

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1   90
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE 13-Aug-2015	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVFAC MID ATLANTIC HAMPTON ROADS IPT 9324 VIRGINIA AVENUE NORFOLK VA 23511-3095	CODE N40085	7. ADMINISTERED BY (If other than item 6)		CODE	
		<b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. N40085-15-R-0309
				X	9B. DATED (SEE ITEM 11) 15-Jul-2015
					10A. MOD. OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.					
<p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
The purpose of this amendment is to update and correct certain information found in the solicitation and amendments.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		13-Aug-2015	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0003

The purpose of this amendment is to update and correct information in the original solicitation and amendments.

The following Sections have been updated and/or corrected in Amendment 0003:

- Section B11, 2.2.4,
- Section B11, 2.2.5
- Section B11,2.3.13
- Section 2.49
- Section C.1.5.3

The following Section has been removed under Amendment 0003

- Section 2.4.2

**QUESTIONS AND ANSWERS  
FOR SOLICITATION# N40085-15-R-0309  
FOR INFORMATIONAL PURPOSES ONLY**

**Question 1:** Standard Form 33 (page 1 of PDF) indicates the proposal is due 14 August 2015 at 2 PM. Section A – Solicitation/Contract Form (page 2 of PDF) indicates proposal due date is 11 August 2015.

**Answer1:** Refer to RFP Amendment N40085-15-R-0309-0001.

**Question 2:** Please provide details for the site visit for the Seed Project.

**Answer 2:** Refer to RFP N40085-15-R-0309, Section 2.1.1.

**Question 3:** Please provide the Project Specific Reference Documents associated with the Seed Project referenced in Section 4 – REFERENCES on page 14 of the pdf.

**Answer 3:** Refer to N40085-15-R-0309-0003.

**Question 4:** Please clarify what is required to be submitted in response to the Seed Project. Is a technical approach required? If so, please provide detailed requirements. Please provide requirements for the cost proposal associated with the Seed Project and Tab #3 of the Price Proposal.

**Answer 4:** Refer to RFP N40085-15-R-0309, Section B11, sections 2.1. - 2.4,

**Question 5:** Please clarify if the total contract value of all task orders is \$70M (see Section C.1.1 last sentence) or \$80M.

**Answer 5:** Refer to RFP Amendment N40085-15-R-0309-0001.

**Question 6:** Are resumes for proposed key personnel required to be submitted with the proposal? If so, what Factor should resumes be included with and are they part of the page count?

**Answer 6:** Refer to RFP N40085-15-R-0309-0001, Section c.1.5.1.; and refer to RFP N40085-14-R-0309-0001 section L.3(b) non price factors.

**Question 7:** Seed Project. Section 1 – General, 1.1 Performance Objectives states “all sampling/monitoring will be performed in accordance with the existing UFP-SAP...”. Are the Bidders required to utilize the same laboratory(ies) mentioned in the UFP-SAP?

**Answer 7:** Refer to Amendment N40085-15-R-0309-0003 for attachments

**Question 8:** Seed Project. Section 2 – Work Elements, 2.2 Work Element 2 – Project Plans, 2.2.4: Will the working files (e.g., MS Excel, MS Word) of the SAP and QAPP be provided to the winning Bidder for editing and revisions?

**Answer 8:** Refer to Amendment N40085-15-R-0309-0003.

**Question 9:** Seed Project. Section 2 – Work Elements, 2.2 Work Element 2 – Project Plans, 2.2.5: Will the Navy sign the Bill of Ladings and/or Waste Disposal documentation as the Generator?

**Answer 9:** Refer to Amendment N40085-15-R-0309-0003.

**Question 10:** Seed Project. Section 2 – Work Elements, 2.2 Work Element 2 – Project Plans, 2.2.7: Please provide the existing applicable SAPs.

**Answer 10:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 11:** Seed Project. Section 2 – Work Elements, 2.3 Work Element 3 – Field Work, 2.3.12.2: Please provide Attachment 1 and 2.

**Answer 11:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 12:** Seed Project. Section 2 – Work Elements, 2.3 Work Element 3 – Field Work, 2.3.13.1: There is no existing task order for the Bidders. Waste sampling and characterization will be required by the disposal facility.

**Answer 12:** Refer to Amendment N40085-15-R-0309-0003

**Question 13:** Seed Project. Section 2 – Work Elements, 2.4 Work Element 4 – Data Submission and Reports, 2.4.9: Are the Draft Reports required to be reviewed by the Navy prior to submittal to the Regulatory Agencies? Are the Final Reports required to be reviewed by the Navy prior to submittal to the Regulatory Agencies?

**Answer 13:** Refer to Amendment N40085-15-R-0309-0003

**Question 14:** Page 125 of 132, 3. Basis of Evaluation and Submittal Requirements for Each Factor, (a) Price, a: Please provide the Bid Form for the Seed Project in MS Excel.

**Answer 14:** The Government has provided the bid form in PDF format and will not be providing the bid form in any other electronic format.

**Question 15:** Page 126 of 132, Factor 1.a. Further “degrees” of relevancy. The solicitation states: “Highly Relevant: Past/present project offered as relevant corporate experience involved essentially the same effort as the project required by the current RFP in terms of size, scope, and complexity.” Please clarify if the “project required by the current RFP” is the Seed Project or the projects identified in Section C.1.4 SCOPE OF WORK beginning on page 20 of 112.

**Answer 15:** Refer to RFP Amendment N40085-14-R-0309-0001, Section C.1.4

**Question 16:** Page 128 of 132, Factor 1: Please provide Attachment D and Attachment E.

**Answer 16:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 17:** Page 128 of 132, Factor 1, (i), (1). Would a project performed by the Offeror as a prime contractor be considered more relevant than the same exact project if it were performed by a Team Member?

**Answer 17:** Refer to Section M, Factor 1, (i)(1): “Offeror (OR YOUR TEAM member) must have been the prime contractor for each project.”

**Question 18:** Page 129 of 132, Factor 1: Please provide Attachment G.

**Answer 18:** Refer to RFP Amendment N40085-15-R-0309-0002.

**Question 19:** Section 1.1 indicates the UFP-QAPP and appendices will be provided. When will this attachment to the SOW be available?

**Answer 19:** Refer to RFP Amendment N40085-15-R-0309-0002.

**Question 20:** In addition to the UFP-QAPP and appendices, will copies of other existing plans (e.g., APP/SSHP, WMP, etc.) also be provided?

**Answer 20:** Refer to Amendment N40085-15-R-0309, Section B11, 2.2.3

**Question 21:** Section 2.4.2 mentions waste manifests for soil cuttings from MW installation. Please clarify that MW installation is NOT part of the seed project.

**Answer 21:** Refer to Amendment N40085-15-R-0309-0003.

**Question 22:** Do we need to present a Small Business Participation Plan (see P. 122; Minority Participation)?

**Answer 22:** Refer to Amendment N40085-15-R-0309-0003

**Question 23:** Will the Navy provide an excel template file for the Seed Project Price Proposal that all contractors should use?

**Answer 23:** Refer to Answer 14.

**Question 24:** Proposal submittal guidelines – The only proposal submittal guidelines that I see in the solicitation is under Section M Evaluation Factors for Award starting on Page 124. Are there additional submittal requirements?

**Answer 24:** Refer to RFP Amendment N40085-15-R-0309-0001.

**Question 25:** Page 128, item (i) (2) – On page 128 there is reference to Attachment D “Relevant Experience Individual Product Data Sheet”. Is this the same as the Attachment 1 provided in the solicitation on page 84 entitled “Relevant Corporate Experience Project Data sheet”?

**Answer 25:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 26:** Page 7, Seed Project, item 1.1 – Mentions documents which are attached to the SOW including the RAOs and ROD. We would like to request a copy of these documents along with other historical documentation that can be provided on CDROM.

