

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

SECTION C
PERFORMANCE WORK STATEMENT

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SECTION C
PERFORMANCE WORK STATEMENT

PART 1.0 GENERAL DESCRIPTION AND PERSONNEL REQUIREMENTS

1.1 GENERAL. The objective of this procurement is to obtain services for performing remedial actions (mostly Post-ROD stage) at environmentally contaminated sites predominately at Navy and Marine Corps installations. The sites will consist of those ranked on the Superfund National Priority List (NPL), as well as non-NPL sites regulated under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Underground Storage Tanks (UST), or Military Munitions Response Program (MMRP), and other sites which might require remedial action. This contract focuses primarily on environmental restoration projects, but could involve other environmental work such as compliance projects.

The work to be ordered under this contract will be performed at various locations 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 at other Naval and Marine Corps activities within the NAVFAC area of responsibility. However, the majority of the work is expected to be performed in California. The exact location of the required effort will be specified in the individual Contract Task Orders. The task order range for this contract is \$150 thousand to \$10 million.

1.2 SCOPE OF WORK

1.2.1 Services. The Contractor shall provide the personnel, equipment, materials, facilities, and management to respond to multiple requests for environmental support at various sites. These services may include actions, such as, but not limited to, the following:

- Performing remedial actions
- Performing removal actions
- Performing pilot and treatability studies
- Providing facility operation, maintenance, and instruction
- Performing other related activities associated with returning sites to safe and acceptable levels
- Developing work plans and other planning documents
- Range Clean Up and Closure; including Range Sustainability
- Environmental Program Assessment
- Performing RCRA Closures
- Performing Site Characterizations
- Performing Groundwater Characterization Studies
- Performing Remediation on Sediment Sites
- Performing emergency/expedited response, contamination assessment and subsequent decontamination/remediation prior to returning to normal operations as well as preparation of work plans and coordination with applicable agencies
- Developing closure reports for removal and remedial actions.

1.2.2 Contaminants. The contaminants will include, but not be limited to, those identified and regulated under RCRA, CERCLA, Toxic Substances Control Act (TSCA), Solid Waste Disposal Act (SWDA), and petroleum oils and lubricants (POL). A relatively small number of sites may require remediation of radiological or ordnance waste or unexploded ordnance (UXO), discarded military munitions (DMM), munitions constituents (e.g., TNT, RDX) or may be located in a radiological impacted area. A relatively small number of sites may also need a biologist for endangered species or an archeologist if the site has any cultural or historical sites. The contaminants included are predominately solvents, POL, metals, acids, bases, reactives, non-explosive ordnance residues or compounds, polychlorinated biphenyls (PCBs), and pesticides. Contaminants may be present in soils, sediments, ground water, air, sludge, surface water, soil vapor, and man-made structures. Contaminated sites may be landfills,

hazardous waste treatment storage and disposal facilities, tanks, lagoons, fire fighting training areas, shipyards, wetlands, bays, active and closed bases or other facilities.

1.2.3 Ordering Procedures. The Contractor selected for the work shall perform tasks in accordance with contract task order work statements prepared in accordance with Clause G3, "Ordering Procedures." The majority of the contract task order work statements will be performance-based, describing the requirements in terms of desired outcome of the project with minimal provision of precise details of work to be done. Contract task orders will include various documents that will describe the required remediation and technologies to achieve clean-up. Such documents may include records of decision, remedial investigation and feasibility corrective measure studies, remedial designs, RCRA/CERCLA closure plans, corrective action plans, and drawings and specifications. Contract work will specify a wide range of services relating to the cleanup of sites including, but not limited to the following:

a) Performing traditional and innovative methods for complete remedial action for environmentally contaminated sites. Methods include, but will not be limited to the following actions:

- Neutralization processes
- Metals precipitation
- Chemical stabilization
- Covering or capping contaminated soils
- Installing leachate drains
- Excavations
- Transporting and disposing of hazardous waste off-site
- Bioremediation (both in-situ and aboveground)
- Incineration on or off-site
- Soil washing followed by disposal
- Soil venting
- Pumping and treating contaminated ground water
- Installation of slurry walls
- POL recovery systems
- Air stripping
- Carbon absorption
- Ground water monitoring
- Solvent extraction
- Chemical decomposition and solidification
- Chemical Oxidation
- Phyto remediation
- Low Temperature Thermal Desorption
- In situ Conductive Heating
- Bioventing
- Biofiltration
- Vacuum Extraction
- Natural Attenuation
- Dual Phase Extraction
- Passive Treatment Walls
- Soil Vapor Extraction
- Air Sparging
- Other remedial technologies as developed by the remediation industry and accepted by regulators

b) Providing technical support to the Navy on matters such as community relations and regulatory meetings regarding the Contractor's remedial action work;

c) Conducting topographic and geophysical surveys;

- d) Conducting hydrogeological and geotechnical testing and data analyses in conjunction with remedial action projects;
- e) Conducting multimedia sampling and analysis for physical, chemical, and geotechnical characteristics;
- f) Installing temporary support facilities, such as decontamination areas, fences, roads, and utilities;
- g) Operating and maintaining project facilities such as waste water treatment and collection systems;
- h) Providing instruction for operation and maintenance of project facilities;
- i) Engaging in partnering with the Navy, other contractors, and regulatory agencies;
- j) Reviewing and/or providing input on investigations, feasibility studies, evaluation of remediation alternatives, and design packages relative to remediation activities.
- k) Writing all of the appropriate planning and closure documents associated with the remediation.

1.2.4 Compliance. Work shall meet or exceed the minimum applicable or relevant and appropriate requirements (ARARS) established by the Federal and State agencies. THESE DOCUMENTS ARE UNDER CONSTANT REVISIONS. The Contractor shall be responsible for compliance with the most recent revisions to the regulations throughout the duration of work under this contract. The Contractor shall also be responsible for compliance with all applicable Federal, State, and local regulations. Any instances where compliance would exceed the scope of work or specific requirements of the contract, and any conflicts between various regulations or between any regulation and contract/task order specifications, shall be brought to the immediate attention of the Contracting Officer or designated representative for resolution.

1.2.5 General Work Requirements. The Contractor shall perform tasks in accordance with the contract, environmental regulations, Uniform Guide Specifications, and all federal, state, local, and safety laws and regulations. Specific guidance provided in the task order scope will take precedence over the general guidance provided herein. The majority of the task orders issued will be performance-based, describing the requirements in terms of desired outcomes of the project.

1.3 PERSONNEL REQUIREMENTS

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

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

1.3.3 Key Personnel Qualifications: **All key personnel shall be employees of the prime contractor.** The desired education and experience qualifications for key personnel as presented in the Contractor's proposal are set forth below for the following key personnel positions:

- Program Manager
- Senior Technical Manager
- Quality Control Manager

Safety and Health Manager
Contract Administration Manager
Site Superintendent

(The Key Personnel List will be finalized upon award. See Section L for proposal instructions regarding identification of Key Personnel.)

a) Program Manager (PM). Responsibilities include overseeing Contract Task Orders for remedial actions. Duties include monitoring and controlling project costs and quality control, assigning personnel consistent with contract requirements, understanding and assuring compliance with CERCLA, RCRA, TSCA and SWDA regulations and their state counterparts, and other applicable or relevant and appropriate requirements, and performing as the Contractor's chief representative. The qualified individual for this position shall have as a minimum:

- (1) Bachelor's degree or higher in management or science.
- (2) Ten years experience managing or overseeing large task order contracts involving multiple concurrent projects at multiple locations, and
- (3) Six years of which was as a senior manager or engineer working with environmental restoration studies, and remedial action projects.

