5.2 SUBMITTALS

Provide the following submittals to the Contracting Officer or designated representative:

### 5.2.1 Standard Operating Procedures (SOP)

No later than 60 days after basic contract award the contractor shall submit a corporate SOP/Workplan for the performance of Operational Range Clearance and Processing. This SOP/Workplan shall be prepared in compliance with the requirements as outlined in NAVSEA OP5 Ammunitions and Explosives Ashore: Safety Regulations for Handling, Storage, Production, Renovation and Shipping, and NOSSA Instruction 8023.11A Standard Operating Procedures (SOP) Development, Implementation, and Maintenance for Ammunition and Explosives, dated 20 Aug 2004. This document must be approved by the Navy prior to any work involving Operational Range Clearance.

This plan will be amended as necessary per Task Order. The Contractor shall establish and utilize SOPs to perform work as much as practicable. SOPs shall be utilized to ensure uniformity and quality of work. SOPs shall include, but are not limited to, procedures to ensure: utilization of proper equipment in current calibration, utilization of proper team size and constitution, incorporation of operational risk management to engineer away hazards as much as possible, availability of all materials and tools, utilization of proper personal protective equipment (PPE), and establishment of proper communications. The Contractor shall establish a procedure for making changes to SOPs. Project specific changes to established SOPs shall be documented and approved by the PM. Pen and ink changes in the field shall not be allowed. This document will be submitted for approval within 30 days from CTO award, and must be approved prior to any work.

### 5.2.2 Accident Prevention Plan (APP)

The Contractor shall prepare an APP in compliance with all requirements as outlined in USACE EM 385-1-1 Safety and Health Requirements Manual. This document will be submitted for approval within 30 days from CTO award, and must be approved by the Navy prior to any work.

#### 5.2.3 Quality Control (QC) Submittals

After CTO award the contractor may be directed to submit a Program Chemical Data Quality Management Plan (CDQMP) and Program Construction Quality Management Plan (CQMP) to the CO and Quality Assurance Officer (QAO) for approval within 30 days from CTO award.

CTO -specific Sampling and Analysis Plans (SAPs) and Construction Quality Control Plans shall be prepared and submitted to the Ordering Officer for information and the QAO for approval.

#### 5.2.4 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.

### 5.3 **QC PROGRAM**

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. No later than 30 days after Contract award the Contractor shall submit their CDQMP and CQMP to the Contracting officer.

#### 5.3.1 **QUALITY CONTROL PLANS**

##### Project (CTO) Level

#### 5.3.2 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 5.1. The project-specific contents of the SAP are based on the CDQMP, the PWS, and site-specific data quality objectives. SAPs must be in accordance with references of section 5.1. The Program QC Manager shall review and approve the SAP prior to submittal to the QAO for review and approval. This approval shall be identified by signature on the cover page. The SAP shall be submitted to the NAVFAC SW Quality Assurance Officer (QAO) for review and approval prior to regulatory review and field implementation.

#### 5.3.3 Construction Quality Control (QC) Plans

The Construction QC Plan is based on the Program CQMP, the CTO PWS, and each CTO construction task, or "definable features of work".

### 5.4 **PRELIMINARY WORK AUTHORIZED PRIOR TO APPROVAL.**

No work is authorized to proceed prior to the approval of the SAP and Construction QC Plan, unless specifically authorized by the CO or designated representative. The CO or the QAO reserves the right to require changes to project plans to ensure the specified quality of work.

### 5.7 **QC MEETINGS**

After the start of site work, the Project Manager shall conduct QC meetings as required by the specific CTO. QC Meeting attendance, agenda, frequency and procedures for distributing meeting minutes will be established by individual CTO. The QC report may include but not limited to:

- 1) Goal for project;
- 2) Review of Previous Minutes;
- 3) Project Status;
- 4) Rework Status;
- 5) QC and Production;
- 6) List of visitors, Injuries, etc.;
- 7) Concerns and Lessons Learned;
- 8) Work Plan (area to be cleared / range residue to be processed);
- 9) Map depicting area(s) cleared with assessment on density;
- 10) UXO and/or suspicious items documentation (map depicting locations);
- 11) Spreadsheet listing range residue cleared and/or processed/recycled (by munitions, e.g., MK76, MK 83, BDU 48, 2.5 inch rocket, target debris [tank, aircraft, etc.] etc.) by location (by target and/or group of targets), to include weight by munitions and debris;
- 12) Scrap metal transported off range (current period and project total);
- 13) Photographs of work activities (before and after);

## 5.8 THREE PHASES OF CONTROL

The Project QC Manager shall perform the three phases of control for each definable feature of work described in the Project QC Plans. Guidelines for performing and documenting the preparatory, initial and follow-up inspections are contained in the Contractor's CQMP. Note: these guidelines are based on the DON, Naval Facilities Engineering Command Guide Specification, NFGS-01450J, QC. The Contractor shall notify the KO, 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.

## 5.9 SUBMITTAL REVIEW AND APPROVAL

Procedures for submission, review, and approval of submittals are described for each CTO.

## 5.10 SAMPLING AND ANALYSIS

### 5.10.1 Environmental

Laboratories performing Installation Restoration Program (IRP) or compliance work funded by Environmental Restoration (ER,N) as well as range-related work must successfully complete the Navy Laboratory Evaluation Program. 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. 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).

### 5.10.2 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.

### 5.10.3 Inspection of Analytical Laboratories

Prior to approval of non-accredited laboratories, the proposed testing laboratory facilities and records may be subject to inspection by the QAO or designated representative.

#### 5.10.4 Capability Check

The QAO or designated representative 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.

### 5.11 QC CERTIFICATIONS

#### 5.11.1 Contractor Daily Quality Control Report Certification

Each Contractor Quality Control Report shall contain the following statement signed by the 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."

#### 5.11.2 Invoice Certification

Furnish a certificate to the CO or designated representative with each payment request, signed by the CTO PM, attesting that the work for which payment is requested is in compliance with contract requirements.

#### 5.11.3 Completion Certification

Upon completion of work under a CTO, the PM 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."

### 5.12 QC DOCUMENTATION

#### 5.12.1 Contractor Daily Production Report

Production Reports are required for each day that work is performed and for every 7 consecutive calendar days of no-work, 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 project schedule. Contractor Production Reports are to be prepared, signed, and dated by the project superintendent. The daily production report may include but not limited to:

- Weather;
- Work Force;
- Work Accomplished;
- Work Plan (area to be cleared / range residue to be processed following day);
- Map depicting area(s) cleared with GPS locations;
- UXO and/or suspicious items documentation;
- Spreadsheet listing range residue cleared and/or processed/recycled (by munitions, e.g., MK76, MK 83, BDU 48, 2.5 inch rocket, target debris [tank, aircraft, etc.] etc.) by location (by range, target, and/or group of targets), to include weight by munitions and debris;
- Scrap metal transported off range (weight by type);
- Work force hours (clearance and/or processing recycling), to include independent 3rd party UXO QA;
- Photographs of work activities (before and after);
- List of visitors, Injuries, etc;
- Concerns and Lessons learned.

#### 5.12.2 Rework Items List

The CTO PM 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.

### 5.12.3 As-Built Records

The CTO PM 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 CTO PM shall initial each deviation or revision. Upon completion of work, the CTO PM 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**      **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 format that is consistent with software used by the Government.

## **PART 7**      **ENVIRONMENTAL DATA MANAGEMENT AND REQUIRED ELECTRONIC DELIVERY STANDARDS**

NAVFAC 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 range sustainment and environmental restoration activities. The standards established in EWI #6 may 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 and may be specified on individual CTOs.

### **7.1 GIS - United States Navy Requirements**

The Navy utilizes the Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE). All GIS data shall be delivered in a personal Geodatabase in ArcGIS 9.0 or greater utilizing the most recent SDSFIE format (currently version 3.0) to populate feature classes and metadata accordance with these standards and spatial data shall be usable upon delivery.

The Contractor shall fit collected GIS data into the named feature classes and populate feature attribute information into provided fields. If the Contractor does not find the appropriate field for their data, they may create the fields as needed. Copies of the Geodatabase template for natural resources and the entire template may be obtained by contacting the GeoReadiness Center South via e-mail at [joni.mitchell@navy.mil](mailto:joni.mitchell@navy.mil). It can also be downloaded from <http://www.sdsfie.org> by registering and logging in. The download is called SDSFIE 3.0 Gold.