**Answer 26:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 27:** Please provide the current APP/SSHP with AHAs for the three sites, current WMP for the three sites.

**Answer 27:** The Government will not be providing the current APP/SSHP with AHAs or the current WMP for all three sites.

**Question 28:** Section J. Attachment 1 – Corporate Experience Project Data Sheet. Can we modify the format of Attachment 1 to include a 6th project and change the type of work (section 5) to RAC, RAO, and LTM?

**Answer 28:** Refer to RFP Amendment N40085-15-R-0309-0003

**Question 29:** Page 128 of 132. 2nd paragraph indicates that one RAC project submitted must be \$2,500,000 annually or above. If a project selected to demonstrate RAC experience also includes RAO or LTM activities, do the RAC costs have to be segregated from the RAO and LTM costs or will the total project costs suffice to meet the required \$2,500,000 project value?

**Answer 29:** Refer to Section M, Factor 1, paragraph (i)(1) for the minimum dollar value for each project/cost type.

**Question 30:** Page 128 of 132. 2nd paragraph indicates that one RAO project submitted must be \$400,000 annually or above. If a project selected to demonstrate RAO experience also includes LTM and RAC activities, do the RAO costs have to be segregated from the LTM and RAC cost or will the total project costs suffice to meet the required \$400,000 annual value?

**Answer 30:** Refer to Answer 29.

**Question 31:** Page 128 of 132. 2nd paragraph indicates that one LTM project submitted must be \$100,000 annually or above. If a project selected to demonstrate LTM experience also includes RAO or RAC activities, do the LTM costs have to be segregated from the RAO and RAC costs or will the total project costs suffice to meet the required \$100,000 annual value?

**Answer 31:** Refer to Answer 29.

**Question 32:** Please clarify if a Bid Bond is required for the Seed Project?

**Answer 32:** Refer to Amendment N40085-15-R-0309-0003.

**Question 33:** Please clarify if a Payment or Performance bond is required for the Seed Project?

**Answer 33:** Refer to Answer 29.

**Question 34:** Page 81 of 132. 5252.228-9305 NOTICE OF BONDING REQUIREMENTS (DEC 2000) indicates that Payment and Performance bonds will be required for some task orders under this contract. Are offerors

required to submit any proof of capability to obtain Payment and Performance bonds with their proposal? If so, what level of bonding is required for single project and aggregate?

**Answer 34:** Refer to 5252.228-9305 NOTICE OF BONDING REQUIREMENTS (DEC 2000)

**Question 35:** Please confirm PPQs submitted in previous submissions can be submitted in response to this solicitation.

**Answer 35:** Refer to RFP Amendment N40085-15-R-0309-0001.

**Question 36:** Can the Federal Contractor Veterans' Employment Report (VETS-100 Annual Report) be for the 2014 calendar year?

**Answer 36:** Refer to RFP Amendment N40085-15-R-0309-0003

**Question 37:** Under Factor 2, Management Approach, we would like to provide key personnel resumes, but it will put us over the 5 page limit. Can we have resumes as an attachment or appendix just as long as we do not exceed the 100 page limit on the technical proposal?

**Answer 37:** Refer to N40085-15-R-0309, Section M, Factor 2, Management Approach, "Offeror information provided shall not exceed five (5) pages total."

**Question 38:** We have a few 8(a) contracts with NAVFAC. For each contract there are various task orders. However, each task order is similar to each other in regards to the types of work. Can we use an 8(a) contract as one of our six projects?

**Answer 38:** Refer to N40085-15-R-0309-0001, Factor 1, Recent, Relevant Experience of the Firm

**Question 39:** The Attachment 1 included in Section J only includes 5 projects, however the requirements indicate 6 projects are required. Is Attachment 1 intended for the Factor 1 requirements?

**Answer 39:** Refer to N40085-15-R-0309-0003.

**Question 40:** It is unclear what is to be included as Tab #3 Pricing information. What level of pricing detail is the government requesting for the Seed Project?

**Answer 40:** Refer to Answer 50

**Question 41:** With respect to the Seed Project, does the government have data on previous sampling which would indicate the IDW is typically classified as hazardous or non-hazardous.

**Answer 41:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 42:** Please provide the following:

- UFP-SAP for JEBLC chlorinated groundwater solvent plumes (LTM Sampling and Analysis Plan for Sites with GW Impacted by Chlorinated Organic Compounds Post-ROD GW Monitoring Sampling, CH2MHill (June 2012))

-Site specific appendices (Appendix A – Field SOPs, Appendix B – Data Management Plan, Appendices C, D, and E – Site Specific LTM Plans)

- CH2M Hill, 2015. Project Instructions for Site 11 and 12 RAO and Maintenance (Re-Injections), JEBLC

- Navy's 2015 Hazardous Materials Reutilization, Hazardous Waste Minimization, and Disposal Guide.

**Answer 42:** Refer to RFP Amendment N40085-15-R-0309-0002.

**Question 43:** Section C.1.5.3.1 Program Manager states that a Professional Engineering registration is desired. Would a Professional Geologist registration be evaluated equally to a Professional Engineer?

**Answer 43:** Refer to Amendment N40085-15-R-0309-0003

**Question 44:** What information should be included in Sample Task narrative? In the sample task pricing? Does this information belong on Tab 3 of the pricing proposal? How/where is the Sample Task information to be made part of the overall response?

**Answer 44:** Refer to RFP N40085-15-R-0309-0001, Section M - Evaluation Factors for Award

**Question 45:** What is the rationale behind 100% performance and payment bonds? (p.36 of Amendment 1)

**Answer 45:** Per 5252.228-9305, the performance and payment bond shall be in a penal sum equal to 100% of the contract price.

**Question 46:** Will a pre-bid meeting be held for the seed project?

**Answer 46:** A pre-bid meeting for the seed project is not anticipated.

**Question 47:** Please provide the Long Term Monitoring Sampling and Analysis Plan (SAP) for Sites Impacted by Chlorinated Organic Compounds Post Record of Decision Groundwater Monitoring Sampling and relevant Appendices (CH2MHill, June 2012). It is assumed that this document serves as the basis for the Scope of Work (SOW) for the seed project as indicated in Section 1.1 of the SOW.

**Answer 47:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 48:** Please provide the Attachments listed in the SOW including the CH2MHill Project Instructions for Site 11 and 12 Remedial Action Operation and Maintenance at JEB Little Creek (March 2015).

**Answer 48:** Refer to RFP Amendment N40085-15-R-0309-0003.

**Question 49:** SOW Section 2.3.13.1 indicates that the original contract task order included all labor and materials necessary to perform the sampling and prepare the IDW for disposal. It goes on to indicate that this line item will compensate for increased costs only with respect to disposing of the waste as hazardous. Please clarify as to whether non-hazardous or hazardous IDW disposal should be assumed. If hazardous waste disposal is required, please provide the corresponding RCRA waste code(s) that should be assumed

**Answer 49:** Refer to Answer 41.

**Question 50:** The price proposal requires the completed SF-33 to be sent back which includes a base year and four option years of pricing. However, the SOW for the Seed Project is only for 2 years of semiannual sampling (total of 4 rounds). Please clarify whether we are to provide a base year plus 4 option years of pricing or 2 years of pricing as a lump sum for the Seed Project.

**Answer 50:** Refer to Amendment N40085-15-R-0309, Section B.11 and sections 2, and 7.

**Question 51:** Please clarify that all semiannual events that occur after the first event (March 2016) are the same in scope as the first semiannual event.

**Answer 51:** Refer to RFP N40085-15-R-0309, section B11, sections 2.3.12.1 and 2.3.12.2.

**Question 52:** Regarding the projects required to be presented for consideration under Factor 1, the solicitation indicates that a project is defined as a single function contract or task orders under an indefinite quantity or on-call contract. On project sites where multiple task orders were utilized to fund a single function (i.e. remedial action), can the aggregate of these related Task Orders be considered as one project?