b) Senior Technical Manager (STM). Responsibilities include directing work associated with Contract Task Orders. Duties include ensuring effective execution of projects, controlling project schedule and budget, recommending changes to improve project efficiency and effectiveness, justifying change orders, tracking materials and resources, coordinating subcontractors' work complying with normal health and safety procedures, ensuring compliance with regulatory requirements, following/implementing approved project work plans or specifications, and producing quality technical reports supporting the remedial action with respect to the appropriate regulatory authority. The qualified individual for this position shall have as a minimum:

- (1) Graduate degree in engineering or science.
- (2) Six (6) years of construction management experience or field project management experience of which at least 3 years of experience is in managing remedial action projects.
- (3) The individual shall be a registered professional engineer or registered geologist in at least one state of the United States.

c) Quality Control Manager (QCM). Responsibilities include developing, maintaining, and enforcing the QC program. The Quality Control Manager should have experience in environmental quality control procedures and environmental regulatory requirements. The Quality Control Manager should be qualified by experience or training to develop, implement, and monitor the Quality System for the Contract. The qualified individual for this position shall have as a minimum:

- (1) Four or more years of experience as part of a consultant project management team performing quality implementation/oversight or in a laboratory as a supervisor, manager or quality control officer; or
- (2) Certification by American Society for Quality as a Certified Quality Auditor (CQA), Certified Quality Manager (CQMgr), Manager of Quality/Organizational Excellence (CMQ/OE), or Six Sigma Green or Black Belt; or
- (3) Documented training in auditing of Quality Systems such as ISO9000.

The Quality Control Manager should have documented experience in projects similar to the task orders expected for the contract.

d) Safety and Health Manager (SHM). Responsibilities include ensuring the elements of the approved safety and health program and site accident prevention plans/safety and health plans are implemented and enforced. The SHM should be an Industrial Hygienist certified by the American Board of Industrial Hygiene or a Safety Professional certified by the Board of Certified Safety Professional. The qualified individual for this position shall have as a minimum:

- (1) Three years experience in developing and implementing safety and health programs at hazardous waste site cleanup operations, or equivalent.
- (2) Documented experience in supervising professional and technician level personnel, developing worker exposure assessment programs and air monitoring programs and techniques, and managing personal protective programs.

- (3) Working knowledge of state and federal occupational safety and health regulations and statutes.
- (4) Expert knowledge of the U.S. Army Corps of Engineers Safety and Health Requirements Manual EM 385-1-1 through documented experience in hazardous waste cleanup operations, environmental restorations, or construction operations contracted under the U.S. Army Corps of Engineers, Naval Facilities Engineering Command, or other Department of Defense entities requiring the use of the EM 385-1-1 manual.

e) Contract Administration Manager (CAM). Responsibilities include administering and managing Contract Task Orders for remedial action construction and services, with respect to contractual matters. Duties include ensuring compliance with applicable Federal, DOD, and Navy regulations and policy, as well as the contract terms and conditions; maintaining an adequate purchasing system, which includes overseeing procurement of subcontractors; maintaining an adequate estimating system, which includes ensuring the adequacy of proposals; tracking costs; and interfacing with Navy contracts personnel regarding contractual matters. The qualified individual for this position shall have as a minimum:

- (1) An undergraduate degree in business administration or in an appropriate related field,
- (2) 5 years of direct experience in Government contract management, and
- (3) 2 years in government contract management with cost reimbursement type contracts.

1.3.4 Key Personnel Substitutions and Training Requirements. (The Key Personnel List will be finalized upon award. See Section L for proposal instructions regarding identification of Key Personnel.)

1.3.4.1 Substitution Limitations. The Contractor shall assign to this contract those key personnel whose resumes were submitted and approved by the Government. No substitutions shall be made except in accordance with this clause.

1.3.4.2 Conditions for Substitutions, Deletions, or Additions. The Contractor agrees that during the first 180 days of the contract performance period, no key personnel substitutions or deletions shall be permitted unless such changes are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer. Proposed substitutes shall have qualifications that are equal to or higher than the qualifications of the person to be replaced. Proposed substitutions, deletions, or additions shall be submitted in writing to the Contracting Officer at least 15 days in advance (45 days if security clearance is to be obtained) with the following information:

- a. A detailed explanation of the circumstances necessitating proposed substitutions or additions,
- b. A complete resume for the proposed substitute or addition, and
- c. Any other information requested by the Contracting Officer.

The Contracting Officer will evaluate such requests and notify the Contractor in writing of approval or disapproval.

1.3.4.3 Key Personnel List. The list of key personnel may be amended from time to time by contract modification to add, delete, or substitute personnel in accordance with key personnel substitution requirements specified herein. The Contractor shall submit a list of key personnel with the proposal. The list shall be included in the contract as Attachment JC.1.

1.3.4.4 Training. Contractors are expected to have personnel with the requisite skills to perform the requirements of this contract. Therefore, the Government will not allow, nor reimburse as direct costs, those costs associated with the training of contractor personnel in any effort to initially attain requirements of this contract. If allowable under FAR Part 31, these costs may be included as indirect costs. Attendance at workshops or symposiums is considered training for purposes of this clause.

1.3.5 Non-Key Personnel Requirements. The minimum education and experience requirements of the following non-key personnel are set forth below:

Project Manager

Senior Engineer/Geologist
Engineer/Geologist
Senior Project Scientist
Scientist
Site Superintendent
Site Safety and Health Officer

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

- (1) Under graduate (i.e., 4-year) degree in engineering or science,
- (2) 6-years construction management experience,
- (3) 3 years experience in managing remedial action projects, and
- (4) Past experience in managing similar remediation projects as specified in task order.

The government reserves the right to review and approve project managers proposed by the contractor on individual task orders. Upon approval, no substitutions shall be made except in accordance with this section. No personnel substitutions or deletions shall be permitted unless such changes are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer. Proposed substitutes shall have qualifications that are equal to or higher than the qualifications of the person to be replaced. Proposed substitutions, deletions, or additions shall be submitted in writing to the Contracting Officer at least 30 days in advance (45 days if security clearance is to be obtained) with the following information:

- a. A detailed explanation of the circumstances necessitating proposed substitution or additions,
- b. A complete resume for the proposed substitute or addition, and
- c. Any other information requested by the Contracting Officer.

The Contracting Officer will evaluate such requests and notify the Contractor in writing of approval or disapproval.

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

- (1) Graduate degree from an engineering program or be a licensed Professional Engineer; and
- (2) Six (6) years experience working with environmental restoration projects.

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

- (1) Undergraduate degree from an engineering program; and
- (2) Six (6) years experience working with environmental restoration projects.

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

- (1) Graduate degree in the specific scientific or engineering discipline or be a licensed Professional; and
- (2) Four (4) years experience working with environmental restoration projects.

(e) **Scientist.** Responsibilities include consulting with the Program Manager, Senior Project Scientist, and Project Manager on scientific issues related to environmental cleanup projects. Areas of specialty include geology,

hydrogeology, chemistry, biology, and engineering. Typical duties include collecting and interpreting field data, reviewing earth science data, determining and ensuring contaminant and toxicity levels, and providing field consultations as required. The qualified individual shall have the following as a minimum:

- (1) Undergraduate degree in the specific scientific or engineering discipline; and
- (2) One (1) year experience working with environmental restoration projects.

(f) Site Superintendent. Responsibilities include supervising on-site operations for remedial action projects. Duties include managing and administering material logistic procedures, executing the project's tracking system, coordinating on-site work including subcontractors, and monitoring on-site crew performance. The individual shall have the following as a minimum:

- (1) 10 years construction superintendent experience; and
- (2) Seven (7) years experience in managing remedial action projects.