### **7.2 GIS Data Requests**

GIS Navy Facilities data for the Southwest Region are available upon request. Examples of facility data are installation boundaries, buildings, roads, recreation areas, air fields, bunkers and may include natural and cultural data as permitted via Installation and Regulatory mandates. Release of sensitive data requires permission from the appropriate business line. Contact Vivian Sanchez, GIS Manager at [vivian.sanchez@navy.mil](mailto:vivian.sanchez@navy.mil), 619-532-1168.

### **7.3 PDF Format of Reports and maps**

Provide a PDF copy of all maps associated with the GIS data in an individual CTO .

### **7.4 MXD (ESRI Map Document) Format**

All constructed maps shall have the associated MXD delivered to allow for future printing and modification. MXDs shall use the relative paths option. The Table of Contents (TOC) within the MXD shall be orderly and contain a logical naming structure.

### **7.5 Geospatial Data Deliverables**

Geographic data shall be delivered on a CD-ROM or DVD-ROM; electronic data delivery may suffice for draft deliverables.

## **7.6 Data Collection with Global Positioning System (GPS)**

### **7.6.1 Post Processed Data**

Contractor shall utilize conventional and other methods, such as Global Positioning System (GPS) for field data collection. At a minimum, the contractor shall provide resource grade GPS collection at a horizontal accuracy level of +/- 1m and shall use differential correction to target accuracies of +/- .5 m. Global Positioning System (GPS) data collection activities will be based on a post-processed environment using an accurately sighted base station.

### **7.6.2 X Y Coordinates from Excel to GIS**

When GPS data is recorded in Excel as X and Y coordinates, the data must be in the same projection to process in Arc Map. Data recorded in different coordinate systems must be stored separately; otherwise Arc Map cannot process the data. In Excel, x and y coordinate shall be placed in separate fields and the coordinate system identified.

## **7.7 Metadata**

Metadata must be included in the final GIS deliverable. Metadata for each individual dataset shall be populated to meet basic data population standards as identified in the ESRI standard template. Additional data shall be provided within the Abstract or Purpose as appropriate including, but not limited to:

- The name description, abstract, and purpose of the data set or layer.
- The source of the data and any related data quality information such as accuracy and time period of content.
- Describe GPS and field equipment used.
- Described the data collection method or survey protocols used; a report citation can suffice.
- Define all codes used in the data fields in the appropriate attribute definitions.
- Describe ranges of numeric fields and the meaning of numeric ranges.
- Define all fields and attributes not in SDSFIE in the attribute definitions.
- Provide a point of contact to answer to technical questions.

## **7.8 Spatial Data Review**

The digital geographic maps, related data, and text documents shall be included for review in the draft and final submittals. The data will be analyzed for discrepancies in subject content, correct format in accordance with these specifications, and compatibility with the existing GIS system. The Contractor shall incorporate review comments to data and text prior to approval of the final submittal.

## **7.9 GIS United States Marine Corps Requirements**

The United States Marine Corps (USMC) standard computing software is Microsoft Office 2007. Final Reports and other text documents shall be provided in Microsoft Word 2007 format and Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel 2007 format. Data installations shall be provided in Microsoft Access format, unless specified otherwise, as approved by the Government. Prior to data installation development, the Contractor shall provide the Government with a Technical Approach Document for approval, which describes the Contractor's technical approach to designing and developing the data installation. All text, spreadsheet, and data installation files shall be delivered on a Compact Disk read-only memory (CD-ROM) or Digital Versatile Disc read-only memory (DVD-ROM).

## **7.10 Maps, Drawings, and Sketches (Digital Geospatial Data):**

Geospatial Data Software Format: Geographic data shall be provided in a form that does not require translation, preprocessing, or post processing before being loaded to the Installation's regionally-hosted geo-data installation. The Contractor shall validate any deviation from this specification in writing with the Government (Installation Geospatial Information & Services (IGI&S) Manager via the Project Manager). Digital geographic maps and the related data sets shall be delivered in the following software format:

GIS: Personal geo-data installation format (Microsoft Access data installation file) using ArcGIS 9.2. The personal geo-data installation must be importable to a multi-user geo-data installation using ArcSDE 9.2. The delivered data layer(s) shall be provided with x, y domain precision of 1000.

(NOTE: ArcGIS and ArcSDE are geographic information system software produced by the Environmental Systems Research Institute (ESRI) of Redlands, California. AutoCAD is software produced by Autodesk, Inc. These software are used by the Marine Corps GEOFidelis Program)

#### **7.11 Geospatial Data Structure:**

GIS Data Sets: When developing/delivering geospatial data, the Contractor shall develop the initial structure consistent with the most current version of the GEOFidelis Data Model. The GEOFidelis Data Model shall be followed for geospatial data installation table structure, nomenclature, and attributes. The Contractor shall consult with the Government concerning modifications or additions to the GEOFidelis Data Model. The Government may approve modifications to the GEOFidelis Data Model if it is determined that the GEOFidelis Data Model does not adequately address subject datasets. Copies of the GEOFidelis Data Model may be obtained by contacting the GEOFidelis Program via e-mail at [geofidelis@usmc.mil](mailto:geofidelis@usmc.mil) or via phone at Phone 1-703-695-6158.

#### **7.12 Feature Class Updates:**

When delivering updates to existing feature classes, the Contractor shall obtain a copy of the existing subject data in a personal geo-data installation to use as a template for all subsequent data collection processes. As Installations sometimes modify the GEOFidelis Data Model structure for many feature classes to accommodate operational needs, the GEOFidelis Data Model structure may not reflect the actual structure used in the live geo-data installation. If further modifications to structure are required as a result of this Scope, the Contractor shall consult with the Government (IGI&S Manager) for direction and final approval.

#### **7.13 Geospatial Data Projection:**

Geographic data (regardless of format) shall be provided in U.S. Survey Feet and projected into the California State Plane, Zone VI, FIPS 0406 projection system. The maps and data shall use the GRS 1980 spheroid and the North American Datum 1983/World Geodetic System 1984 (NAD83/WGS84). This projection requirement applies to all GIS data layer deliverables as well as all CADD drawings such as as-designed and as-built project plans. Each data set shall have a projection file if appropriate installation on format. Map or drawing scales shall be determined by the Project Manager, if applicable. Mapping accuracy for the agreed scales shall conform to the American Society for Photogrammetry and Remote Sensing (ASPRS) "Accuracy Standards for Large-Scale Maps", "Interim Accuracy Standards for Large-Scale Maps", and "Geospatial Positioning Accuracy Standards". Copies of these standards can be obtained on the Internet at <http://www.asprs.org>, and/or at <http://www.fdgc.gov>, or by contacting:

American Society for Photogrammetry and Remote Sensing  
5410 Grosvenor Lane, Suite 210  
Bethesda, MD 20814-2160

#### **7.14 Geospatial Data Collection:**

Mapping grade Global Positioning System (GPS) data collection (sub-foot, sub-meter, and sub-5 meter) shall be performed when specified in the statement of work and shall be completed in accordance with state and local guidelines. Default horizontal accuracy for mapping grade GPS data collection efforts shall meet a sub-meter threshold unless otherwise specified to be survey grade, sub-foot or sub-5 meter in the statement of work. Only installation stations included in the CORRS network or mobile RTK/Total Station systems shall be used for mapping grade GPS data collection. Spatial accuracy requirements are as follows:

Sub foot: 95 % of all points are within + 12 inches

-OR-

Sub meter: 95% of points are within + 1 Meter

-OR-

Sub 5 meter: 95% of points are within + 5 Meter

Survey grade Global Positioning System (GPS) data collection shall be performed when specified in the statement of work. As survey processes are highly regulated by federal, state, and/or local technical and licensing

requirements, they are in general beyond the scope of this document. However, survey grade GPS data collection shall at a minimum use the Geoid2003 CONUS ePARh (or a more current ePARh if available at the time of this project) and spatial accuracy requirements for survey grade are 95 % of GPS points are within + 1 centimeter. Every effort shall be made to capture feature locations without using offsets unless obstructions are present. Any offsets used shall be annotated in the “user flag” field.

(NOTE: Raw GPS data collection information is not to be included in the table structure of the delivery, unless it is specifically part of the GEOFidelis Data Model, established Installation feature format, or specifically requested by the Government.)

#### **7.15 Map Products and Support Files:**

Finished map products, regardless of final print size, shall be presented separately in both hard copy and digital formats. The hard copy deliverables are defined in another section of this PWS. Final map products shall be delivered in the following digital formats:

#### **7.16 PDF Format:**

Resolution of 300 dpi with no image compression. All fonts must be embedded. The Contractor shall only use fonts that are licensed and available for use by the Government. JPG (Joint Photographic Experts Group) Format: Resolution of 96 dpi with 24-bit true color. MXD (ESRI Map Document) Format: All maps constructed shall have the associated MXD delivered to allow for future printing and modification, as necessary, by the Government. MXDs shall use the ‘relative paths’ option. The Table of Contents (TOC) within the MXD shall be orderly, and contain a logical naming structure.