**Answer 52:** Refer to RFP Amendment N40085-15-R-0309-0001, section M.

**Question 53:** Regarding the evaluation under Factor 1, will projects performed by team member subcontractors be weighted the same as those performed by the offeror?

**Answer 53:** Refer to RFP Amendment N40085-15-R-0309-0001, section M.

**Question 54:** Would it be helpful to add an Executive Summary outlining the offeror's team and highlights of our approach/capabilities to facilitate the technical evaluation as long as the pages are included within the 100-page limit?

**Answer 54:** Refer to RFP Amendment N40085-15-R-0309-0001, section L.

**Question 55:** Section L, Paragraph (b) NON-PRICE FACTORS, General Technical Proposal Submittal Requirements: Would it be permissible to use a smaller type face for graphics, tables, and charts to make them more manageable within the document yet readable, e.g., 10 point Arial type face?

**Answer 55:** Refer to RFP Amendment N40085-15-R-0309-0001, section L.

**Question 56:** In Section M, Factor 1, Basis of Evaluation (RFP, page 128), you indicate that a higher rating will be provided for offerors (and team members) that demonstrate experience working projects simultaneously. In that vein, will you consider allowing multiple task orders under a single IDIQ contract performed at the same installation that are follow-on phases of the same project that could have been modifications to the original TO instead of individual TOs?

**Answer 56:** Refer to RFP Amendment N40085-15-R-0309-0001.

**Question 57:** Are PPQs included within the 100-page limitation for the non-price proposal?

**Answer 57:** See Section M, General Technical Proposal Submittal Requirements.

**Question 58:** Could you define margin requirements for the non-price proposal?

**Answer 58:** Refer to RFP Amendment N40085-15-R-0309-0001, section L.

**Question 59:** Is there a maximum EMR that would result in a respondent being not considered for this opportunity? Reference is made to page 131/132 in the solicitation.

**Answer 59:** Refer to RFP Amendment N40085-15-R-0309-0001, Section M.

**Question 60:** Does the term and definition 'Substantially Complete' as provided on page 127/132 apply to all project types (RAC, RAO, LTM) or only those involving construction activities?

**Answer 60:** Refer to RFP Amendment N40085-15-R-0309-0001, section M, factor 1, definitions.

**Question 61:** And final question is if the due date will be extended due to the amendment(s)?

**Answer 61:** Refer to RFP Amendment N40082-15-R-0309-0002.

**Question 62:** How many existing monitoring wells are to be sampled at each of Sites 11, 12 and 13?

**Answer 62:** Refer to attachments provided.

**Question 63:** Since this is a CERCLA site, are we to assume that the EPA CLP will be performing the analytical work for the sampling events?

**Answer 63:** Refer to answer 8.

**Question 64:** Factor 1, Recent, Relevant Experience of the Firm states “Generally, projects submitted will be considered “relevant” if they are for similar services or types of work as required by the RFP, and are comparable to the subject project in terms of project size, scope, and complexity (ranging from \$100,000 to \$5,000,000).” Will the government consider projects over \$5,000,000 relevant that demonstrate relevancy/similarity to the scope of work criteria?

**Answer 64:** Refer to RFP Amendment N40085-15-R-0309-0001, Section M, factor 1(i)(1).

**Question 65:** Attachment 1 Form for the Project Experience appears to be in Times New roman 10 pt font. May we follow the Attachment font size for the forms, such as the PPQ form and Project Experience form?

**Answer 65:** Refer to Section M, General Technical Proposal Submittal Requirements for font size requirements.

**Question 66:** Factor 4, Past Performance requirements states: “For each available project submitted under Factor 1; IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ), Attachment C, included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.”

In the interest of reducing the workload and saving time for our previous government clients, will the government accept recently completed past performance questionnaires that answer similar and/or the same past performance questions?

**Answer 66:** Refer to RFP Amendment N40085-15-R-0309-0001, Section M, factor 4(i)(4).

**Question 67:** Factor 4, Past Performance requirements states: “For each available project submitted under Factor 1; IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ), Attachment C, included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.”

Will the government allow previously completed PPQ-0 Form in lieu of requesting the government to fill out the same form again?

**Answer 67:** Refer to Answer 66.

**Question 68:** Other than the CLIN for the base year and option years, is a bid schedule required for the seed project? Will the Navy be providing a bid schedule or is the bidder expected to develop one based on the Work Elements indicated within Section B11 Scope of Work?

**Answer 68:** Refer to Answer 50.

SECTION A - SOLICITATION/CONTRACT FORM

The following have been modified:  
GENERAL INFORMATION

COMMANDER MID-ATLANTIC DIVISION  
NAVAL FACILITIES ENGINEERING COMMAND  
9742 MARYLAND AVENUE  
NORFOLK, VIRGINIA 23511-3095

NAVFAC RFP NUMBER N40085-15-R-0309  
ENVIRONMENTAL MULTIPLE AWARD CONTRACT (EMAC)  
FOR ENVIRONMENTAL SERVICES AND IMPLEMENTATION OF  
REMEDIAL ACTIONS FOR PROJECTS WITHIN NAVFAC MID-  
ATLANTIC AREA OF RESPONSIBILITY PRIMARILY THE  
HAMPTON ROADS, NORTH CAROLINA, SOUTH CAROLINA,  
AND GEORGIA

NOTICE: PROPOSAL IS DUE BY 2:00 P.M. (EST) ON **20 AUGUST 2015**.

Proposal is to be submitted to office listed below:

Commander, NAVFAC Mid-Atlantic  
Naval Facilities Engineering Command (NAVFAC)  
Hampton Roads IPT Acquisitions Office  
Bldg. Z-140, Room 114  
9324 Virginia Ave.  
Naval Station Norfolk, VA 23511-3095

All inquiries concerning any phase of the specification shall be made, in writing, to the Commander, NAVFAC Mid-Atlantic, Naval Facilities Engineering Command (NAVFAC), Hampton Roads IPT Acquisitions Office, Bldg. Z-140, Room 114, 9324 Virginia Ave. , Naval Station Norfolk, VA 23511, Attn: Roshni Patel, via email roshni.patel@navy.mil

SECTION B - SUPPLIES OR SERVICES AND PRICES

The following have been modified:

SECTION B

CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY 80,000,000.00	MAXIMUM AMOUNT
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#### GENERAL OFFEROR INFORMATION

- B.1 Contract Title: Remedial Action Construction Operations (RAC)/Remidial Action Operation (RAO)/Long Term Management (LTM), environmental Multiple Award Contract (EMAC)
- B.2 Type of Contract: This is an Indefinite Delivery/Indefinite Quantity (IDIQ), Environmental Multiple Award Contract (MAC)
- B.3 Set-Aside: Total 100% small business set aside. Refer to Section I.
- B.4 NAICS Code: 562910. Refer to on-line Representations and Certifications Applications (ORCA) at <http://orca.bpn.gov>
- B.5 Bid Guarantee/Bonding Requirements: **There is no bid guarantee required for the Seed Project.**
- B.6 Contract Term: The base period shall be twelve (12) months. Each of the four option periods are twelve (12) months. The contract will expire when either the total duration of the contract (60 months) is reached or when the maximum aggregate task order value of the contract (\$80 million) is reached, whichever occurs first.
- B.7 Place of Performance: Services are located within NAVFAC MidLant area of responsibility primarily the Hampton Roads, North Carolina, South Carolina, and Georgia.
- B.8 Period of Performance: The start date is (will be determined at time of award), and the completion date (will be determined at time of award) . Refer to Section H, Special Contract Requirements.