(g) Site Safety and Health Officer (SSHO). An individual and at least one alternate shall be the designated SSHO for each project site. The SSHO and alternate(s) shall have the following as a minimum:

- (1) Two (2) years experience in implementing safety and health programs at hazardous contaminated sites where all levels of personal protective equipment are required;
- (2) Documented experience in construction techniques and construction safety procedures;
- (3) Working knowledge of occupational safety and health statutes and regulations at federal and state levels, and the USACE Safety and Health Requirements Manual EM 385-1-1;
- (4) Specific training in personal protective equipment, confined space entry, and proper use of air monitoring instruments and air sampling methods, including other monitoring equipment applicable to the site specific job;
- (5) Must have completed the 30-hour OSHA construction safety class or as an equivalent, 30 hours of formal safety and health training covering the subjects of the OSHA 30-hour course; and
- (6) Must have completed the 40-hour EM 385-1-1 Safety Hazard Awareness Course for Contractors.

PART 2.0 CONTRACT MANAGEMENT

2.1 PROGRAM MANAGEMENT

2.1.1 Program Management Office. The Contractor shall establish a Program Management Office as part of overall contract management that shall plan, monitor, and control all Contract Task Orders issued under this contract, and to ensure that Contract Task Orders are completed in a timely, cost effective, highly competent manner. The Program Management Office shall be located within the state of California.

2.1.2 Program Management Office Personnel. Because of the number, complexity, and diversity of the projects that may be implemented under this contract, successful execution will require personnel principally responsible for planning, coordinating, monitoring, and controlling large, long-term, and technically complex projects. It is essential that these personnel access and utilize a Contract Management System in order to ensure real-time project management. The contractor shall furnish specialized skills and experience as required for the performance of Contract Task Orders and for any management or administrative support required to accomplish the Contract Task Orders.

2.2 CONTRACT MANAGEMENT PLAN. After contract award, the Contractor will be tasked with submitting a Contract Management Plan for review and approval. The Contract Management Plan shall delineate the management strategy, implementation of contract management systems, and all management functions involved in supporting, monitoring, and controlling project operations. Include appropriate organization charts and describe the program management functions next to names and positions of management personnel assigned to the contract. The plan is also to provide general policy and procedural guidance for all work to be performed. The Plan must be consistent with the Contract Management data submitted in the Contractor's proposal. Details regarding the Contract Management Plan will be discussed with the Navy following award, but generally the plan should include the following:

- 1) Introduction - overall purpose, scope, and objectives

- 2) Organization
 - (a) Organizational structure
 - (b) Staff assignments, including key personnel
 - (c) Authority and responsibility of staff
- 3) Management Process
 - (a) Project Manager Handbook - standard operating procedures
- 4) Financial Management Systems
 - (a) Accounting System
 - (b) Billing System Operating Procedures
 - (c) Estimating System Operating Procedures
 - (d) Purchasing System
 - (e) Cost Accounting Standards Disclosure Statement (as applicable)
 - (f) Compensation System
 - (g) Government Property Management System
 - (h) Subcontracting Procedures
 - (i) Project Closeout Procedures

2.3 CONTRACT MANAGEMENT SYSTEM (CMS). The Contractor shall utilize a CMS which shall be an effective integrated system to manage each Contract Task Order for: (1) planning and scheduling; (2) cost estimating, budgeting, and accounting; (3) quality assurance; (4) procurement material management; and (5) other required contract reports. Data within the CMS must be progressed at a minimum of once per month to coincide with data transfers and generation of monthly progress reports. The Contractor shall utilize existing in-place systems to the maximum extent possible.

2.4 MONTHLY STATUS REPORTS. The Contractor shall prepare monthly progress reports. The reports will be due for all active Contract Task Orders on the 15th calendar day of each month, or as agreed to with the Contracting Officer. All CTO progress reports shall be submitted under one transmittal letter. The purpose of these reports will be to apprise the Navy of the status of the individual projects and the overall program and to call attention to any departures from the applicable management and work plans. The technical sections shall provide baseline schedules for performing work and monitoring progress, and shall document the work that has been accomplished at a site. The financial sections shall provide a baseline for planned expenditures for the total project and for each CTO, and monitor actual expenditures against the baseline to assess the financial status of the project.

2.4.1 Summary Progress Report. The executive level summary progress report shall consist of the pertinent technical and financial information for the reporting period. Its focus shall be the Contractor's overall effort on all CTOs, highlighting key activities and any deviations from planned schedules and budgets.

2.4.1.1 Technical. This section shall consist of a concise, executive level summary of all technical activities performed under the contract during the reporting period. The summary shall highlight the activities of the Program Management Office and progress achieved under each project. Specific areas of interest shall include difficulties encountered during the reporting period and corrective actions taken, a statement of activity anticipated during the subsequent reporting period, and a schedule showing accomplishments versus planned activities. The report shall include any changes of key personnel concerned with the project.

2.4.1.2 Financial. This section shall provide the following information:

- CTO budgets
- Cumulative invoiced amounts
- Available estimated costs
- Estimated costs to complete ongoing CTOs
 - Estimated budget variances and a plan for corrective actions, if applicable
- Cost saving initiatives implemented during the reporting period

2.4.1.3 Subcontracts. This section shall list all subcontracts awarded monthly by title, subcontractor, and dollar value.

2.4.2 Contract Task Order Progress Reports. The CTO Progress Reports shall contain technical and financial summaries for each CTO. Reporting of cost and schedule status should be to the Environmental Cost Element Structure Work Breakdown Structure (ECES WBS) Level 2. The Contracting Officer shall identify details of the status report format after contract award. The report shall be submitted to the responsible RPM, or as indicated by the Contracting Officer.

2.4.2.1 Technical. The reports shall present a summary and highlights of progress and problems experienced during the reporting period and shall contain detailed activity progress reports for each active CTO. A tabular summary showing planned and actual start and completion dates for each of the standard tasks, percent complete for each active task, and schedule variances also shall be provided. The schedule should also forecast the completion date with any unforeseen changes and include schedule variances. Schedule variances shall be highlighted in the narrative with options for correcting problems as appropriate. The reports shall also show how many months are left on the period of performance.

2.4.2.2 Financial. Site-specific financial status reports shall contain detailed cost summaries for each active CTO. They shall compare planned versus actual expenditures for all standard tasks. The reports shall contain tabular and graphical summaries. In addition, the reports shall contain six month cost projections and explain any variances in a narrative summary.

2.5 DETAILED COST REPORT. A detailed historical cost report, due upon request, shall contain burdened and unburdened costs, organized using the Environmental Cost Element Structure (ECES) WBS. The costs shall be categorized to the 2nd level. The report should show the WBS level with the unit of measure and unit cost to the 2nd level. The ECES WBS may be found on the internet at www.em.doe.gov/aceteam . The report should also include a short description of each level.

PART 3.0 GENERAL REQUIREMENTS FOR CONTRACT TASK ORDERS

3.1 CONTRACT TASK ORDER BASIC REQUIREMENTS

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

3.1.2 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.

3.1.3 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

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

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

3.2 SPECIFICATIONS AND STANDARDS. The specifications and standards referenced in the specifications, including addenda, amendments, and errata listed, shall govern where references thereto are made. In case of differences between the 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.

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

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

3.5 STATION REGULATIONS. The Contractor and his employees and subcontractors shall become familiar with and obey station regulations, including 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.

3.6 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 Contracting Officer or designated representative. Permission to interrupt any station roads, railroads, or utility service shall be requested in writing a minimum of 30 calendar days prior to the desired date of interruption. Certain installations will restrict interruption of utility services as well as general station operations. Contract Task Orders will specify restrictions when applicable, and specify when the work shall commence and be completed.

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

3.8 EXISTING WORK

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

3.8.2 Replacement. Portions of existing work which have been cut, damaged, or altered in any way during construction operations 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.