#### **7.17 Media for Geospatial Data Deliverables:**

Geographic data shall be delivered on a separate CD-ROM or DVD-ROM, or other digital media such as external hard drives or flash drives if approved by the Government. This media shall contain only the value-added data sets as designated in the Task sections of the statement of work. Do not include the Contractor’s working files or original installation data sets that may have been used by the Contractor to develop the deliverables. “READ ME” files may be included on the geographic data media if such files provide explanation of the delivered data sets. However, these “READ ME” files should not be delivered in lieu of standard metadata.

#### **7.18 Geographic Data Documentation (Metadata):**

For each digital file delivered containing geographic information (regardless of format), the Contractor shall provide documentation consistent with the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata (CSDGM). Both ‘Mandatory’ and ‘Mandatory as Applicable’ fields shall be completed for each geographic data set. The documentation shall include, but not be limited to, the following:

The name, description, abstract, and purpose of the data set/data layer.

The source of the data and any related data quality information such as accuracy and time period of content.

Descriptions of the receiver and other equipment used during collection and processing, installation stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate the data into final geographic data delivery format.

Type of data layer (point, line, polygon, etc.).

Field names of all attribute data and a description of each field name.

Definition of all codes used in the data fields.

Ranges of numeric fields and the meaning of these numeric ranges.

The creation date of the map layer and the name of the person who created it.

A point of contact shall be provided to answer technical questions.

Metadata generation tools included in the ArcGIS suite of software (or equivalent technology) shall be used in the production of the required metadata in XML format. Regardless of the tools used for metadata creation, the Contractor shall insure that the metadata is delivered in XML format and can be easily imported to the Installation's enterprise geo-data installation. Copies of the FGDC metadata standard can be obtained on the Internet at <http://www.fgdc.gov> or by contacting:

FGDC Secretariat  
c/o U.S. Geological Survey  
590 National Center  
Reston, VA 22092  
(703) 648-5514

(NOTE: The metadata should be formatted from the Installation data installation perspective, not the Contractor project perspective. Therefore such items as Point of Contact should be the Installation NTR currently associated with the data and NOT the Contractor's Project Manager. The Contractor shall use language and format consistent with existing Installation metadata.)

#### **7.19 Geographic Data Review:**

The digital geographic maps, related data, and text documents shall be included for review in the draft and final contract submittals. The data shall be analyzed for discrepancies in subject content, correct format in accordance with these specifications, and compatibility with the existing GIS system. The Contractor shall incorporate review comments to data and text prior to approval of the final submittal. For each review of digital geospatial data deliverables, the Contractor shall provide a technical consultant to meet on-site at the Installation with the IGI&S Manager and functional area subject matter experts to visually review the data deliverables on a Windows 2000 compatible system unless otherwise approved by the Government

#### **7.20 LABORATORY ELECTRONIC DELIVERABLES**

Laboratory electronic deliverables are required for projects involving chemical analysis of environmental samples, when a fixed-base analytical laboratory analyzes these samples. This includes 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. Mike add NIRIS

#### **7.21 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.

A service delivery summary to include performance objectives and performance thresholds will be provided with each task order.

## **SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

The following have been modified:

J2 - PTO 0001, PWS

**ATTACHMENT J2**

**NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST  
PERFORMANCE WORK STATEMENT  
FOR  
RANGE CLEARANCE, TARGET REFRESHMENT AND MATERIAL PRESENTING A POTENTIAL  
EXPLOSIVE HAZARD (MPPEH) REMOVAL, PROCESSING AND DISPOSAL  
FROM  
TARGET AREAS S-4-1 AND S-4-3  
LOCATED AT CAMP BILLY MACHEN, CHOCOLATE MOUNTAINS AERIAL GUNNERY RANGE  
(CMAGR)**

The Performance Work Statement (PWS) for this Contract Task Order (CTO) shall be as outlined below and as described elsewhere in the basic contract. Naval Facilities Engineering Command Southwest (NAVFAC SW) will administer this CTO. Duration of this contract shall be one year (365 calendar days).

**1.0 OBJECTIVE**

The primary purpose of this project is to provide safe and sustainable ranges in accordance with Marine Corps Order (MCO) 355.12 "Operational Range Clearance Program". This CTO requires the Contractor to provide all qualified labor, equipment and materials necessary to safely identify, inspect, treat (blow in place) remove, certify and recycle all UXO, range residue (munitions debris and range related debris) and all other Material Presenting a Potential Explosive Hazard (MPPEH) from range areas identified below in accordance with governing Federal, State, local and DoD/Marine Corps regulations/policies.

**2.0 BACKGROUND**

Naval Special Warfare Group One occupies a Desert Warfare Training Center within the installation boundary of Marine Corps Air Station (MCAS) Yuma known as Camp Billy Machen. The Camp is located at the foot of the Chocolate Mountains Aerial Gunnery Range near the town of Niland California and is used by the Navy Sea, Air and Land (SEAL) teams as part of their training. This PWS covers two of the range areas at this location: The 10 acre buffer area that surrounds S-4-1 a (demolition range) and S-4-3 known as the Anti-Mechanized Range (a live fire training range)

**2.1 Range S-4-1**

S-4-1 is an eight (8) acre demolition training range. As depicted in Attachment A, surrounding this range is a buffer area of approximately 10 acres that has been used to stage items no longer usable for practicing demolition techniques. Once an item no longer had value for training it was pulled to this adjacent buffer area.

Items in the area include, but are not limited to; destroyed targets, range related debris, vehicle hulks, munitions debris, and other Materials Presenting a Potential Explosive Hazard (MPPEH). On this range, the entire focus of the clearance effort is limited to the 10 acre buffer area adjacent to the demolition range.

**2.2 Range S-4-3**

S-4-3 is an 13.1 acre live fire anti-mechanized range. As depicted in Attachment B, at present the targets for this range are both steel tank hulks and five (5) tilt up steel targets. The range had a limited surface and subsurface clearance conducted in August 2012. A summary of the types and quantities of UXO items encountered during this clearance is provided in Attachment C (UXO Density/Location).

**2.3 Attachments**

Attachments A (S-4-1 Details) and Attachment B (S-4-3 Details) provide further details on the specifics of each range.

**3.0 DEFINITIONS**

For this contract, "Munitions Debris" and "Range Related Debris" defined as follows:

**3.1 Munitions Debris**

Ordnance related scrap must be examined by qualified unexploded ordnance (UXO) technician as outlined in Department of Defense Explosive Safety Board (DDESB) Technical Paper 18 or by an explosive ordnance disposal (EOD) technician to determine potential explosive hazards to be aware of in order to safely handle and demilitarize such items. Munitions debris includes all Munitions and Explosives of Concern (MEC) and MPPEH until examined, inspected and certified as Material Documented as Safe (MDAS) by a qualified UXO Tech III.

### **3.2 Range Related Debris**

Range related debris material must be examined by qualified UXO technician as outlined in DDESB Technical Paper 18 to determine potential explosive hazards in order to safely handle and demilitarize such item.

Range related debris is defined as material other than munitions debris and includes, but is not limited to, such items as: tank hulks, target vehicles, concrete, wood, metal, tires, Sea-Land containers, consumable conex targets, or discarded target maintenance material. Range Related debris is considered MPPEH until examined, inspected and certified as MDAS by a qualified UXO Tech III.

All range related debris shall be inspected for the presence of Low-level radioactive waste (LLRW) prior to being moved from the range. Any suspected LLRW material including, but not limited to, dials, gauges, parts of military vehicles that are known or suspected of containing LLRW SHALL NOT BE MOVED. Prior to movement the item shall be checked with a Radiological Detection RAD meter to positively determine the presence or lack of radioactive material. If radiation is detected, the suspect material shall remain in place, GPS location recorded, pictures taken and the Base Radiation Department notified of recorded measurements and location. Specific details on Marine Corps procedures for LLRW are contained in the fieldwork element of this scope of work.

## **4.0 WORK ELEMENTS**

### **4.1 Work Element 1 – Meeting and Reports**

#### **4.1.1 The Contractor shall attend a Kick-Off Meeting at Camp Billy Machen**

This meeting shall address issues related to the project such as; logistics, schedule, lay down/processing area, work hours, base access and other relevant issues.

a) **DELIVERABLE:** The contractor shall provide an agenda, a brief summary of the field work planned activities, and a proposed project schedule.