#### NOTICE TO ALL OFFERORS

Due to increased security at all military installations, Offerors who do not currently have a valid Contractor's ID and Vehicle Decal issued by the Department of Defense (DoD), must allow sufficient time to obtain a one-day pass to permit entry to the base. In accordance with Naval Station security regulations all prospective visitors and contractor personnel are hereby notified that in order to obtain a one-day visitor's pass the person must present their driver's license and vehicle registration and/or rental car contract.

Contractor personnel planning to submit their proposal in person, who do not have a valid Contractor's ID and a DoD decal on their vehicle, must submit a written request, fax a memorandum/letter or send an e-mail, requesting a one-day pass to access the Naval Station. The written request shall include the company's name, complete address, point of contact, phone number, fax number, e-mail address and the full legal name of each representative planning to attend the Bid Opening. The request shall be sent to:

Roshni Patel, Contract Specialist, via fax to (757) 341-0135 or e-mail information to [roshni.patel@navy.mil](mailto:roshni.patel@navy.mil) four business days prior to the proposal closing date.

Personnel and vehicle one-day pass must be obtained at the Norfolk Naval Station Pass Office located on Hampton Boulevard across from Gate #5.

It is imperative that all potential proposers adhere to this notice in order to avoid delay in submitting your proposal.

Also be advised by this notice that the level of security at the Norfolk Naval Station may change at any time. As the level of security heightens, the amount of time required to gain access to the Naval Station also increases.

### **Submitting Your Proposal**

Proposals that are sent via the **United States Postal Service or a courier service**, such as Federal Express, shall be addressed to:

NAVFAC MID-LANT, Hampton Roads IPT, Attn: Roshni Patel, 9324 Virginia Ave, Building Z-140, Room 114, Norfolk, Virginia 23511

Proposals that are **hand carried** shall be delivered to the Contracts Office in Building Z-140, 1<sup>st</sup> Floor, Suite 114, front lobby located at 9324 Virginia Avenue, Norfolk, Virginia 23511 (Norfolk Naval Station).

#### B.9 Request for Proposals (RFP) Information/Clarification Questions:

Contractors are required to review the entire solicitation package before submitting questions. Submit all questions via one document, either by Email to: [roshni.patel@navy.mil](mailto:roshni.patel@navy.mil) Fax to: (757) 341-0079, at least 10 days before proposals are due. This is the most efficient way to ensure all questions are addressed in a timely manner.

#### B.10 Request for Proposal(RFP) Files:

Solicitations are posted to the NECO website as mandated by our Agency. By necessity, these files are protected to prevent unauthorized editing. The Contract Specialist will post the RFP files to a single website: <https://www.neco.navy.mil> (NECO).

It is the sole responsibility of the offeror to obtain the RFP files, along with any amendments, from this website.

Unprotected editable file copies of the RFP documents including: Word, Excel and/or .pdf files (Adobe Acrobat Files) will not be provided. Please plan accordingly.

#### B11. Scope of Work for the Seed Project

**ENVIRONMENTAL MULTIPLE AWARD CONTRACTS (EMAC)  
SCOPE OF WORK FOR  
GROUNDWATER LONG TERM MONITORING/REPORTING *for* CHLORINATED GROUNDWATER  
SITES 11, 12, and 13  
JOINT EXPEDITIONARY BASE LITTLE CREEK**

**DEPARTMENT OF THE NAVY  
NAVFAC MIDATLANTIC, NORFOLK VIRGINIA**

## **SECTION 1 - GENERAL**

This Contract Task Order (CTO) is for performing four semi-annual rounds of groundwater Long Term Monitoring (LTM) at sites 11, 12 and 13 including the creation of all supporting information/ documentation and reporting,

which will support an analysis/update on the effectiveness of the remedy. The period of performance (POP) end date is September 30, 2020. The Department of the Navy (Navy) NAVFAC Midlant will administer this contract, with the work elements being managed through the NAVFAC Midlant Hampton Roads Environmental Restoration (ER) Group under this CTO. All requirements of the Basic Contract, in addition to those specifically mentioned in this CTO, remain in full effect and performance under this CTO shall be in accordance therewith.

- 1.1. Performance Objective(s) To provide groundwater post injection remedial action operation (RAO) performance monitoring activities at Sites 11, 12 and 13. The goal of this project is to perform groundwater sampling/monitoring and reporting to support an analysis of the effectiveness of the remedies currently in place. All sampling/monitoring will be performed in accordance with the existing Uniform Federal Policy-Sampling and Analysis Plan (UFP-SAP) developed for all of the current JEBLC chlorinated groundwater solvent plumes [Long-term Monitoring Sampling and Analysis Plan for Sites with Groundwater Impacted by Chlorinated Organic Compounds Post-ROD Groundwater Monitoring Sampling, CH2MHill (June 2012)] , as well as each site specific appendices (Appendix B - Data Management Plan, Appendices C, D and E – Site Specific Long Term Monitoring Plans), to that document, which will be included as an attachment to the SOW. The remedy along with the remedial action objectives (RAOs) are detailed in each applicable Record of Decision (ROD). This document along with any other historical documentation can be provided upon request via CDROM. The contractor shall obtain final approval of the work required from NAVFAC Midlant, as well as concurrence from regulatory agencies [Environmental Protection Agency (EPA), Region III and the Virginia Department of Environmental Quality (VDEQ)] upon completion of these performance objective(s).

- 1.2. Background:

### **Basewide**

JEB Little Creek-Fort Story covers approximately 2,215 acres in the northwest portion of Virginia Beach, Virginia, adjacent to the Chesapeake Bay. The former Naval Amphibious Base (NAB) Little Creek began operations as a permanent base in 1946. The base's mission was the training of landing craft personnel for operational assignments. JEB Little Creek has expanded in both area and the complexity of its mission over the past 65 years. Base personnel provide logistic facilities and support services for local commands, organizations, home-ported ships, and other United States (U.S.) and allied units to meet amphibious warfare-training requirements of the U.S. armed forces. Past and present operations at JEB Little Creek include vehicle and boat maintenance, boat painting and sandblasting, construction and repair of buildings and piers, mixing and application of pesticides, electroplating of musical instruments, laundry and dry cleaning, medical and dental treatment, and the generation of steam for heat. Land development surrounding the base is residential, commercial, and industrial.

### **Site 11**

Site 11 is located in the eastern portion of the base, near the intersection of Seventh and E Streets (Figure 2-2). The site consisted of the plating shop (Building 3651), an in-ground concrete tank used to neutralize plating solutions, and its associated piping. The tank was approximately 10 feet east of the south corner of Building 3651. Use of the neutralization tank took place between 1964 and 1974. Small quantities of plating baths, acids, and lacquer strippers were disposed in the plating shop sink that drained to the neutralization tank and eventually into the storm sewer system. Reportedly, 10 gallons of plating solutions were disposed in the shop sink each year. The neutralization tank, piping, and surrounding soil were excavated in 1996; however, there is a VOC plume in shallow groundwater at this site.

### **Site 12**

Site 12, the Exchange Laundry/ Dry Cleaning Facility, was located in Building 3323, near the intersection of Third and B Streets, in the eastern portion of NAB Little Creek (Figure 2-2). In earlier investigations, Site 12 was also referred to as Solid Waste Management Unit (SWMU) 77 and the Naval Exchange (NEX) laundry.

The NEX (Building 3323) operated from 1973 until it was demolished in 1987 for the construction of the existing commissary (Building 3445). An estimate of 1,320 gallons of waste, including tetrachloroethene (PCE), soap, sizing, and dyes from Site 12 were reportedly dumped into a storm sewer. Of this total, approximately 200 gallons were estimated to be PCE sludge. Site 12 is currently covered by buildings, a self-serve car wash, and asphalt or concrete. When the new commissary was constructed, a passive subsurface venting system was installed under the commissary floor to prevent the possibility of vapors from the cVOCs in shallow groundwater from entering into the new building.