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

3.9 FACILITIES AND SERVICES. The availability of facilities and services, for example, temporary buildings, field offices, and need for project signs, will be specified in Contract Task Orders.

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

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

3.12 SECURITY REQUIREMENTS.

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

3.12.2 Identification Badges and Vehicle Passes. Identification badges and vehicle passes will be furnished, if required; application for and use of passes will be specified in the Contract Task Orders. Immediately report lost or stolen passes to the cognizant security officer.

3.12.3 Site Security Requirements. Provide site security such as fencing or guard service as required by each Contract Task Order. However, at a minimum, maintain the site and other Contractor controlled areas in such a manner as to minimize the risk of injury or accident to site personnel or others 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, which 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.

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

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

3.15 EMERGENCY RESPONSE

3.15.1 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.

3.15.2 Examples. Emergency response is required in order to tend to unplanned incidents requiring immediate attention. Examples of work requirements include expedited sampling or testing, removal of

contaminated soils, and identification of IDLH circumstances, such as in the case of hazardous material spills, industrial accidents, or identification of high levels of contamination.

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

PART 4.0 ENVIRONMENTAL AND NATURAL RESOURCES PROTECTION

4.1 GENERAL. The requirements stated herein provide general protection of natural resources and the environment during execution of Contract Task Order work. The Contractor shall comply with Federal, State, local, and base environmental laws and regulations including, but not limited to, pertinent Occupational Safety and Health Administration and Department of Transportation requirements; National Environmental Policy Act; Clean Water Act; Clean Air Act; Endangered Species Act; Safe Drinking Water Act; Toxic Substance Control Act; Resource Conservation and Recovery Act as amended by the Hazardous and Solid Waste Act; and Comprehensive Environmental Response, Compensation and Liabilities Act as amended by Superfund Amendments and Reauthorization Act; Migratory Bird Treaty 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.

4.2 SUBMITTALS. For each Contract Task Order, provide the following submittals to the Contracting Officer or designated representative, unless otherwise indicated:

- a) Environmental Protection Plan
- b) Environmental Conditions Report
- c) Hazardous Waste Management Plan
- d) Emergency and Hazardous Chemical Inventory Forms
- e) Toxic Chemical Release Report
- f) Storm Water Pollution Prevention Plan

4.3 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.

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

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

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

4.4.1 Land Resources. Except in areas to be cleared, do not remove, cut, deface, injure, or destroy trees

or shrubs without the Contracting Officer or designated representative's approval. Do not fasten or attach ropes, cables, or guys to existing nearby trees for anchorage unless approved by the Contracting Officer or designated representative.

4.4.2 Protection. Protect existing trees that are to remain and which may be injured, bruised, defaced, or otherwise damaged by Contractor operations. Remove displaced rocks from uncleared areas. The Contractor, upon Contracting Officer or designated representative's approval, shall remove trees with 30 percent or more of their root systems destroyed.

4.4.3 Replacement. Remove trees and other landscape features scarred or damaged by equipment operations, and replace with equivalent, undamaged trees and landscape features. Obtain Contracting Officer or designated representative's approval before replacement.

4.4.4 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 with surrounding contours.

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

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

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

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

4.6 EROSION AND SEDIMENT CONTROL MEASURES

4.6.1 Burnoff. Burnoff of the ground cover is not permitted.

4.6.2 Borrow Pit Areas. Manage and control borrow pit areas to prevent sediment from entering nearby streams or lakes. Restore areas disturbed by borrow and haul operations, including those outside the borrow pit. Restoration includes grading, replacement of topsoil, and establishment of a permanent vegetative cover. Uniformly grade side slopes of borrow pit to no more than a slope of 1 part vertical to 2 parts horizontal. Uniformly grade the bottom of the borrow pits to provide a flat bottom and drain by outfall ditches or other suitable means. Stockpile topsoil removed during the borrow pit operation, and use as part of restoring the borrow pit area.

4.6.3 Protection of Erodible Soils. Immediately finish the earthwork brought to a final grade, as indicated or specified in Contract Task Orders. Immediately protect the side slopes and back slopes upon completion of rough grading. Plan and conduct earthwork to minimize the duration of exposure of unprotected soils.

4.6.4 Temporary Protection of Erodible Soils. Use the following methods to prevent erosion and control sedimentation:

a) Mechanical Retardation and Control of Run-Off. Mechanically retard and control the rate of run-off from the site. This method includes building of diversion ditches, benches, and berms to retard and divert run-off to protected drainage courses.

b) **Vegetation and Mulch.** Provide temporary protection on sides and back slopes as soon as rough grading is completed or sufficient soil is exposed to require erosion protection. Protect slopes by accelerated growth of permanent vegetation, temporary vegetation, mulching, or netting. Stabilize slopes by hydroseeding, anchoring mulch in place, covering with anchored netting, sodding, or such combination of these and other methods necessary for effective erosion control. Any seeds (plant pallet) used for hydroseeding shall be approved by the base natural resources group and be in accordance with the base Natural Resource Management Plan.

4.7 **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 appropriately. Dispose of rubbish, debris, garbage, and sewage according to procedures and requirements specified in the Contract Task Order. The Contractor is required to utilize only permitted disposal facilities. When requested, provide permit ID#, facility address, and POC.

4.8 **CONTROL AND DISPOSAL OF HAZARDOUS MATERIAL AND WASTE**

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

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

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

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

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

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

4.8.7 **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 Contracting Officer or designated representative. The hazardous material inventory shall include the following information: material name (trade and chemical), material CAS #, material classification(s), reportable quantity if applicable, threshold planning quantity if applicable, maximum quantity/volume maintained on the project, average daily quantity used on the project, and total quantity used on the project.

4.8.8 **Toxic Chemical Release Report.** The Contractor shall promptly report any release of a potentially hazardous substance to the Contracting Officer or designated representative. The report shall include the following

information: material name (trade and chemical), material CAS #, applicable reportable quantity, location of the release, media into which release occurred, description of cause of release, source of release, date/time/duration of release, response actions including notifications made, any known or anticipated health risks associated with the release and medical recommendations, and any known or anticipated impacts to public health or the environment and recommendations.

4.9 DUST CONTROL. Keep dust down at all times, including during non-working periods. Sprinkle or treat the soil at the site, haul roads, and other areas disturbed by operations with dust suppressants. 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.

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

4.11 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.

4.12 PERMITS. When applicable, obtain administrative and substantive permits, licenses, and certificates required by Contract Task Orders.

PART 5.0 SAFETY AND HEALTH

5.1 DESCRIPTION. This part describes in general terms, the minimum contractor safety and health requirements associated with the contract. The contractor shall prepare, implement, and enforce for each site described in contract task orders, an Accident Prevention Plan/ Site Safety and Health Plan (APP/SSHP). The contractor shall ensure that safety and health provisions on these plans are also followed by their subcontractors, suppliers, and support personnel.

5.2 SAFETY AND HEALTH PROGRAM. The contractor's Safety and Health Program shall comply with the U.S. Army Corps of Engineer (USACE) "Safety and Health Requirements Manual," EM-385-1-1, November 2014 or latest edition; United Facilities Guide Specifications (UFGS), November 2015 or latest edition; and with appropriate requirements of the Occupational Safety and Health Administration (29 CFR 1926.65 and or 29 CFR.1910), California Code of Regulations, Title 8, Section 5192; and any other relevant Federal, State, and local statues and regulations.

5.3 IMPLEMENTATION

5.3.1 Corporate Safety and Health Plan. After contract award, the Contractor will be tasked to submit a current Corporate Safety and Health Program (CSHP) to the Contracting Officer for review by the Government and for use by the contractor in the preparation of the APP, SSHP and other safety and health plans required by the contract. The contractor shall make any additions or revisions required as a result of this review.