**STANDARD:** A copy of the handouts shall be emailed to the Contracting Officer's Representative (COR) seven (7) working days before the kickoff meeting. Hardcopy handouts shall be provided to all attendees.

b) **DELIVERABLE:** The Contractor shall be responsible for developing and distributing meeting minutes via email, in PDF format to the Contracting Officer's Representative (COR) and all attendees.

**STANDARD:** Draft meeting minutes submitted within seven (7) working days after the kick-off meeting. Final meeting minutes submitted within three (3) working days after receipt of Government comments.

#### **4.1.2 The Contractor shall provide Daily Production Reports**

a) **DELIVERABLE:** The Daily Production Report

**STANDARD:** Daily production report shall be submitted by email to the COR and other team members identified in the kickoff meeting no later than 12 hours after each day of fieldwork.

**REQUIREMENTS:** The daily report shall include the number of personnel on site, the work accomplished that day, work to be accomplished the next day, any safety incidents, production statistics, and any problems encountered during the performance of the work.

b) **DELIVERABLE:** Meeting minutes of items discussed shall be produced by the Contractor in MS WORD and forwarded to all attendees via email.

**STANDARD:** Within seven (7) working days after the CQC meeting

#### 4.1.3 The Contractor shall provide Monthly Status Reports

**DELIVERABLE:** A monthly status report submitted with the invoice in Wide Area Work Flow (WAWF) with an email a copy to the COR

**STANDARD:** Within five (5) working days after the end of each month.

**REQUIREMENTS:** The monthly status reports shall include cost, performance, and overall project status for project management purposes.

#### 4.1.4 The Contractor shall provide Accident/Incident Reports

a) **DELIVERABLE:** For all accidents/near miss incidents the Contractor shall notify the Government by phone and email.

**STANDARD:** Within two (2) hours of any incident (including near-miss incidents) reported to the NAVFAC Contracting Officer, COR, and Safety Office via both email and phone call.

**STANDARD:** Within 24 hours of any incident (including near-miss incident) the Contractor shall prepare a Contractor Significant Incident Report (CSIR) and within two (2) days of the incident enter it into the Enterprise Safety Applications Management System (ESAMS)

b) **DELIVERABLE:** Submission of a MER attached with the invoice in WAWF. The Contractor shall also email a copy to the COR and NAVFAC SW Safety Point of Contact.

**STANDARD:** Within five (5) working days after the end of each month.

**REQUIREMENTS:** The Monthly Exposure Report (MER) shall be a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.

## 4.2 **Work Element 2 – Draft, Draft Final and Final Versions of a Site Specific Work Plan**

The Contractor shall prepare a Project Specific Work Plan (WP) detailing the approach to be used to accomplish the work as outlined under this performance work statement. Included as part of the work plan shall be:

- ... Accident Prevention Plan
- ... Quality Control (QC) Plan,
- ... Environmental Management Plan
- ... Technical Management Plan

An Accident Prevention Plan (APP) is required for this project. The APP shall be completed for this project as required by SOUTHWEST- NAVFACENGINCOMINST 5100.1A of 3 Feb 1995 and the US Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1 (most recent version). The APP shall address all sections that are deemed appropriate for performing this project and shall provide for a safe and healthful work environment for all persons involved including the requirements set forth in 29 CFR 1910.120. The APP shall contain all appropriate appendices including a **Site Safety**

**and Health Plan [SSHP].** The SSHP shall contain an **Activity Hazard Analysis (AHA)** that evaluates site specific hazards for all tasks performed. If by the nature of the work an item is not applicable, the Contractor shall state and provide a justification as to why that element/sub-element is not applicable. Any SSHP elements adequately covered elsewhere in the APP do not need to be duplicated. The draft APP, SSHP and AHA shall be submitted to the Command Environmental Safety Engineer for review and comment. The Contractor shall not proceed to the next version of without Navy approval.

The QC plan shall include how the QC plan will be used. The QC plan shall provide details of the approach, methods, and operational procedures to be employed to perform QC for grid clearance confirmation and demilitarization of all materials in order to ensure integrity of the process.

The Environmental Management Plan shall describe the approach, methods, and operational procedures to be employed to protect the natural environment during performance of this project. The Contractor shall develop the Environmental Management Plan which consistent with the Natural Resources in accordance with the Natural Resources Management Plan for Marine Corps Air Station Yuma.

The Technical Management Plan shall describe the approach, methods, and operational procedures to be employed to perform Munitions and Explosives of Concern (MEC) operations for this project.

**DELIVERABLE:** A government approved Work Plan (WP) to accomplish the work under this specific CTO.

**STANDARD:**

- Email a Draft WP in Word due 30 calendar days after CTO award to the COR.
- Email Draft Final copy WP in Word to the COR within 15 calendar days after receipt of Navy comments.
- Email Final PDF copy of WP to the COR and mail two (2) hardcopies within five (5) calendar days after receipt of Navy comments.

**REQUIREMENTS:** All work involving munitions and explosives of concern and MPPEH or any material or item with the potential to explode must develop and implement a specific plan to address this hazard. This includes a mechanism to assure protection of all subcontractors, site visitors, or any person potentially exposed to an explosive hazard. Work must be performed in a manner consistent with all appropriate Department of Defense, Marine Corps and Navy guidance, in order to assure hazards are identified and appropriate precautions take place in order to avoid preventable mishaps. In the case of mishaps, the plan must include text that assures the appropriate response takes place and the proper reporting is accomplished.

The WP shall summarize the planned work as well as a discussion of issues related to unexploded ordnance (UXO) avoidance, clearance, and demolition and disposal procedures to be used during field activities. Including storage and disposal of ordnance scrap and range related debris with a detailed description of all processes to be used to identify, handle, demilitarized, certify/document as safe and proper dispose of munitions debris and range related debris. The contractor shall present, within the Site work plan, a schedule outlining the milestones necessary to achieve both clearance and target installation. In addition, the Work Plan shall address how UXO and dud munitions will be identified and how each category of UXO and dud munitions will be handled.

The WP shall outline the engineering approach to be used to prepare the site for target insertion. The work plan shall also contain details on how targets will be brought from the staging area and placed.

The WP shall provide evidence of proper permitting or all equipment and the Contractor shall have the permits available for review. The Contractor is required to ensure that all equipment proposed to be utilized is properly permitted, this includes, but not limited to, items such as generators, diesel powered equipment, etc.

The WP shall follow the United States Army Engineering Support Center, Huntsville (USAESCH) Data Item Descriptions (DID) MR-001 (Type 1 Work Plan) format and presentation and in accordance with any other relevant or applicable DIDs.

The WP shall include a Operational Risk Management (ORM) evaluation of the work to be performed under this scope of work in accordance with OPNAV INSTRUCTION 3500.39A, Operational Risk Management. ORM is a method for identifying hazards, assessing risks and implementing controls to reduce the risk associated with any operation. All activities that handle munitions and residue shall conduct a stand-down to review procedures prior to commencement of fieldwork and as necessary to ensure appropriate safety measures are implemented and reviewed by all involved in the fieldwork.

The Contractor shall prepare written response to all Government comments on the plans. The format of the work plans shall be in Microsoft Word and submitted via email for draft and draft final, 2 hard copies and a PDF copy of the final work plan is required

#### 4.3 Work Element 3 – Field Work

The PWS for this project includes the Contractor providing all labor, materials and equipment necessary to safely conduct the work at S-4-1 and S-4-3. Both areas will be closed at the same time from the 16th of Nov. to the 16th of December for a total of 30 days to complete the on-range portion of the work. It should be noted that the only day the ranges will not be available during this closure time will be on the 20th of Nov. where the ranges will not be available for a continuous six (6) hour period.

The processing of all debris will be accomplished in the Camp David area which is located approximately one (1) mile from the ranges. **Processing of debris may be performed at S-4-1 during the 30 day “cold” status.** Since this area is outside of the range area, the Contractor can process in this area while the ranges are in “hot” status.

##### 4.3.1 The Contractor shall provide Range Clearance

a) DELIVERABLE: Surface/subsurface clearance as required to remove all range related debris and munitions debris from the 10 acres of buffer area surrounding the S-4-1 range.

STANDARD: Clearance of all munitions debris. Clearance of all range related debris larger than four (4) inches in any direction from the 10 acre area adjacent to the S-4-1 demolition range.

b) DELIVERABLE: Surface/subsurface clearance as required to remove all range related debris and munitions debris from the S-4-3 range.

STANDARD: Clearance of all UXO and munitions debris. Clearance of all range residue larger than four (4) inches in any direction from the range.

REQUIREMENTS: The Contractor shall provide fully trained and qualified UXO clearance teams and all equipment and materials necessary to safely conduct range clearance.