### **Site 13**

Site 13 is located in the eastern portion of the base, near the intersection of 7th and F Streets (Figure 1). The site consisted of a dip tank, associated washing/drying racks, and an unpaved storage area. The dip tank consisted of an in-ground metal tank containing approximately 1,500 gallons of PCP, diesel fuel, and kerosene. Use of the dip tank and associated drying racks took place between the early 1960s and 1974. The wash rack consisted of a concrete pad surrounded by a concrete curb with a centrally located drain. The wash rack was installed in 1945 and used to clean vehicles and equipment with steam and biodegradable chemicals. The wash water and runoff drains into an oil-water separator (OWS). An unpaved storage area located adjacent to the wash rack was used to store various materials and equipment. The dip tank and associated drying racks were dismantled in 1982. Releases from the site resulted in PCP and VOCs in the soil and shallow Columbia Aquifer groundwater. The dip tank and contaminated soil were excavated as part of an Interim Removal Action (IRA) completed in 1999. PCP and VOC concentrations in shallow Columbia Aquifer groundwater remain above levels that allow for unlimited use and unrestricted exposure.

## **SECTION 2 - WORK ELEMENTS**

Furnish all labor, materials, tools, supplies, equipment, transportation, services, project management, permits, contract/procurement administration, and other appurtenances necessary as further specified in this scope of work.

### **2.1. Work Element 1 – Meetings, Project Management, and Administrative Support**

- 2.1.1. Contract/Project Kick-off Meeting/Formal Site Visit - A contract/project Kick-Off Meeting/Formal Site Visit at JEB Little Creek with the Navy Technical Representative (NTR) for ER Sites 11, 12 and 13 will be held within 14 days of the contract award. The agenda for this meeting shall include discussion of access/familiarization with the site, scheduling, and other issues related to implementing this Contract Task Order.
- 2.1.2. Project Team Meetings - The contractor shall conduct meetings to gain Navy and regulatory agency acceptance of work performed under this scope of work. Approximately 3 - 1 hour conference calls and one face to face meeting shall be held with Navy, regulatory agencies, and other contractor personnel, to coordinate, and schedule all work, including discussions of draft and final deliverables. The contractor shall be represented at the meetings/conference calls, at a minimum, by the project manager, and shall prepare all meeting materials including agenda, figures, data, schedule, and provide copies to all the participants forty-eight (48) hours in advance.
- 2.1.3. The contractor shall provide project management for daily technical oversight, budget and schedule review and tracking, preparation and review of invoices, manpower resources planning and allocations, subcontractor coordination, preparation of weekly progress reports, and communication and coordination of events with the Naval Facilities Engineering Command (NAVFAC), the Environmental Protection Agency (EPA), the Virginia Department of Environmental Quality (VDEQ), and JEBC for the duration of the project. The contractor will submit electronic versions of all project deliverables containing native and .pdf files of each submittal. Final versions will include the draft document, comments, response to comments, final document, final regulatory concurrence, and other relative information that should be included and submitted to the administrative record file.

### **2.2. Work Element 2 – Project Plans**

- 2.2.1. The contractor shall ensure that all deviations to project plans are approved by the Navy with regulatory agency concurrence in accordance with the Deliverable Schedule Matrix in Section 6. The contractor is expected to comply with the requirements of the project plans, this Scope of Work, or the Basic Contract.
- 2.2.2. Work Plans/Modifications to existing SAPs as applicable shall be prepared for this project, which shall describe in detail how the fieldwork shall be accomplished. The contractor shall provide a Draft and Final Work Plan, including required modifications to existing SAPs. This task includes a response to Navy/regulatory comments for both versions of the document. This Work Plan shall include a main body of text that describes detailed plans and methods for accomplishing the work. This main work plan shall include, but may not be limited to:
- Introduction
  - Site Conditions
  - Regulatory Framework
  - Project Requirements
  - Site Work
  - Report Requirements
- 2.2.3. A Health and Safety Plan (HSP), which includes an Accident Prevention Plan (APP) and Site Safety and Health Plan (SSHP), shall be completed for this project. In accordance with FAR 52.236-13, the plan shall be site-specific and shall include an activity hazard analysis (AHA) for all tasks performed. References used to develop the site-specific plan shall include, but are not limited to: [29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response)], [EM 385-1-1 US Army Corps of Engineers Safety and Health Requirements Manual]. [Navy/Marine Corps Environmental Restoration Program Manual] and [Local Activity safety plans and standard operating procedures]. The Health & Safety Plan shall address all sections deemed appropriate for performing this project and provide a safe and healthful environment for all personnel involved. The HSP shall be amended as appropriate and the AHA shall be a "living" document in that changes in the field shall be documented and added to the AHA as field change notices. The HSP must be reviewed and accepted by the Navy NTR and FEAD construction oversight personnel. The HSP shall be immediately accessible to all workers at the site at all times during the project, and copies shall be mounted on, located adjacent to the contractor's Safety and Health Bulletin on site or available in every vehicle utilized for work under this Contract Task Order.
- 2.2.4. The contractor is required to update the existing Sampling and Analysis Plan (SAP) [Field Sampling Plan (FSP) and Quality Assurance Project Plan (QAPP)] in accordance with the Uniform Federal Policy (UFP) guiding the development of Quality Assurance Project Plans (QAPPs) and the Department of Defense Policy and Guidelines for Acquisitions Involving Environmental Sampling or Testing, as needed. **The existing SAP will be provided to the contractor in editable format and** should be updated in accordance with applicable regulatory guidance documents and NAVFAC Environmental Work Instructions. In addition, the updated pre-draft SAP shall be reviewed and approved by the NAVFAC Quality Assurance Officer (QAO) prior to regulatory review and field implementation. The contractor shall submit changes to the existing SAP for review and signature from the Navy chemist using the SAP Review module in the Navy Installation Restoration Information Solution (NIRIS). Once approved by the Navy chemist, the draft redline documents shall be submitted to the VDEQ and EPA in draft, draft final and final formats for review and comment. The contractor will be responsible for all responses to comments.
- 2.2.5. The contractor is required to provide a Waste Management Plan (WMP). The contractor shall document in the WMP its contractual, legal, and risk-management requirements in the generation, storage, sampling and analysis, waste typing, transportation, treatment, and ultimate disposal of all waste for the task order; and to assure that waste generated in the course of the fieldwork is safely managed and disposed of in accordance with all applicable laws and regulations. The WMP shall be an attachment to the main work plan described in Section 2.2.2 above. The WMP shall cover any remedial waste/investigative derived waste (IDW) generated under this task order. All IDW generated by the contractor shall include at a minimum (See Work Element 5):
- a description of the wastes expected by types;

- a description of minimization techniques for reducing the generated quantities of IDW;
- a review of applicable federal, state, and local regulatory criteria governing the management of these materials;
- a characterization rationale for solid and liquid waste materials;
- a rationale for on-site management of each expected waste type; and
- waste transportation, treatment, and disposal methods for fieldwork.

The Navy will sign the on the Bill of Ladings and/or Waste Disposal documentation

2.2.6. Because there is no ground disturbance related to monitoring/sampling of monitoring wells, the contractor is **not** required to provide a Storm Water Pollution Prevention Plan (SWPPP) for the project.

2.2.7. All existing SAPs, applicable to each site accompanying this Contract Task Order shall be considered to be a part of this scope of work. The contractor shall be responsible for performing the field activities in accordance with the applicable requirements in these existing documents. The as-built drawings for most structures and utilities are on file in the Public Works Department, Public Works Center, and/or activity Facilities Department and are available for examination. The contractor shall schedule all appointments for examination of drawings or site visits through the Remedial Project Manager (RPM).