5.3.2 Accident Prevention Plan (APP). For each Contract Task Order (CTO), prepare a written APP with the respective CTO. The APP shall interface with the CSHP. An APP with appropriate appendices [e.g., SSHP, for hazardous waste operations, Activity Hazard Analysis (AHA), etc] shall be developed before the initiation of work at the job site, describing the specific work and hazards and implementing in detail the pertinent requirements as required by the USACE's EM 385-1-1 manual. The Contractor shall address each of the elements and sub-elements in the outline contained in Appendix A of the manual in the order that they are provided. If by the nature of the work an item is not applicable, the Contractor will so state and provide a justification for why that

element/sub-element is not applicable. The APP shall be prepared as a standalone document including the AHA as an attachment. Changes and modifications to the APP are permitted and shall be made in writing with the knowledge and concurrence of the Contractor's Safety and Health Manager (SHM) and accepted by the government designated authority (GDA).

The preparer of the APP shall be proficient on the EM 385-1-1 and skilled in applying relevant and appropriate requirements on the safety and health aspects of the project. Contractor personnel qualified to prepare, approve and concur with the APP are listed in Appendix A, Signature Sheet.

At the projects site, the Site Safety and Health Officer (SSHO) shall be fully responsible to ensure that all mishaps/incidents and near misses are properly notified to the Contracting Officer, Remedial Project Manager/ Project Manager (RPM/PM) and local Resident Officer In Charge of Construction/Facilities Engineering and Acquisition Division (ROICC/FEAD) office as soon as practical, but no more than 24 hours afterwards. (Note: Projects with crane involvement, notification will be no more than 4 hours after any incident meeting definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any weight handling equipment accident, per UFGS-01 35 26). Conduct an accident investigation for recordable injuries and illnesses, for Medical Treatment defined in paragraph DEFINITIONS, UFGS-01 35 26, property damages, and accidents resulting in at least \$20,000 in damages and near misses as defined in the EM 385-1-1, to establish the root cause(s) of the accident. Complete the NAVFAC Contractor Incident Reporting System (CIRS) form and submit to the FEAD/ROICC and copies to the Contracting Officer and RPM/PM. Contractor shall preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. Site shall be secured by the Contractor until Government investigation is formally completed and site restored to its proper order. A "Follow-up" or "Final" CSIR shall be submitted within five (5) days of the accident to the GDA.

Additional responsibilities of the SSHO and other contractor personnel are spelled out in the UFGS-01 35 26 and have to be adhered to on the project site.

Site Safety and Health Plan (SSHP). The Contractor shall prepare a written SSHP and shall cover all the elements in project specific detail as described in Section 33 of the EM 385-1-1 manual. Changes and modifications to the SSHP are permitted and shall be made in writing with the knowledge and concurrence of the Contractor's SHM and accepted by the GDA. The SSHP shall be prepared as a standalone document including the AHA, as an attachment. A SSHP shall always be required for remedial/cleanup or environmental restoration projects. A SSHP shall not be required for compliance and natural/cultural projects. However, at times there could be a compliance project which may expose personnel to hazardous, toxic and radioactive wastes (HTRW), then a SSHP will also be required.

APP/SSHP. Once in the final form and accepted by the GDA, the APP and SSHP, remaining as standalone documents, shall be combined into one binder and shall be titled APP/SSHP. However, for compliance projects, only an APP shall be required and prepared by the contractor and the document titled Accident Prevention Plan. A copy of these plans are required to be on the job site and available for use by all contractor and GDA personnel.

5.3.3 ACCEPTANCE OF APP/SSHP. Acceptance of the Contractor's APP/SSHP is required prior to start of field activities on each CTO. Acceptance shall be made by the RPM/PM. Acceptance is predicated after proper reviews and inputs are made by government designated reviewers, such as, the NAVFAC SW EV Safety Representative, Navy and Marine Corps Public Health Center (NMCPHC), ROICC/FEAD representatives. Prior to acceptance, the RPM/PM shall ensure that the final APP/SSHP includes all appropriate and applicable comments or inputs made by the government designated reviewers. After acceptance by the RPM/PM, the contracting officer or designated representative shall be notified of changes in the approved plan within 48 hours of the change. Changes are subject to disapproval or ratification by the contracting officer (after the fact). The Government reserves the right to require the Contractor to make changes in their APP/SSHP and operations as necessary to ensure the health and safety of persons and government properties on or near the site.

5.3.4 NMCPHC APP AND SSHP REVIEW PROCESS. To obtain and officially document review of the APP and SSHP, the following process should be implemented:

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

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

- (1) Upon verification and instruction from the Navy RPM/PM, the contractor shall deliver an electronic copy or mail (CD or hardcopy) of the following documents: (1) Project Work Plan (2) SSHP, (3) APP and (4) AHA to NMCPHC Point of Contract (POC) (see Table 1 for current POCs). Include with these documents the "Email Memorandum for Requesting Navy and Marine Corps Public Health Center (NMCPHC) Review form" which includes the name of the RPM/PM, contact information, contractor and any other pertinent information (see below). Allow at least 10 working days for review and electronically notify the EV Safety Representative and Navy RPM/PM of the request for review. APP and SSHP that require an accelerated review period shall be negotiated directly with the NMCPHC POC, with electronic notification to the EV Safety Representative.
- (2) NMCPHC POC provides e-mail notification to Navy RPM/PM and EV Safety Representative of the receipt of document. EV Safety Representative tracks the document review process including date of receipt and date when comments are finalized.
- (3) NMCPHC POC sends comments electronically to the NAVFAC SW RPM/PM with copy to the EV Safety Representative. Navy RPM/PM coordinates with NMCPHC POC and the contractor to resolve comments. Navy RPMs/PMs maintain documentation of comment resolution in project file. Unresolved comments shall be discussed and resolved by the Navy PM/RPM together with NMCPHC and the EV Safety Representative.
- (4) NMCPHC POC provides official copy of final comments to EV Safety Representative who retains a copy of the comments on file.

POC Title	Name	Contact Information
NAVFAC SW EV Safety Representative	Mr. Almario Erasquin	Naval Facilities Engineering Command, Southwest 1220 Pacific Highway San Diego, CA 92132 Code: EV43 Tel: (619) 532-1051 almario.erasquin@navy.mil
Navy and Marine Corps Public Health Center POC	Mr. Bob Hayes	Environmental Programs Directorate Navy and Marine Corps Public Health Center 620 John Paul Jones Circle, Suite 1100 Portsmouth, VA 23708-2103 Tel: (757) 953-0937 Fax: (757) 953-0675 DSN: 377 harold.hayes@med.navy.mil

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

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

Subject: Request for Health and Safety Plan Review

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

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

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

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

Thank you,

[Requestor's Signature]

5.4 SAFETY AND HEALTH MANAGER. The Contractor shall use an experienced Safety and Health Manager (SHM) to implement and oversee the Safety and Health Program and to develop, implement, and sign APPs. The SHM shall be proficient in the requirements of the EM 385-1-1 and skilled in applying relevant and appropriate requirements to the safety and health aspects of the project. Completion of the 40-hour EM 385-1-1 Safety Hazard Awareness Course for Contractors is required. Any changes to the established Safety and Health Program or APPs shall be at the direction and approval of the SHM, with concurrence of the Contracting Officer or designated representative. The SHM shall be readily available for consultation when required by the contract or the Contracting Officer or designated representative.

The SHM or designated representative with similar qualifications shall conduct initial site-specific training, be present on each project site during the first three days of remedial activities and at the startup of each new major phase of work, visit the site as needed and at least once per week for the duration of activities to audit the effectiveness of the APP, be available for emergencies, provide onsite consultation, be responsible for evaluating air monitoring data and recommending changes to engineering controls, be responsible for work practices and personal protective equipment, review accident reports and results of daily inspections, and serve as a member of the Contractor's quality control staff.