##### 4.3.2 The Contractor shall provide Target Placement

The exact location of the 10 targets to be placed on S-4-3 shall be provided with GPS coordinates post award.

a) DELIVERABLE: The Contractor shall place 10 Government provided 1 inch thick steel full size 3-D metal tank targets on Range S-4-3.

STANDARD: Range S-4-3; Clearance as required for safe placement of 10 government provided 3D metal targets at the GPS coordinates provided by the government post award.

**REQUIREMENTS:** The Contractor shall provide fully trained and qualified UXO clearance teams and all equipment and materials necessary to safely surface/subsurface clear and place the targets.

#### 4.3.3 Residue Removal and Disposition

a) **DELIVERABLE:** The Contractor shall process, demilitarize, certify and recycle all range residue (to include munitions debris and range related debris) generated as part of this project.

**STANDARD:** All munitions debris and range related debris shall be inspected, processed, demilitarized and recycled.

**REQUIREMENTS:** The contractor shall furnish all qualified personnel and equipment to demilitarize all recovered UXO, munitions debris and range related debris from the ranges. The Contractor shall process, demilitarize, MDAS and recycle and/or landfill all materials generated as part of this project. Recycled material shall be fully demilitarized, disfigured so as to not look like ordnance and be certified using DOD form 1348-1A. The Contractor shall provide a qualified and independent 3<sup>rd</sup> Party QC to verify the MDAS status of all materials prior to placement in lockable containers for shipment to a recycler or to the landfill. Positive control and chain of custody is required from the point of generation to the arrival at the recycle facility or landfill.

**STANDARD:** All range related debris shall be subject to radiological evaluations at a minimum of three checkpoints to ensure no suspected radiological materials leave the range: 1) on range as it is processed; 2) when loaded prior to shipment; and 3) prior to transportation to the recycling facility, completely encompass (all sides, top and bottom) the transport container.

In addition, all transportation containers to be used shall be physically inspected and scanned for the presence of radiological materials prior to placing any MDAS into the containers.

The Senior UXO Supervisor (SUXOS) and independent 3<sup>rd</sup> party Quality Control (QC) are ultimately responsible for ensuring the loaded vehicle is free of energetic and radioactive material prior to transport from the operational range.

If radiation is detected, the range related debris shall remain in place and the Contracting Officer's Representative (COR) and Range Point of Contact shall be notified with the following information.

- ... GPS coordinates of the site where object/target(s) with radioactive material was/were discovered.
- ... GPS coordinates where object/target(s) may have been transported and deposited while awaiting removal of the radioactive material, or if relocated to another position on the range, that new location.
- ... The amount of radioactivity that was present when the item was discovered, preferably in units of Curies or Becquerel. If in counts per minute, the counting efficiency of the instrument should also be provided, in units of counts per minute per disintegrations per minute (cpm/dpm).
- ... The model number and serial number of the instrument that was used for the measurement.
- ... The name (printed legibly) of the individual performing the radiological survey and the organization who conducted the range clearance for the targets in question.
- ... Applicable dates when items were moved, etc.
- ... The radionuclide present (Ra-226, Pm-147, etc.) if identified.

Instruments used by the contractor shall be capable of performing a quantitative assessment of radioactive material, with a minimum detectable activity (MDA) no greater than that specified in NRC Regulatory Guide 1.86.

b) **DELIVERABLE:** The Contractor shall conduct certification/verification including independent 3<sup>rd</sup> party certification of all range residue (to include munitions debris and range related debris) generated as part of this project. This shall be documented utilizing a DD Form 1348-1a for scrap turn-in documentation.

**STANDARD:** The contractor shall prepare the DD Form 1348-1a to be signed by the contractor's designated SUXOS/QC and cosigned by an independent and qualified 3rd Party QC Contractor

**REQUIREMENTS:** Instructions for completing this form are contained in the Defense Reutilization and Marketing Manual, DoD 4160.21-M.

c) **DELIVERABLE:** The Contractor shall conduct recycling of all range residue (to include munitions debris and range related debris) generated as part of this project and any other materials generated during the performance of this contract.

**STANDARD:** Recycling Centers must be evaluated by the Contractor and demonstrated to be properly certified and in compliance as Qualified Recyclers according to State/Federal regulations, DODs, policies and/or procedures.

**REQUIREMENT:** Any proceeds generated as part of recycling materials shall be used by the Contractor to offset project costs. No recycling funds shall be returned to the Government.

d) **DELIVERABLE:** The Contractor shall inspect and dispose of all accumulated tires located in a pile outside Camp David.

**STANDARD:** All tires shall be removed.

#### 4.3.4 UXO Disposition

The Marine Corps installation EOD teams WILL NOT provide disposition support for identified UXO/dud-munitions. Contractor shall be required to conduct any Blow in Place (BIP) operations in support of this project. Temporary storage of donor explosives in the proper Government facilities for demolition operations will be permitted and will be discuss during the kickoff meeting.

a) **DELIVERABLE:** The Contractor shall be responsible to perform all UXO demolition services.

**STANDARD:** The Contractor shall provide DOD UXO Qualified personnel to perform UXO Disposition.

**REQUIREMENT:** Demolition and venting of all UXO and MPPEH items as part of the performance of this work.

#### 4.4 **Work Element 4 – Data Management**

The Contractor shall be required to demonstrate that they have a centralized data management system in place at the time of award that will store all data collected for this project (both spatial data and tabular data).

a) **DELIVERABLE:** The Contractor shall be required to provide a geodatabase of all GIS information including maps that depict the types and location of any UXO items discovered during the performance of this work to the MCAS Yuma Range Management Department and GIS personnel.

**STANDARD:** Information must be provided in a geodatabase format that can be readily transitioned to Marine Corps database to account for munitions debris and range related debris removed from the range.

**REQUIREMENTS:** This information shall include the GIS coordinates for any MEC and include: the location of all ordinance scrap, range related debris removed, the density of materials removed from each 100 x 100 clearance grid at each location.

#### 4.5 Work Element 5 - Draft/Draft Final and Final Project Completion Report

**DELIVERABLE:** The contractor shall prepare a draft and final Completion Report that summarized all aspects of the work performed.

**STANDARD:**

- ..Email Draft Letter Report in Word to COR within (30) calendar days after completion of all fieldwork.
- ..Email Final Letter Report to COR within (15) calendar days after receipt of Navy comments.

The Contractor shall provide (2) hard copies and complete PDF copies on CD with all attachments included.

**REQUIREMENTS:** All records of material recycling and landfill disposal shall be detailed in the report. Daily reports, maps, drawings and pictures shall be included that illustrate the work accomplish shall all be included along with the Geodatabase developed to capture information on UXO types and locations and types and amounts of munitions debris and range related debris.

#### 5.0 DELIVERABLE SCHEDULE MATRIX

<u>WORK ELEMENT</u>	<u>DELIVERABLE</u>	<u>COR</u>	<u>MCAS YUMA</u>	<u>DUE DATE</u>
4.1.1	Draft Meeting Minutes	1	1	7 days after kick off meeting
4.1.1	Final Meeting Minutes	1	1	3 days after receipt of comments
4.1.2	Daily Reports	1	1	NLT 12hrs after each day of Fieldwork
4.1.3	Monthly Status Reports	1	1	Monthly Status Report submitted with invoice in Wide Area Work Flow (WAWF)
4.1.4	Accident Reports	1	1	Notify the Contracting Officer, COR and MCAS YUMA POC within 2 hours of any incident
4.2	Draft Work Plan, including associated plans (Heath/Safety/ Envion/QC/Tech Management Plan, ORM Plan	1	1	30 days after award of the delivery order
4.2	Navy Review	-	-	15 days after receipt of Draft document
4.2	Draft Final Work Plan	1	1	15 days after receipt of Navy comments
4.2	Navy Review	-	-	5 days after receipt of draft final document
4.2	Final PDF of Work Plan	1/1HC	1/1 HC	5 days after receipt of Navy comments

4.5	Draft Report	1	1	30 days after completion of all fieldwork
4.5	Navy Review	-	-	15 days receipt of Draft document.
4.5	Final Report	1/2HC	1/2HC	15 days after receipt of Navy comments

**6.0 PERFORMANCE WORK STATEMENT MATRIX**

The following service delivery summary includes the performance objective and performance threshold for each task in the contract. This performance threshold provides a vehicle to align performance with the government STANDARD /business objective, and provides a focus on critical success factors in meeting these objectives. The referenced sections provide further detail of the performance objective.