### 2.3. Work Element 3 - Field Work

All field work shall be executed in accordance with the project plans. The following general requirements are applicable to this task order and supplement the Basic Contract requirements.

- 2.3.1 Work Restrictions shall be adhered to by all contractor personnel. Contract personnel employed on the Activity shall become familiar with and obey Activity regulations including safety, fire, traffic, and security regulations. Keep within the limits of the work area and avenues of ingress and egress. Do not enter any restricted areas unless required to do so and unless cleared for such entry. The contractor's equipment shall be conspicuously marked for identification.
- 2.3.2 Employee Parking - Contractor employees shall park privately owned vehicles in an area designated by the RPM and/or Activity Point of Contact. This area shall be within reasonable walking distance of the work to be performed. Contractor employee parking shall not interfere with existing and established parking requirements of the military installation.
- 2.3.2.1 Protection and Maintenance of Traffic – A traffic control plan is not required; however, care should be taken in providing protective markers (cones, etc.) near the work area.
- 2.3.2.2 Laydown Area – The Government shall provide a designated laydown area for the storage of IDW. This area is available to the contractor for the duration of time that it takes to have the waste characterized and picked up by the disposal facility. Government offices and warehouse facilities shall not be available to the contractor's personnel. The contractor shall be responsible for cleanliness and orderliness of the area used and for the security of any material or equipment stored in this area.
- 2.3.2.3 Temporary Environmental Controls: As applicable, implement the task order specific Environmental Protection Plan required under the Basic Contract. Plan for and provide environmental protective measures to control pollution that develops during monitoring events.
- 2.3.3 Site Maintenance - Execute cleanup activities during progress of the Work, at the completion of the Work, and in accordance with the Basic Contract. Periodic cleanup shall be conducted to keep the site and adjacent properties free from accumulations of waste materials, rubbish, and windblown debris resulting from the work being performed.
- 2.3.4 The contractor shall dispose of any and all investigative-derived waste and wastewater generated in accordance with federal, state and local laws, regulations, and instructions. The contractor shall obtain all permits and pay all disposal fees as may be required.
- 2.3.5 The contractor shall make every effort to prevent the spread of contamination or release of contaminants to the environment in accordance with federal, State and local laws, regulations, and instructions.
- 2.3.6 The contractor shall provide any and all temporary services required by their activities, including telephone, storage, office facilities and power.

- 2.3.7 The contractor shall be responsible for the safety and security of their equipment and materials at all times. Equipment may be stored within the laydown area of the site during site activities.
- 2.3.8 Deliverables shall contain a brief responsiveness summary, as appropriate, indicating how each Government/regulatory comment was addressed. Forward all deliverables to the RPM, unless otherwise directed above.
- 2.3.9 The contractor shall not incorporate his Navy review comment response(s) into any Final Report unless the RPM has indicated, in writing, that the contractor's response appropriately addresses the Navy review comments
- 2.3.10 The contractor shall in no case proceed to the next deliverable without receiving written government approval of the preceding deliverable as specified in Sections 6 and 7 of this Scope of Work
- 2.3.11 Mobilization and Demobilization
- 2.3.11.1 Commencement of Work. Fieldwork shall not commence until the Navy has approved all project plans.
- 2.3.11.2 Permits and Fees. Contractor shall obtain all necessary permits and pay applicable permit fees. (Note: CERCLA actions have permit waivers for most on-site work and only require compliance with substantive requirements
- 2.3.11.3 Demobilize construction equipment and materials in an orderly and environmentally sound manner.
- 2.3.12 Site Work – Work elements comprising site work are:
- 2.3.12.1 Groundwater monitoring/well sampling – Four rounds (March, September 2016 and March, September 2017) of semi-annual groundwater monitoring will be performed in accordance with existing SAP requirements specific to each appendix as they apply to each site. Existing requirements, as well as any revisions made to existing documents as part of this contract task order will apply.
- 2.3.12.2 Microbial Sampling – One round (March 2016) of post-injection microbial sampling at Sites 11 and 12 performed during the regularly scheduled groundwater monitoring event. Four locations at Site 11 (LS11-MW06D, LS11-MW07D, LS11-MW38D, and LS11-MW39D) and six locations at Site 12 (LS12-MW02S, LS12-MW09T, LS12-MW24S, LS12-MW24D, LS12-MW32D, and LS12-MW36D). Collect microbial samples for DHC and DHC functional genes via DNA-qPCR analytical methods. Additional guidance on microbial sampling is provided in Attachment 1 of this Scope of Work.
- 2.3.12.3 Building inspections - As it pertains to vapor intrusion and the close proximity of the two sites with respect to vapor intrusion and EPA's 100' rule, it is documented in the existing SAP for Site 11(encompasses site 13 also) that building inspections be performed as part of each monitoring event. The inspections will highlight any changes in building use, occupancy with respect to identifying any additional preferential pathways. Since the baseline vapor intrusion sampling has already been performed, the decision process (as it pertains to the results of the building inspections) will correspond with figure D-17 of the existing sampling and analysis plan for Site 11.
- 2.3.13 Disposal of four (4) rounds of IDW as hazardous waste.
- 2.3.13.1 The original contract task order included all labor and materials necessary to perform the sampling and prepare the IDW for disposal. This line item will compensate for the increase in costs only with respect to disposing of the waste as hazardous. **The contractor is responsible for IDW sampling and characterization. IDW samples are to be collected at the completion of the sampling event and sent to the laboratory with the groundwater MW samples. Results of the IDW will be immediately reported to the Navy to ensure proper management of the IDW as either hazardous or non-hazardous waste. Analysis requirements for IDW are Full TCLP, Reactivity, Ignitability, and Corrosivity.**
- 2.3.13.2 Hazardous Waste Accumulation Area (HWAA), Site Preparation, Inspections - Once the waste has been generated, a HWAA area will be set up by the contractor under the direction of the Navy. All requirements applicable to the set up and management of the HWAA are contained in the Navy's 2013 Hazardous Materials Reutilization, Hazardous Waste Minimization and Disposal Guide (Attachment 2 of this Scope of Work). The contractor will be responsible for all of the applicable requirements contained in this document.