5.5 SITE SAFETY AND HEALTH OFFICER. In addition, the Contractor shall use a trained, experienced Site Safety and Health Officer (SSHO) to assist and represent the SHM in continued implementation and enforcement of

the approved APPs. A SSHO and at least one alternate shall be assigned to each project site and shall report to the SHM in matters pertaining to site safety and health. The name, qualifications (documented education, experience, and training) of the SSHO and alternate(s) shall be included in the APP. The SSHO shall have the on-site responsibility and authority to modify and stop work or remove personnel from the site if working conditions change that may affect on-site and off-site safety and health. The SSHO shall be the main contact for any on-site emergency situation. Except in an emergency, the SSHO may modify the approved APP only after consultation and concurrence of the SHM. The SSHO shall be First Aid and CPR qualified. The SSHO shall notify the local FEAD/ROICC verbally whenever the Contractor is at the project site.

The SSHO or alternate(s) shall assist and represent the SHM in onsite training and day-to-day onsite implementation and enforcement of the APP, be assigned to the project site on a fulltime basis for the duration of field activities unless otherwise specified in the Contract Task Order for low risk activities, have authority to ensure site compliance with safety and health requirements as per federal and state statutes and regulations and all aspects of the APP, and conduct daily safety inspections and document findings into the daily inspection log.

The SSHO shall be fully responsible to ensure that all mishaps and near misses are properly reported to the Contracting Officer, RPM, and local FEAD/ROICC as soon as practical, but no later than four (4) hours after the incident. An accident investigation shall be conducted to establish the root causes(s). The Contractor shall submit an initial report to the FEAD/ROICC using the Navy's Contractor Significant Incident Report (CSIR) form, with copies to the Contracting Officer and RPM. Contractor shall preserve the conditions and evidence on the accident site until the Government investigation team arrives on site and the Government investigation is conducted. The site shall be secured by the Contractor until the Government investigation is formally completed and the site is restored to its proper order. A "Follow-Up" or "Final" CSIR shall be submitted within five (5) days of the accident.

5.6 PROTECTIVE EQUIPMENT FOR GOVERNMENT VISITORS. The Contractor shall maintain on-site protective equipment as specified in each Contract Task Order for use by Government personnel.

PART 6.0 QUALITY CONTROL (QC)

6.1 SUMMARY. This part establishes minimum requirements for quality control that shall apply to all Contract Task Orders. The Contractor shall have a documented quality system (referred to as the Quality Manual or QM) that conforms to the Uniform Federal Policy for Implementing Quality Systems (UFP-QS) – 2005 (EPA-505-F-03-001) and ANSI/ASQ E4-2004: Quality Systems for Environmental Data and Technology Programs. The Quality Manual (QM) 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 Contract Task Orders if the statement of work indicates they are needed, but must meet the requirements in the Uniform Federal Policy for Quality Assurance Project Plans, EPA March 2005.

6.2 REFERENCES

- Unified Facilities Guide Specification (UFGS), UFGS-01 R500.00 20, dated Feb 2010
- US Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, 15Sep 2008, including latest updates
- Occupational Safety and Health Regulations, 29 CFR 1910 and 29 CFR 1926
- Uniform Federal Policy for Implementing Quality Systems (UFP-QS) – Final Version 2 March 2005 (EPA-505-F-03-001)
- ANSI/ASQ E4-2004: Quality Systems for Environmental Data and Technology Programs
- This has been superseded in 2005 by UFP-QAPP (see ref below)
- 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 (Two documents which include; EPA -505-B-04-900A and EPA -505-B-04-900B).
- 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 Revision 5, Review, Approval, Revision, and Amendment of Sampling and Analysis Plans (SAPs), NAVFAC SW, 12 Jan 2011
- Environmental Work Instruction #3, Laboratory Quality Assurance Program, NAVFAC SW, 23 Aug 2010
- Environmental Work Instruction #4, CERCLA, Administrative Record and Compendium, NAVFAC SW, May 2007
- Environmental Work Instruction #5, Identifying Task Headings for Environmental Projects using Comprehensive Work Breakdown Structure (WBS), NAVFAC SW, 28 Nov 2001
- 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, Low-Level 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 22 December 2011

6.2.1 OTHER REFERENCES

NAVSEA OP-5, Vol. 1, Seventh 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)

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.

ASTM A 880, 1989 Criteria for use in Evaluation of Testing Laboratories and Organizations for Examination and Inspection of Steel, Stainless Steel, and Related Alloys

ASTM C 1077, 1990 Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation

ASTM D 3666, 1990 (Rev.A) Evaluating and Qualifying Agencies Testing and Inspecting Bituminous Paving Materials

ASTM D 3740, 1988 Evaluation of Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction

ASTM E 329, 1990 Use in the Evaluation of Testing and Inspection Agencies as Used in Construction

ASTM E 543, 1989 (Rev. A) Determining the Qualifications of Nondestructive Testing Agencies

ASTM Designation D 3951-88, Standard Practice for Commercial Packaging, current version

PA report or Archives Search Report of installation

Range Identification and Preliminary Range Assessment

Environmental Impact Study

Environmental Impact Statement

Espionage Laws, Title 18, USC 793 and 794

Installation Comprehensive Land Use Plan

Installation Master Plan

IRP Initial Assessment Study/Preliminary Assessment and other IRP reports related to the site

Industrial Security Manual for Safeguarding Classified Material

Environmental Baseline Survey or Environmental Condition of Property

Integrated Natural Resources Management Plan

Joint Travel Regulations, current version

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)
Military Standard 129, Marking for Shipment and Storage, current version
Naval Environmental Engineering Support Activity (NEESA) 20.2-047, current version
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
29 Code of Federal Regulations (CFR) 1910.1001

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

6.3.1 Quality Control (QC) Submittals. After basic contract award, the contractor may be directed to submit a QM and Program Construction Quality Management Plan (CQMP) to the Contracting Officer (KO) and Quality Assurance Officer (QAO) for approval within 30 days from contract award. These documents will serve as the platform for streamlined CTO-specific plans and procedures.

6.3.2 Contract Task Order (CTO)-specific Sampling and Analysis Plans (SAPs) shall be prepared and submitted to the QAO for approval prior to regulatory review and field implementation.

6.4 FIELD WORK REPORTING. For each CTO, deliver the following to the Contracting 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.

6.5 QC PROGRAM. Contractor QC Program requirements are described in the QM 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.

6.6 QC MANAGEMENT

6.6.1 Program Quality Control Manager. Provide a QC Manager to manage and implement the contract-wide QC program. Any changes to the Quality Manual or Program Construction Quality Management Plan (CQMP) shall be at the direction and approval of the QC Manager, with approval from the Navy Quality Assurance Officer (QAO).

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

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

6.7 QUALITY CONTROL PLANS

6.7.1 Program Level

6.7.1.1 The Quality Manual establishes minimum requirements for quality control that shall apply to all Contract Task Orders. The Contractor shall have a documented quality system (referred to as the Quality Manual or QM) that conforms to the Uniform Federal Policy for Implementing Quality Systems (UFP-QS) – 2005 (EPA-505-F-03-001) and ANSI/ASQ E4-2004: Quality Systems for Environmental Data and Technology Programs. The Quality Manual (QM) 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. 6.7.1.2 Program Construction Quality Management Plan (CQMP). The CQMP is based on this scope of work (Section 6.0) and the UFGS-01 45 00.00 20, dated Feb 2010. It includes Contractor Standard Operating Procedures (SOPs) or instructions for performing construction quality control of remedial design, construction, operation, and maintenance.