<u>Performance Objective</u>	<u>Reference</u>	<u>Performance Indicator</u>	<u>Performance Threshold</u>
Mishap Reporting	Work Element 4.1.1	Quality	100% of all mishaps are documented, reported to the government and corrective action taken; no mishaps due to negligence
UXO personnel qualification verification	Work Element 4.2	Quality	100% of all UXO personnel working on project at all times meet qualifications per OP-5/TP-18 documented in Work Plan
Range Clearance	Work Element 4.3	Quality	100% clearance of all UXO, munitions Debris and range related debris removed from each range as outlined in the PWS and in accordance with Work Plan.
UXO and suspect UXO procedures and practice	Work Element 4.3.1	Quality	100% of all UXO identified and safely handled IAW most current version of Navy/DoD procedures/directives/guidance and approved Work Plan
Residue Removal and Disposition	Work Element 4.3.3	Quality	100% of MPPEH inspected and certified by UXOSO and 3 <sup>rd</sup> Party QC as MDAS
Site Control	General	Quality	100% of all site visitors receive site safety brief, and are issued or wear proper safety equipment
Reporting Requirements 4.3;4.4 and 4.5	Work Elements 4.1;4. 2;	Timeliness	Reports submitted within established deadlines 90% of time

**7.0 SPECIAL CONDITIONS**

7.1 The Contractor shall obtain written approval from the appropriate installation personnel prior to obtaining photographic records, still or motion picture, and aerial or ground photographs; in accordance with Public Law 18 U.S. Code 795 and applicable Station Regulations. The Government may provide a representative to act in an advisory capacity to prevent unauthorized disclosure of classified information.

7.2 Any oral directions, instructions, explanations, commitments and/or acceptances given by any Government employee to the Contractor, SHALL NOT be construed by the Contractor as a change in scope to this delivery order. Any change in scope of work MUST be issued to the Contractor, in writing, by the Contracting Officer in order to be binding to the Government.

7.3 The Contractor shall ensure that personnel have been appropriately trained for the tasks and duties assigned. The Contractor shall maintain and provide upon request, records of training and qualifications of individuals involved in the project.

7.4 Station Regulations: The Contractor and his/her employees and Subcontractors shall become familiar with and comply with installation regulations, including fire, traffic, and security regulations. Contractor personnel employed on the installation 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.

7.5 Identification badges and vehicle passes shall be coordinated through the NAVFAC PM. No employee or representative of the Contractor will be admitted to the installation unless the employee or representative furnishes satisfactory proof of United States citizenship.

7.6 The Contractor shall be responsible for obtaining permission and clearance from the appropriate Navy or Marine Corps Security Personnel, including EOD, to enter and perform the required field work. The Contractor shall schedule the field work with the installations operational and environmental representatives, the NAVFAC PM and other key personnel.

7.7 The Contractor shall make every effort to prevent the spread of contamination or release of contaminants to the environment in accordance with all Federal, State and local laws, regulations and instructions. Dust controls shall meet the requirements of Yuma's PM 10 requirements. All work shall be completed in accordance with all applicable DoN, Federal, State and local laws, regulations, and guidance.

7.8 The Contractor shall establish an explosive certification and documentation process for all Contractor and Subcontractor personnel working within exclusion zones, if such are required.

7.9 The Contractor shall develop signage for designated safe zones, munitions debris process zones, and construction areas.

7.10 Scheduling: Schedule work so as to cause the least amount of interference with station operations. Work schedules shall be subject to the approval of the RPM.

7.11 Contractor shall comply with all appropriate DoD, DoN, and Marine Corps explosive safety policy and guidance.

## **8.0 CONTRACT ADMINISTRATION DATA**

8.1 General Funding Information: CUSTOMER FUNDED

Type of Funding: O&M, USMC

8.2 POINTS-OF-CONTACT:

NAVFAC COR:

Name: WILL INSERT AT TIME OF AWARD

Address: Naval Facilities Engineering Command  
1220 Pacific Highway  
San Diego, California 92132-5181

Phone: Attn: Code  
(619)  
Email:

Marine Corps Air Station (MCAS) Yuma:  
Name: WILL INSERT AT TIME OF AWARD

Address:  
Building:  
Floor:  
Room:  
Yuma, AZ 85369  
Phone: (928)  
Email:

Contract Specialist (CS):  
Name: Pamela Sons Code ACQ4.PS  
Address: Naval Facilities Engineering Command  
1220 Pacific Highway  
San Diego, California 92132-5181  
Environmental Contracts Core Team  
Phone: (619) 532- 4624 (Commercial)  
Email: [pamela.sons@navy.mil](mailto:pamela.sons@navy.mil)

**SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

The following have been modified:

**INSTRUCTIONS TO OFFERORS****L1 PRE-PROPOSAL MEETING/SITE VISIT**

(1) A pre-proposal meeting/site visit for the Proposed Task Order 0001 project is scheduled for **21 May 2015** at 10:00 A.M. local time at Camp Billy Machen, Niland California. See Attachment J1 for directions. All firms interested in attending the meeting/site visit must submit the company name, attendee(s) full name(s), business address, phone number(s), citizenship, and email address(es). This information shall be emailed no later than **15 May 2015** to BOTH Pamela Sons at [Pamela.sons@navy.mil](mailto:Pamela.sons@navy.mil) and Jennifer DeVera at [jennifer.devera@navy.mil](mailto:jennifer.devera@navy.mil). The purpose of the meeting/site visit is to help potential offerors gain a better understanding of the objectives of the acquisition. All interested firms are urged to attend this meeting/site visit. Due to space limitations, participation is limited to three (3) representatives from each firm.

(2) In order to make the pre-proposal meeting as productive as possible, firms are requested to submit questions in writing via email to Pamela Sons at [pamela.sons@navy.mil](mailto:pamela.sons@navy.mil) by **15 May, 2015**. Firms should note that the terms and conditions of the solicitation can only be changed by a formal written amendment to the solicitation.

(3) Costs associated with participating in the pre-proposal meeting/site visit or responding to the solicitation will not be compensated.

**L2 SOLICITATION INQUIRIES**

Offerors are requested to review this solicitation, including the Statement of Work, as soon as possible upon receipt. Any questions regarding the solicitation or Statement of Work shall be submitted in writing electronically to the Contract Specialist or Contracting Officer as follows:

Contract Specialist:	Pamela Sons
Email:	<a href="mailto:Pamela.sons@navy.mil">Pamela.sons@navy.mil</a>
Phone:	(619) 532-4624

All inquiries must include the solicitation number and clearly state the question and reference. All Requests for Information (RFI's) are due no later than **5 June 2015**.

**L3 PROPOSAL DUE DATE/LOCATION:**

Proposals are due no later than 2:00 PM, local time on **16 June 2015**.

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

NAVAL FACILITIES ENGINEERING COMMAND, SOUTHWEST  
ATTN: PAMELA SONS, ENVIRONMENTAL CONTRACTS CORE, CODE ACQ4.PS  
1220 PACIFIC HIGHWAY  
SAN DIEGO, CA 92132

Contractors must clearly label the boxes/containers with the following information:

Solicitation Number: N62473-15-R-0813  
Attn: Pamela Sons, Code: ACQ4

#### **L4 PROPOSAL SUBMISSION REQUIREMENTS (ADMINISTRATIVE):**

##### General:

Proposals submitted in response to the solicitation shall be formatted as follows and furnished in the number of copies stated herein.

All proposals (paper and electronic) shall be labeled with the Volume Number and Title; Solicitation Number; and Name, Address, and Phone Number of the offeror. The electronic/paper proposals shall be submitted in separate Disks/Binders. The originals shall be clearly identified as the "ORIGINAL", and bear the original signature(s) of the offeror. The copies shall be complete and clearly identified as "COPY" or "DUPLICATE". Offerors are advised that the proposal is "For Official Use Only" and that proposals are considered Source Selection Sensitive Information; see FAR 2.101 & 3.104 for further details.

Font size shall be 10 point or larger, with the exception of reproduced sections of the solicitation document, charts and graphs. Use at least 1-inch margins on the top and bottom and side margins, except for charts, graphs, maps and other illustrations. Font size 8 point is acceptable for graphics and charts only.

Offerors shall submit proposals via electronic format on CD-ROM. The acceptable electronic formats for proposals include Word 98 or later version, Excel 5.0 or later version, or Adobe Acrobat 9.0 or later version. Electronic mail is not an acceptable media. Offerors shall ensure that proposal disks are virus free, and free of password protection. If access to electronic proposal data is prohibited due to viruses, passwords, or wrong format, the proposal may be rejected. Page limits, if stipulated, must be adhered to. Electronic page size shall be 8.5" x 11".

Proposal(s) shall contain complete written responses all factors. Page limitations for each evaluation factor are specified below and any pages submitted in excess of the page limits will not be considered in the evaluation.