- 2.3.13.3 Annual Training – The contractor must also fulfill the Navy’s annual training requirement as it pertains to HWAA. The vehicle for attaining this training is the Environmental Compliance, Assessment, Training, and Tracking System (ECATTS). Instructions for attaining access to the website and performing the training are contained in Attachment 2 to this scope of work. Performing this training will take approximately 30 minutes to complete.
- 2.4. **Work Element 4 - Data Submission and Reports (As Applicable)**
- 2.4.1. Navy Installation Restoration Information Solution (NIRIS) - The contractor shall obtain access to NIRIS and shall submit all tabular and spatial data to NIRIS in accordance with current NIRIS standard operating procedures (SOPs). All analytical data generated by the laboratory shall be reviewed by the Contractor's Project Chemist to ensure the validity of the reported data prior to submittal to NIRIS. NIRIS data submittals shall be coordinated with the Command NIRIS Regional Data Manager (RDM) for inclusion into NIRIS. NIRIS data shall include installation-wide data related to:
- 2.4.1.1. 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.
- 2.4.1.2. 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](https://niris.navfac.navy.mil/Document_Management/Knowledge_Base/Sop_Documentation/03-000-04%20Non-EDD%20Deliverable%20Submittal%20Guidelines.pdf)).
- 2.4.1.3. 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](https://niris.navfac.navy.mil/Document_Management/Knowledge_Base/Sop_Documentation/04-USR-05%20LUC%20Tracker%20User%20Guide.pdf)).
- 2.4.2. Records management - The contractor shall submit all documentation in accordance with the Deliverable Schedule Matrix in Section 6, Environmental Restoration Recordkeeping Program Manual, Appendix G, NAVFAC Contractor Work Instruction ([https://niris.navfac.navy.mil/Document\\_Management/Knowledge\\_Base/Sop\\_Documentation/ER%20Recordkeeping%20Manual.pdf](https://niris.navfac.navy.mil/Document_Management/Knowledge_Base/Sop_Documentation/ER%20Recordkeeping%20Manual.pdf)), and NAVFAC SW Environmental Work Instruction 4. Documentation shall include Administrative Record files, post decision files and site files.
- 2.4.3. The contractor shall provide copies of all correspondence to the RPM.
- 2.4.4. The contractor shall stake the location of the boring locations prior to the contractor commencing work.
- 2.4.5. The contractor shall provide a Daily Field Activities Form to be signed by both the contractor and the Navy at the end of each workday during field work implementation.
- 2.4.6. The Navy shall inspect all the work in progress and at completion. Any discrepancies shall be noted on the Daily Field Activities Form.
- 2.4.7. Groundwater Data Review – The contractor will be responsible for the coordination/transfer of the data in a tech memo style summary (no more than four pages) for each groundwater monitoring event to the Navy and the current Navy CLEAN contractor (CH2MHill) for review and comment. As it pertains to presenting the data to the Navy Tier I partnering team, the contractor will also be responsible for developing a presentation, complete with figures, charts, etc. and participating in the Tier I partnering meetings, via conference call for the purposes of presenting the data to the regulatory agencies and responding to questions and comments. All information presented at the meetings shall be reviewed and approved by the Navy at least two weeks before the scheduled date of the meeting.
- 2.4.8. Groundwater Monitoring Reports – Individual reports will be developed for each site and include data from all four monitoring events with the critical elements detailed in a concise manner. The report should concentrate on the remedy effectiveness and offer recommendations with respect to future optimization. The contractor is responsible for development of all charts and figures to support the recommendations listed in the report. Creation of the report will include Draft and Final

versions, along with responses to all Navy and regulatory comments. The Navy and its CLEAN contractor will vet and discuss all reports, draft or final, prior to submittal to the Regulatory agencies.

### **SECTION 3 - SPECIAL CONDITIONS**

- 3.1. All communications with parties outside of the Navy team shall be coordinated through the RPM.
- 3.2. The contractor shall obtain approval from the RPM prior to obtaining photography records, still or motion picture and/or aerial or ground photographs, in accordance with Public Law: 18 U.S. Code 795 and applicable station regulations. The Navy may provide a representative to act in an advisory capacity to prevent unauthorized disclosure of classified information.
- 3.3. Photographs shall be taken of the site(s) to record progress before, during, and after field work occurs. Upon closure of the Contract Task Order, the contractor shall provide a photo log and negatives (or CD disk for digital images) to the Navy RPM and FEAD representative, unless otherwise specified. The Navy shall have final disposition of any photographic material via the Final Report(s)/Deliverable(s).
- 3.4. Public Affairs - The contractor shall not disclose any information or data resulting from actions in this contract to the news media or public. The contractor shall refer all press or public contacts to the BRAC Environmental Coordinator (BEC) and inform the RPM of their actions. 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).
- 3.5. Any oral directives, instructions, explanations, commitments and/or acceptances given by any government employee to the contractor or his personnel, shall not be construed by the contractor as a change in scope to this Contract Task Order. Any change in scope of work must be issued to the contractor, in writing, by the Contracting Officer to be binding on the government.
- 3.6. Access to all necessary locations shall be provided by the Navy prior to commencement of work. No contractor personnel are to enter any location without first obtaining clearance from the Navy. Equipment and personnel entering the site and the storage area shall not be required to obtain a security pass.
- 3.7. The contractor shall verbally brief the RPM at least weekly as to the progress of work, status of field operations, and percentage of report completion.
- 3.8. The contract number shown in the CTO award is the number assigned to the contract for this work, and shall be used on all reports and correspondence relative to this contract.
- 3.9. The Navy shall provide a representative to oversee and document remediation activities. The NTR will be responsible for all contract and field oversight.
- 3.10. The Navy shall review all pertinent records provided by the contractor to authorize persons to enter and/or work at the site. This review of records is in no way intended to relieve the contractor from his responsibility to comply with applicable regulations. Additionally, the review is not intended to evaluate the effectiveness of employee training or the contractor's medical surveillance program.

### **SECTION 4- REFERENCES**

- 4.1. General Reference Documents:
  - 4.1.1. Installation Restoration Chemical Data Quality Manual (IRCDQM), NFESC, 1999
  - 4.1.2. EPA Requirements for QAPP for Environmental Data Operations, EPA QA/R-5, 2001
  - 4.1.3. Guidance Systematic Planning Using the Data Quality Objectives Process, EPA QA/G-4, EPA 2006
  - 4.1.4. DoD Quality System Manual for Environmental Laboratories, Version 4.1, April 2009
  - 4.1.5. EPA Uniform Federal Policy for Quality Assurance Project Plans, March 2005
- 4.2. Project Specific Reference Documents:
  - 4.2.1. Site specific Record of Decisions applicable to sites 11, 12 and 13 (**Available upon request**).
  - 4.2.2. Final Enhanced Reductive Dechlorination Annual Groundwater Monitoring Summary for Site 11 JEB Little Creek, VA (CH2MHill, June 2011)
  - 4.2.3. Long-term Monitoring Sampling and Analysis Plan for Sites with Groundwater Impacted by Chlorinated Organic Compounds Post-ROD Groundwater Monitoring Sampling (Rev. 2). (CH2MHill, June 2012)  
The appendices to this document are as follows:  
Appendix A – Field Standard Operating Procedures (CH2MHill, June 2012)

Appendix B – Data Management Plan (CH2MHill, June 2012)

Appendix C – Site 12 Site Specific Long-Term Monitoring Plan (CH2MHill, January 2011)

Appendix D – Site 11 Site Specific Long-Term Monitoring Plan (CH2MHill, March 2012)

Appendix E - Site 13 Site Specific Long-Term Monitoring Plan (CH2MHill, June 2012)

### **SECTION 5 - POINTS-OF-CONTACT**

<b>Point-of-Contact</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>
Navy Technical Representative (NTR) / Remedial Project Manager (RPM)	Matthew Stepien	9742 Maryland Ave., Building N-26, Suite 3300, Norfolk, VA 23511	757 341-0380	<a href="mailto:Matthew.stepien@navy.mil">Matthew.stepien@navy.mil</a>
Construction Phase Navy Technical Representative (NTR) JEB Little Creek FEAD Representative	<b>TBD</b>			
Contract Specialist (CS)	Roshni Patel Sidnia Finke	9324 Virginia Ave. Bldg Z140, Room 114 Norfolk, VA 23511	757-341-0135 757-341-1673	<a href="mailto:Roshni.patel@navy.mil">Roshni.patel@navy.mil</a> <a href="mailto:sidnia.finke@navy.mil">sidnia.finke@navy.mil</a>
Contracting Officer's Representative (COR)	<b>TBD</b>			
BRAC CSO Point-of-Contact (POC)	<b>N/A</b>			
Navy Installation Restoration Information System (NIRIS) Representative	<b>TBD</b>			
Quality Assurance Officer (QAO)	<b>N/A</b>			

### **SECTION 6 - DELIVERABLE SCHEDULE MATRIX**

Within the table the deliverables have been listed with the number of copies required for each recipient.

Addresses for Navy POCs are provided in Section 6 of this Contract Task Order. Additional addresses shall be made available after contract award.