6.7.2 Project (CTO) Level

6.7.2.1 Sampling and Analysis Plans (SAPs). SAPs shall contain all the required elements of Field Sampling Plans (FSPs) and Quality Assurance Project Plans (QAPPs) in accordance with applicable regulatory guidance documents and NAVFAC SW Environmental Work Instructions and the latest version of the UFP-QAPP manual. The project-specific contents of the SAP are based on the Uniform Federal Policy for Quality Assurance Project Plans, EPA March 2005, the CTO Statement of Work, and site-specific data quality objectives. It includes or references SOPs used to perform the work. The Program QC Manager and Project 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 QAO for review and approval prior to regulatory review and field implementation.

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

6.7.3 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 Contracting Officer or designated representative. The Contracting Officer or the QAO reserves the right to require changes to project plans to ensure the specified quality of work.

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

6.8.1 Minimal Meeting Requirements.

- a) Review the minutes of the previous meeting
- b) Review the schedule

- (1) Work or testing accomplished since last meeting
- (2) Rework items identified since last meeting
- (3) Rework items completed since last meeting
- c) Review the status of submittals
 - (1) Submittals reviewed and approved since last meeting
 - (2) Submittals required in the near future
- d) Review the work to be accomplished in the next 2 weeks and documentation required. Schedule the three phases of control and testing
 - (1) Establish completion dates for rework items
 - (2) Preparatory phases required
 - (3) Initial phases required
 - (4) Follow-up phases required
 - (5) Testing required
 - (6) Status of off-site work or testing
 - (7) Documentation required
- e) Resolve QC and production problems
- f) Address items that may require revising the Project QC Plan.
 - (1) Changes in procedures

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

6.10 SUBMITTAL REVIEW AND APPROVAL. Procedures for submission, review, and approval of submittals are described in Part 7.0, "Submittals."

6.11 LABORATORIES

6.11.1 Environmental. Laboratories performing Environmental Restoration (IR) or compliance work funded by Environmental Restoration (ER,N) or Base Realignment and Closure (BRAC) must have current accreditation under the DoD Environmental Laboratory Accreditation Program (DoD ELAP) for the specific lab tests and analytes for each sample matrix. Laboratories shall also be certified by the State (if available) in which the project/site is located. . Mobile laboratories generating definitive data for an Environmental Restoration project

must have successfully completed the DoD ELAP accreditation process prior to analyzing samples for the project. Unless otherwise specified, analysis shall only be performed in accordance with the approved SAP. Any deviation from the above requirements must be approved in writing by the appointed NAVFAC SW QAO.

6.11.2 Non-Environmental. Acceptable accreditation programs are the National Institute of Standards and Technology (NIST), National Voluntary Laboratory Accreditation Program (NVLAP), the American Association of State Highway and Transportation Officials (AASHTO) Program, and the American Association for Laboratory Accreditation (AALA) Program. Furnish to the Contracting Officer or her 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 Contracting Officer or QAO must approve any deviation from the above requirements in writing.

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

6.11.4 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.

6.12 QC CERTIFICATIONS

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

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

6.12.3 Completion Certification. Upon completion of work under a Contract Task Order, the Project QC Manager shall furnish a certificate to the Contracting Officer or her designated representative attesting that "the work has been completed, inspected, and tested, and is in compliance with the contract."

6.13 QC DOCUMENTATION

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

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

6.13.3 Rework Items List. The Project QC Manager shall maintain a list of work that does not comply with the contract, identifying what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. Attach a copy of the Contractor rework items list to the last daily Contractor Quality Control Report of

each month. The Contractor shall be responsible for including on this list items needing rework including those identified by the Contracting Officer or her designated representative.

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

PART 7.0 ENVIRONMENTAL DATA MANAGEMENT AND REQUIRED ELECTRONIC DELIVERY STANDARDS

7.1 SPATIAL DATA STANDARDS

The latest version of the Spatial Data Standard for Facilities, Infrastructure & Environment (SDSFIE) Tri-Service Spatial Data Standards (TSSDS) shall be used on all CADD and GIS graphics deliverables. These standards have been established for all Department of Defense agencies and the standards include symbols for all aspects of Facilities Management and Military Operations and include symbols for Environmental Restoration and Compliance. Spatial data deliverables are required for all site investigation, site assessment, site verification, remedial investigation, and confirmation sampling activities.

7.1.1 Environmental tabular data. The Contractor shall submit all relevant environmental tabular data using the NIRIS Electronic Data Deliverable (NEDD) format as outlined in the current NEDD SOP. The Contractor shall identify the appropriate NEDD tables to populate and obtain approval from the RPM to ensure completeness. [Note: The NEDD Selector in NIRIS shall be used by the contractor to identify the required tables that shall be populated by the Contractor.]

7.1.2 Environmental spatial data (i.e., ER site boundary information). The Contractor shall submit all spatial information in accordance with the current Non-NEDD Deliverable Submittal Guidelines (https://niris.navfac.navy.mil/Document_Management/Knowledge_Base/SOP_Documentation/03-000-04%20Non-EDD%20Deliverable%20Submittal%20Guidelines.pdf).

7.1.3 Land Use Control (LUC) Information for Controlled Areas. The Contractor shall submit all LUC data in accordance with the LUC Tracker User Guide (https://niris.navfac.navy.mil/Document_Management/Knowledge_Base/SOP_Documentation/04-USR-05%20LUC%20Tracker%20User%20Guide.pdf).

7.2 NON-SPATIAL DATA STANDARDS

Utilize Executive Order 12906 “Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure” and OMB Circular No. A-16 (“Coordination of Surveying, Mapping, and related Special Data Activities”)

As directed per region the Navy Environmental Data Transfer Standards (NEDTS 2.01) shall be used for all projects involving the collection of environmental measurements and laboratory analyses. The NEDTS consist of an open platform and software-independent definition consisting of 36 fixed-length tables and associated lists of valid values. NEDTS deliverables are required for all site investigation, site assessment, site verification, remedial investigation, and confirmation sampling activities.

7.3 LABORATORY ELECTRONIC AND HARD COPY DELIVERABLES

Laboratory electronic deliverables are required for 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 Contractor shall submit all tabular data including but not limited to analytical laboratory results, site and project identification information, field measurements, collected in the specified NIRIS Electronic Data Deliverables (NEDD) format, unless otherwise specified in the CTO. NEDD tables will be submitted using the NIRIS Data Checker, a web-based component of NIRIS located within the secure part of the NAVFAC Portal.

The contractor shall submit all raw laboratory analytical data packages (e.g. forms, raw data) in hard copy in accordance with the NAVFAC Records Keeping Manual (Sep 2009 or latest version).

7.4 SURVEY CONTROL INFORMATION

7.4.1 General. The surveyed horizontal geographic position and state plane coordinates shall be referenced to permanent or semi-permanent control points existing on the project site and shall be accurate to one-quarter meter (0.25 m), plus or minus. Horizontal control of Class one, third order or better shall be established for all new semi-permanent and tertiary control points. Horizontal control shall be referenced to the North American Datum of 1983 (NAD83). Data conversions from the metric system to the English system shall use the U.S. Survey Foot definition (1 meter = 39.37 inches exactly). All drawings and calculations shall contain a prominent note stating the aforementioned. Surveying results shall be submitted in accordance with the contract requirements.

7.4.2 Global Positioning System (GPS). Boundary and location survey of historic properties, infrastructure improvements, utilities, roadways and munitions and explosives of concern shall be performed utilizing the Global Positioning System (GPS) to the maximum extent possible. The Contractor shall survey the clearance boundaries and define the perimeter corners of clearance areas with visible markers. The Contractor shall survey and document the location of all confirmed munitions and explosives of concern items found during surface/subsurface clearance operations, any planimetric features, fence lines, other significant land features not shown on existing maps, and Historic Properties identified during the project. All location surveys of munitions and explosives of concern shall have a horizontal accuracy of one meter and a vertical accuracy of 0.25 meters.