The following information shall be included in each Volume (Disk/Binder) and tabbed/labeled accordingly:

##### **Volume 1 – Price Proposal**

One (1) electronic copy and one (1) original and one (1) paper copy in a three ring binder with content as specified, and labeled accordingly.

- ° General, Cover Letter
- ° Tab A, SF33
- ° Tab B, Responsibility
  - Certification
  - Financial Questionnaire (Exhibit D)
  - Vets 100 Report

##### **Volume 2 – Non-Price Factors**

Three (3) electronic copies and one (1) original and two (2) paper copies in a three ring binder with content as specified, and labeled accordingly.

##### Factor 1 – Specialized Experience:

Maximum of 24 single sided pages (or 12 double sided pages)

- Tab A – Project Data Sheets (Exhibit C)

**Factor 2 – Technical Approach (PTO 0001):**

Maximum of eight (8) single sided pages [or four (4) double sided pages]

- Tab A – Technical Approach Narrative
- Tab B – Technical Approach Breakdown
- Tab C – Performance Milestone Schedule
  - The Performance Milestone Schedule will not be counted as part of the eight (8) page limit. The Performance Milestone Schedule may be an 11” x 17” foldout.
- Tab D – Conflict of Interest Mitigation Plan
  - [Clause H13: limited to five single sided pages [or two (2 ½) double sided pages] and are not counted in the page limitation for Factor 2]

**Factor 3 – Safety:**

Maximum of two (2) single sided pages [or one (1) double sided page] for Tab C.

No page limitations for Tab A or Tab B.

- Tab A – Experience Modification Rate (EMR)
- Tab B – OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate
- Tab C – Technical Approach for Safety

**Factor 4 – Management Approach:**

Tab A limited to five (5) single sided pages [or two and one half (2 ½) double sided pages].

- The organizational chart will not be counted as part of the five (5) page limit for Tab A. The page size of the chart may be an 11” x 17” fold-out.

Tab B limited to 18 single sided pages [or nine (9) double sided pages].

No page limitations for Tab C.

- Tab A – Contract Management
- Tab B – Key Personnel
- Tab C – Joint Venture Agreements

**Factor 5 – Past Performance:**

No page limitation for Tab A

Tab B limited to 10 single sided pages [or five (5) double sided pages]

- Tab A – CPARS evaluations or Past Performance Questionnaires (Exhibit E)
- Tab B – Project Awards

**L4 PROPOSAL SUBMISSION REQUIREMENTS (FACTORS):**

**a. Factor 6, Price**

(1) Proposal Submission Requirements:

Volume 1, Price Proposal, shall be tabbed as follows:

**General**

A cover letter shall accompany the proposal as required by FAR 52.215-01(c)(2), Instruction to Offerors – Competitive Acquisition. The first page shall include:

- ° The solicitation number, name of the Offeror, address of the Offeror, point of contact information (telephone number and email address), Dun & Bradstreet Number, Cage Code, and the Tax Identification Number (TIN) of the offeror.
- ° 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.
- ° 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.

#### TAB A

Offerors shall include Standard Form (SF) 33 (Solicitation, Offer and Award), page 1 with blocks 12-18 completed and Section B of the RFP, Supplies or Services and Prices under Tab A.

#### TAB B

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.

**If the Offeror is a Joint Venture information should be submitted for the Joint Venture and each Joint Venture Partner. If there is no information for the joint venture, information should be submitted for each joint venture partner.**

##### (2) Financial Questionnaire (Exhibit D):

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 a 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 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.

## **b. Non-price Factors**

**Factor 1 – Experience of the Offeror**

## (1) Solicitation Submittal Requirements:

Volume 2 – Experience of the Offeror shall be tabbed as follows:

**TAB A**  
**Project Data Sheet, RFP Exhibit C**

The offeror shall submit eight (8) projects with 100% fieldwork complete (within the past five (5) years from the date of the RFP issuance) projects that best demonstrate specialized experience on relevant projects that are similar in size, scope, and complexity as described in Section C of the Performance Work Statement.

For purposes of this evaluation, relevant projects are defined as the Offeror having specialized experience in the following components:

- 1) Operational range clearance of UXO and Material Presenting a Potential Explosive Hazard (MPPEH) from active military ranges
- 2) Inspection, certification, and recycling of munitions debris/target scrap that is considered MPPEH and has been certified as Material Documented as Safe (MDAS)
- 3) Target removal and replacement

Note: Experience shall be for the Offeror as the Prime Contractor self-performing the work or the Offeror as a Subcontractor self-performing the work. “Self-perform” is defined as performing the clearance and inspection of the material and certifying it as MDAS.

Projects submitted for the offeror shall be at least 100% physically complete with fieldwork (not counting final report deliverables) within the past five (5) years of the date of issuance of this RFP.

A project is defined as a project performed under a single task order or single contract. For multiple award and indefinite delivery/indefinite quantity type contracts, the contract as a whole shall not be submitted as a project; rather Offerors shall submit the work performed under a task order as a project. Additionally, for purposes of this evaluation, a project is defined as:

- i) Work performed for a federal agency and meeting at least one of three requirements in paragraphs (ii), (iii) and/or (iv) below:
- ii) Work performed pursuant to one specific task order of an indefinite delivery/indefinite quantity (ID/IQ) type contract at one site or multiple sites at a single installation or facility; or
- iii) Work performed pursuant to a site specific contract (i.e. a non-ID/IQ contract) for one site or multiple sites within a single installation or facility; or
- iv) Work performed pursuant to a single contract that is not an ID/IQ contract or pursuant to one specific task order of an ID/IQ type contract at multiple installations or facilities;

Offeror refers to the Contractor submitting the proposal as Offeror, including Joint Ventures/LLCs, whose name appears in Block 14 of Standard Form (SF) 33 (Solicitation, Offer and Award).

The attached Project Data Sheet, **RFP Exhibit C**, is MANDATORY and SHALL be used to submit project information. Except as specifically requested, the Government will not consider information submitted in

addition to this form. Individual blocks on this form may be expanded; however, the page limit for Tab A, Project Data Sheets, will be a maximum of 24 single-sided pages (or 12 double sided pages).

Project Data Sheets shall contain the following information:

- i) Contract Information: Name and address, contract number and task order number; title; place of performance; award date; contract /task order type (fixed price, cost reimbursable, etc.); name and address of procuring organization, procuring organization point of contact (POC) name, phone number and email address; technical or program manager's name, phone number and email address
- ii) Cost: Project dollars; value of award, and final project amount
- iii) Contract Role: Specify if contract/task order was a prime contract/task order or a subcontract to a prime contract. If a subcontract, include prime contractor's company name, point of contact phone number and email address.
- iv) Description of work performed: Offeror shall describe its primary role/duties in execution of the work (i.e. the major components of the project which were completed by the prime's staff and major components which were subcontracted out.) If the Offeror subcontracted out portions of the work, describe the oversight performed of the subcontractor(s) on relevant work to this solicitation. If the Offeror was a subcontractor on the project, the description, duration, and cost of the work provided should reflect the work performed by the Offeror as the subcontractor, and not work under the project as a whole. Description of work performed should include as applicable (a) technical and administrative functions – describe the complexity of functions performed; (b) distinctive and/or unique features of the project; (c) type of action performed; (d) Interaction with range management section/range scheduling; (e) summary of work accomplished and how it relates to work required by this solicitation.
- v) Whether or not the project is 100% fieldwork complete, and the date upon which 100% fieldwork completion was achieved.

For all submitted projects, the description of the project shall clearly describe the scope of work the Offeror performed and the relevancy to the project requirements of this RFP.

If the Offeror is submitting project experience where the Offeror was the subcontractor, the proposal shall clearly identify the work that the Offeror self-performed on the project. If the Offeror is submitting project experience where the Offeror subcontracted portions of the project to other firms, the Offeror shall clearly identify what work was subcontracted and what work was self-performed.

If the Offeror is proposing as a Joint Venture (JV) or Limited Liability Company (LLC), relevant project experience shall be submitted for projects completed by the JV/LLC entity. Refer to 13 CFR §121.103-106 and 13 CFR §125.6 for applicable small business size standards and requirements. If the JV/LLC does not have shared experience, at least two relevant projects shall be submitted for each JV/LLC member. If no shared project experience is demonstrated, proposals that fail to submit at least two relevant projects for each member of the JV/LLC will be rated as Unacceptable. Offerors are still limited to a total of eight (8) projects combined.

## **Factor 2: Technical Approach (PTO 0001)**

### **(1) Solicitation Submittal Requirements:**

Information shall be included in Volume 2 – Submissions for Factor 4, Technical Approach (PTO 0001) proposal; Tab A – Technical Narrative, Tab B - Technical Approach Breakdown, Tab C - Performance Milestone Schedule.

All submissions for Factor 2 combined shall be limited to a maximum total of eight (8) pages [or four (4) double sided pages] total. The Performance Milestone Schedule will not be counted as part of the eight (8) page limit. The Performance Milestone Schedule may be an 11" x 17" foldout.

Volume 2 –Technical Approach (PTO 0001) shall be tabbed as follows:

#### TAB A

##### **Technical Approach Narrative**

Provide a comprehensive narrative describing your technical approach to completing PTO 0001 that meets or exceeds performance objectives, Range Clearance, Target Refreshment, and Material Presenting a Potential Explosive Hazard (MPPEH) Removal and Processing from Target Areas S-4-1 and S-4-3 Located at Camp Billy Machen, Chocolate Mountains Aerial Gunnery Range (CMAGR), Niland, California.

The following five (5) elements will be evaluated to determine the viability of the technical approach:

- 1) Describe your technical approach to complete PTO 0001 that includes implementation and optimization. Under implementation, 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. Under optimization, describe how work will be optimized to minimize required time on range while still maintaining the highest level of safety and quality of work.
- 2) Describe your plan to incorporate Operational Risk Management while conducting surface/subsurface clearance of S-4-3 and MPPEH removal at S-4-1.
- 3) Describe your plan to address UXO identification and demolition.
- 4) Describe the approach to target removal and replacement.
- 5) Describe any difficult and challenging issues, and your planned approach to successfully mitigate them.

The technical approach must be feasible, thorough, and complete. No pricing will be included in this response.

#### Tab B

##### **Technical Approach Breakdown**

Provide a comprehensive technical approach breakdown adequately addressing the following two (2) elements:

- 1) The proposal by tasks, level of effort, and resources, which demonstrates your understanding and analysis of the project work requirements.
- 2) The labor mix, man hours, material, and equipment for prime and any proposed subcontractors.

The technical approach breakdown shall be submitted in an Excel spreadsheet. Do NOT include rates, costs, or prices with your technical proposal. Technical proposals for Factor 2 that contain rates, costs, and/or prices in the technical proposal will be deemed unacceptable and ineligible for award.

#### Tab C

##### **Performance Milestone Schedule**

Provide a comprehensive performance milestone schedule addressing the following two (2) elements:

- 1) Schedule parameters based on the scope of work requirements
- 2) **Range availability for field work for a total of one (1) mobilization, lasting 30 days, from 16 November 2015 to 16 December 2015.**

Tab D

**Conflict of Interest Mitigation Plan**

Offerors will be evaluated for any potential organizational conflicts of interest that may prohibit performance under PTO 0001. If an offeror believes that a potential conflict of interest may exist, the offeror shall submit as part of its proposal, a mitigation/contingency plan to address how the offeror will resolve conflicts of interest in relationship to performance of CTO 0001. If there are no perceived conflicts of interest, the offeror shall certify to the best of the offeror's knowledge that no conflict of interest exists.

Offerors shall provide information pertaining to organizational conflicts of interest and compliance with solicitation Clause H13, NFAS 5252.209-9300, Organizational Conflicts of Interest (Alternate I). Responses to Clause H13 shall be limited to five pages in length; these five (5) pages will not be counted towards the page limitation of Factor 2.

**Factor 3 – Safety**

(1) Solicitation Submittal Requirements:

The Offeror shall submit the following information: (For a Joint Venture or LLC, the following submittal requirements are required for each Contractor who is part of the Joint Venture or LLC; however, only one safety narrative is required. EMR and DART rates shall not be submitted for subcontractors.)

Volume 2 – Safety shall be tabbed as follows:

TAB A

**Experience Modification Rate (EMR):**

For the three (3) 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 (3) year period). If you have no EMR, affirmatively state so and explain why. Any extenuating circumstances that adversely affected the EMR should be addressed as part of this element. Lower EMRs will be given greater weight in the evaluation. There are no page limitations for submissions under Tab A.

TAB B

**OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate:**

For the three (3) previous complete calendar years [2012, 2013, and 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 (OSHA). If you cannot submit an OSHA DART rate, affirmatively state so, and explain why. Any extenuating circumstances that adversely affected the OSHA DART rate data should be addressed as part of this element. Lower OSHA DART Rates will be given greater weight in the evaluation. There are no page limitations for submissions under Tab B.

TAB C

**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.

**Factor 4 – Management Approach****(1) Solicitation Submittal Requirements:**

Volume 2 – Management Approach shall be tabbed as follows:

**TAB A****Contract Management:**

The offeror shall submit a contract management plan that details the following:

**a. Organization:**

**Organizational Chart:** The proposed program management organizational structure, lines of authority for key personnel, and organizational relationships with any proposed subcontractors.

**Roles and Responsibilities:** The offeror shall describe the roles and responsibilities for each of the key personnel.

**Subcontractors:** Firms shall indicate the extent of their previous working relationship with any proposed subcontractors. In the event that the use of sub-contractor(s) in a “team” approach is proposed, wherein the sub(s) will accomplish significant portions of a clearly identifiable scope of work on a consistent basis, a “team” relationship will be considered. In such instances, the prime shall clearly identify the limits of responsibility for each team subcontractor.

**b. Quality Control System:**

The offeror shall include the proposed contract quality control system in support of the resulting contract. This includes, but is not limited to; completion of field work, maintenance of employee qualifications, verification of subcontractor qualifications, ensuring adherence to regulatory requirements, and adherence to DoD policy and guidance related to UXO work. See Section C 5.1 (References).

**c. Staffing and Resources:**

The offeror shall include the proposed plan for staffing/resourcing this contract to include all locations covered by this contract. The plan shall detail the offeror’s workforce by number and labor category. The plan shall describe how staffing and equipment needed to perform this contract will be acquired. The plan shall include how the Offeror plans to perform multiple task orders simultaneously over different geographic locations. The plan shall demonstrate the efficiency and cost effectiveness of the plan.

d. How and to what extent the proposed program management organization will interact with the home office organization and other supporting offices under the contract.

The page limit for Tab A will be a maximum of five (5) single sided [or two-and-one-half (2 ½) double sided] pages. The organizational chart will not be counted as part of the five (5) page limit for Tab A. The page size of the chart may be an 11” x 17” fold-out.

**TAB B****Key Personnel:**

The offeror shall submit a detailed resume for each of the following proposed key personnel; UXO Program Director, Senior Unexploded Ordnance Supervisors (SUXOSs) (minimum of three), UXO Safety Officers (UXOSO) (minimum of two). The resumes shall specify the number of years the employee has worked for the offeror. If experience/qualifications were obtained under contracts listed under Factor 1, Experience, indicate the contract number. All resumes shall have the signature of the current employee.

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

- Name
- Current Job Title
- Proposed Position
- Employment Status – Specify whether the proposed individual is currently employed with the proposed prime contractor.
- 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 and discipline
- Relevant Project Experience and Qualifications

Each resume shall not exceed two (2) single sided pages, or one (1) double sided page. The page limit for Tab B will be a maximum of 18 single sided pages, or nine (9) double sided pages.

**TAB C****Joint Venture Agreements:**

Contractors that elect to propose as a formal Joint Venture (JV) or Limited Liability Company (LLC) (as a separate legal entity) shall submit their legally binding formal JV or LLC agreement with their proposal. All such agreements shall be signed by the parties and shall demonstrate the relationship between firms and identify contractual relationships and authorities to bind them. The offeror shall ensure that the Joint Venture or LLC meets the requirements of 13 CFR § 121.103 to 121.106, and 13 CFR §125.6, and any other applicable statutes and/or regulations. The Joint Venture Agreements or LLC Agreement will not count towards the page limitation.

**Factor 5 - Past Performance****(1) Solicitation Submittal Requirements:**

Volume 2 – Past Performance shall be tabbed as follows:

**TAB A**

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

(a) If a completed CPARS Evaluation is available, it shall be submitted with the proposal for each project included in Factor 1 – 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 1 - Specialized Experience. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

(b) 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 (Exhibit E), 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, Pamela Sons via email at [Pamela.sons@navy.mil](mailto:Pamela.sons@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.

(c) 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.

(d) 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.

(e) A copy of the blank Past Performance Questionnaire to be used for requesting client references is included as Exhibit E.

#### TAB B

Performance recognition documents, Awards, Award Fee Determinations, and Letters of Recommendation.

(a) Also include performance recognition documents received within the last five (5) years such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition. Limit of 10 single sided [or five (5) double sided] pages for Tab B.

(End of Summary of Changes)