7.4.3 Horizontal and Vertical Controls. The Contractor shall use the existing verified Geodetic Control points, updated to the World Geodetic System of 1984 (WGS 84) Geocentric Reference System (GRS), for all horizontal and vertical controls used for the surveying of the project site

7.4.4 Final Survey Map. As specified in each CTO, the final survey map of the project work areas shall be completed with 1-meter contours and spot elevations surveyed every 30-meters. All spot elevations shall have a horizontal accuracy of 0.25 meters and a vertical accuracy of 0.1 of a meter.

7.5 DELIVERY REQUIREMENTS

7.5.1 Definition. 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 identified in paragraph 4.1 and shall be required to deliver electronic copies of the information to the Contracting Officer or designated representative.

7.5.2 Media. Submit reports in either Microsoft Excel, Word, Access, MSProject or AutoCAD format. Adobe Acrobat format is acceptable, however, when requested by the Contracting Officer, electronic copies of reports and data in native file format shall be furnished. The delivery media shall be CD ROM.

PART 8.0 PUBLIC RELEASE OF INFORMATION

The Contractor shall not publicly disclose information or data concerning any aspect of the materials or services relating to the contract without the prior written approval of the Contracting Officer unless required by law. The Contractor shall refer all press or public contacts to the Navy Remedial Project Manager (RPM). The Contractor

may not distribute reports or data to any source, unless specifically authorized by the RPM and the Public Affairs Officer in accordance with NAVFAC Instruction 5720.10A (Reference: NAVFAC 5720/6 Form – Publication Security Review and Clearance). The Contractor shall insert the substance of this paragraph into each subcontract and purchase order related to the project. (Refer to paragraph H12, Section H)

a) The Contractor may require access to data and information proprietary to a Government agency, another Government Contractor, or of such nature that its dissemination or use, other than as specified in this contract, would be adverse to the interests of the Government or others. Neither the Contractor's, nor subcontractor's personnel shall divulge or release data or information developed or obtained under performance of this contract, except to authorized Government personnel or upon written approval of the Contracting Officer or designated representative. The Contractor shall not use, disclose, or reproduce proprietary information bearing a restrictive legend, other than as specified in the contractor or applicable CTO. The Contractor shall not release any information on any part of the subject matter of this contract, or any phase of any program hereunder, without the prior written approval of the Contractor or designated representative.

b) The Contractor's and subcontractor's employees shall not disclose or release any information on publicly accessible or private websites including photos of project sites, names or locations of project sites, or names of employees working in support of the project requirements. This list is not all inclusive. The Contractor is to ensure that all personnel working for them have signed a non-disclosure form before going to work on any International Operations site. The Contracting Officer may request any and all non-disclosure forms at any time during the Contract Performance Period for review to ensure that the Contractor has complied with this requirement.

c) The Contractor shall not release information regarding individuals without prior authority of the Contracting Officer or designated representative. Any documentation showing individuals' names or other personal information will be controlled and protected. The provisions of the Privacy Act of 1974, Public Law 93-579, 5 U.S.C, Section 552a, shall apply.

d) Disclosure of information regarding operations and services of the activity to persons not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor (or any persons under the Contractor's control) in connection with work under this contract, may subject the Contractor, Contractor's agent, or employees to criminal liability under Title 18, Sections 793 and 798 of the United States Code. Neither the Contractor nor the Contractor's employees shall disclose or cause to be disseminated any information concerning the operations of the activity that could result in, or increase the likelihood of, the possibility of a breach of the activities' security or interrupt the continuity of operations.

e) The Contractor shall direct to the Contracting Officer or designated representative, all inquiries, comments, or complaints arising from matters observed, experienced, or learned as a result of, or in connection with the performance of this contract, the resolution of which may require the dissemination of official information.

PART 9.0 GENERAL CONDITIONS FOR TASK ORDER PROPOSALS

a) When submitting proposals for CTOs the Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has assessed and satisfied itself as to the general and local conditions, which can affect the work or its cost, including but not limited to:

(1) Conditions bearing upon transportation, disposal, handling, and storage of materials, hazardous waste, explosives, or scrap.

(2) The availability of qualified labor, materials, equipment, facilities, water, electric power, communications, and roads.

(3) Uncertainties of weather, river stages, tides, or similar physical conditions at the site.

(4) The confirmation and conditions of the ground, soil, geology, and vegetation (type, height, density), the distribution of each, and the seasonal effects on each.

(5) The type of equipment and facilities needed preliminary to and during work performance.

(6) Personal Protective Equipment (PPE) requirements including all effects on cost or production due to the requirement to use PPE.

(7) Exclusion zone requirements including all effects and costs of implementing and enforcing exclusion zones. The Contractor is responsible for evaluating, identifying the requirements of, and implementing/complying with all exclusion zones.

(8) Responsibility for understanding and implementing the required safety and access control requirements and factoring them into its approach and price.

(9) The availability or cost of lodging for on-site personnel.

(10) The availability or location of explosives/hazardous waste storage or storage facilities.

b) The Government will make an honest attempt to provide the Contractor with access to the site prior to preparing proposals, which should allow the Contractor to gain an understanding of the local site conditions. When access to the site is provided to the Contractor prior to preparing proposals, the Government strongly encourages prospective Contractors to use this time to perform the requisite site assessments necessary to ascertain the site conditions to a reasonable degree of accuracy. Contractors are strongly encouraged to perform a site assessment and use their experienced judgment and reasoned interpolation and extrapolation of all the available site information to assess the general and local conditions, which can affect the work or its cost. Contractors, who do not perform a site assessment when access is made available by the Government, assume the risks associated with the decision to forgo this important source of information about the site. The Contractor is expected to apply due diligence in the research and development of its proposal and to reasonably estimate the conditions to be encountered that will affect the cost, quality, or schedule of the work required under any given task order. The Government expects the Contractor to assess the risk and factor this risk into its proposal.

c) Government acceptance of the Contractor's proposed technical approach and/or price in a task order proposal does not relieve the Contractor from full responsibility for the viability, productivity, and efficiency of the approach used to perform the work and for meeting the performance requirements of the CTO specific PWS at the price proposed. When site conditions experienced during CTO execution are clearly contradictory to, or inadequate to the information provided by the Government during the pre-award phase, the Government will work closely with the Contractor to ensure that an equitable adjustment is made based on the facts that led up to the request.

d) On a CTO basis, the Contractor may be provided data during the proposal process including, but not limited to, site data included in previous project documents. Use of the data provided as the basis of estimate for an accurate price proposal requires an experienced understanding of how the data of this type is collected, analyzed, interpreted, and presented. The Contractor is responsible for interpreting the data provided in the context of the conditions under which the data was collected and analyzed. The Contractor is responsible for recognizing the limitations of the data provided for assessments of this type and shall identify the limitations that drive the basis of estimate clearly in their proposal. The Government expects that Contractors will promptly notify the Contracting Officer if they have not been given adequate opportunity to assess the site conditions or data provided and to request additional time to allow a reasonable opportunity to do so.

e) By submitting a proposal for a CTO, the Contractor attests that any exceptions to any of the conditions of the CTO specific PWS will be clearly marked in the proposal in bold type as "Exception to the RFP." Unless such exceptions are made, the Contractor certifies that its proposal is not qualified or contingent upon the site conditions. When site conditions experienced during CTO execution are clearly contradictory to, or inadequate to the information provided by the Government during the pre-award phase, the Government will work closely with the Contractor to ensure that an equitable adjustment is made based on the facts that led up to the request.