<b>Deliverable (work element #/deliverable title)</b>	<b>Navy (# of hard copies/CD ROM/other)</b>	<b>EPA</b>	<b>VDEQ</b>	<b>Administrative Record (# of hard copies/CD ROM/other)</b>	<b>Due Date</b>
<b>Accident Prevention Plan/Site Specific Health and Safety Plan</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2 weeks after contract</b>

<b>Deliverable (work element #/deliverable title)</b>	<b>Navy (# of hard copies/CD ROM/other)</b>	<b>EPA</b>	<b>VDEQ</b>	<b>Administrative Record (# of hard copies/CD ROM/other)</b>	<b>Due Date</b>
					<b>award</b>
<b>Pre-Draft Redline changes to existing SAPs as they apply to the work being done under this contract action.</b>	<b>2 (1 RPM, 1 Navy Chemist)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9/6/2015</b>
<b>Response to Comments (RTCs) Pre-Draft Redline (electronic Format)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9/27/2015</b>
<b>Draft Redline changes to existing SAPs as they apply to the work being done under this contract action.</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>10/4/2015</b>
<b>RTCs Draft Redline (Electronic Format)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11/11/15</b>
<b>Final Redline changes to existing SAPs as they apply to the work being done under this contract action. (Electronic Format)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11/22/2015</b>
<b>Final SAPs with all applicable changes incorporated</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>12/6/2015</b>
<b>Draft Groundwater Monitoring Reports Specific to each Site for a total of 3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1/1/2018</b>
<b>RTCs Draft Groundwater Monitoring Report (Electronic Format) 3 sets of comments</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2/12/2018</b>
<b>Final Groundwater Monitoring Reports (total of 3)</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>3/1/2018</b>
<b>Groundwater Data Review Summary Reports</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30 days after data validation for each monitoring</b>

<b>Deliverable (work element #/deliverable title)</b>	<b>Navy (# of hard copies/CD ROM/other)</b>	<b>EPA</b>	<b>VDEQ</b>	<b>Administrative Record (# of hard copies/CD ROM/other)</b>	<b>Due Date</b>
					<b>event</b>

**SECTION 7 – PERFORMANCE MEASUREMENT AND PAYMENT SUMMARY**

7.1 The contractor shall be responsible for achieving the performance objectives in this SOW and successfully performing all the tasks required for successful performance.

7.2 Payments shall be made to the contractor upon completion of the following:

1) Verification that the corresponding performance standards and Acceptable Quality Levels (AQL) defined below have been satisfactorily achieved, and

2) Submission of a properly prepared invoice. Invoices that fail to meet the requirements of this paragraph and/or the invoicing or prompt payment clauses of the contract may be rejected in their entirety; partial payments shall not be made.

7.2.1 If a task associated with a work element is eliminated or not necessary for accomplishing project completion, the payment amount associated with that task shall not be paid to contractor.

7.2.2 Failure to demonstrate that the performance objective(s) is achieved and the work elements are complete may result in non-payment of the final work element.

<b>Work Levels / Task</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Assessment Method</b>	<b>Performance Payment and Incentive</b>
Work Element 1 – Meetings, Project Management, and Administrative Support	Completion and distribution of all meeting materials including agenda, handouts, figures, schedule, PowerPoint presentation, and meeting minutes. Attendance and technical support at the meetings. Successful project management and administrative support to keep the project on scope, schedule and budget.	100% Navy acceptance	Navy acceptance by Navy RPM and NTR	Lump sum payable upon acceptance by Navy RPM and NTR for each completed meeting and meeting minutes. Percentage of Project Management and Administrative Support amount per month throughout the contract upon acceptance by Navy RPM and NTR

<p>Work Element 2 – Verification of all Navy supplied design drawings and any project plans (draft and final) required for implementation of the chosen remedy.</p>	<p>Navy acceptance of each deliverable (no resubmittal required due to inadequate content or poor quality).                  Work plan and all attachments shall include sufficient information to implement the remedial action in the field; be clearly written; and have minimal transcription, typographical, and grammatical errors. Detail the construction of the remedy to meet cleanup goals. Comply with all requirements of this PWS, applicable codes, standards, and regulations, including the NCP. Adhere to RA schedule.                  Response to comments Navy and regulatory comments will also be required for each phase of the applicable document.</p>	<p>100% Navy acceptance</p>	<p>Navy acceptance by Navy RPM and NTR                   Navy acceptance will also depend upon acceptance by the VDEQ and EPA.</p>	<p>Lump sum payable upon acceptance by Navy RPM and NTR for each draft of the project plans in accordance with outlined schedule of values. (Note: schedule of values shall include separate line items for each draft, or if all drafts are listed under one line item, this sections should list a % payment schedule for each draft under the line item)</p>
<p>Work Element 3 – Field Work                   (e.g. Implement Remedial Action)</p>	<p>Complete field work as specified in the Project Plans and other requirements of this PWS.</p>	<p>100% Navy acceptance</p>	<p>Scheduled and unscheduled surveillance of fieldwork, bills of lading, daily logs, etc. by Navy RPM, field measurements and test results consistent with the contractor’s government-accepted QC Plan, and other project plans.</p>	<p>Monthly payment on a prorated scale of schedule of value items completed and accepted by the Navy by Navy RPM the method of acceptance. Final 10% payment for this work element shall be retained until contractor has achieved the cleanup goals and all outstanding items identified during Pre-final Inspection have been resolved to the Navy RPM’s satisfaction.</p>
<p><b>Work Levels / Task</b></p>	<p><b>Performance Standard</b></p>	<p><b>Acceptable Quality Level</b></p>	<p><b>Assessment Method</b></p>	<p><b>Performance Payment and Incentive</b></p>
<p>Work Element 4 – Reports: Draft and Final                   (e.g. Groundwater Monitoring Reports)</p>	<p>Navy acceptance of deliverables and submissions (no resubmittal required due to inadequate content or poor quality).                  Factors that influence Navy acceptance include timeliness, completeness and accuracy. The report shall conform to the report requirements outlined in the SOW; be clearly written; and have minimal transcription, typographical, and grammatical</p>	<p>100% Navy acceptance</p>	<p>Navy acceptance by NTR                   Navy acceptance will also depend upon acceptance by the VDEQ and EPA.</p>	<p>Lump sum payable upon acceptance by the Navy RPM and NTR for each Draft of the project plans in accordance with outlined schedule of values. (Note: schedule of values shall include separate line items for each draft, or if all drafts are listed under one line item, this sections should list a % payment schedule for each draft under the line item)</p>

	<p>errors. Response to comments Navy and regulatory comments will also be required for each phase of the applicable document.</p>			
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**ATTACHMENTS:**

- 1) CH2M Hill, 2015. Project Instructions for Site 11 and 12 Remedial Action Operations and Maintenance (Re-Injections), Joint Expeditionary Base Little Creek, Virginia Beach, Virginia. March.
- 2) Navy’s 2015 Hazardous Materials Reutilization, Hazardous Waste Minimization, and Disposal Guide.

**SECTION C - DESCRIPTIONS AND SPECIFICATIONS**

The following have been modified:  
SECTION C SPECIFICATIONS

Section C - Descriptions and Specifications

**C.1 GENERAL DESCRIPTION AND PERSONNEL REQUIREMENTS**

C.1.1 GENERAL. This intent of this indefinite quantity contract is to obtain services for performing environmental Programs including Operation & Maintenance of environmental remedies and long-term monitoring at various sites. The services shall be performed in accordance with written task orders issued by the Contracting Officer during the term of this contract. Task Orders will be fixed-price with possible indefinite quantity work. Performance shall be in accordance with the qualifications set forth herein, as well as those cited in the applicable written task orders. Performance shall be in accordance with the qualifications set forth herein, as well as those cited in the applicable written task orders. The maximum value of the total orders issued under the Small Business-RAOMAC is **\$80 million.**

C.1.2 Task Orders.

C.1.2.1 Solicitation. Small Business-RAOMAC requirements will be solicited by the Contracting and/or Ordering Officers at NAVFAC Mid-Atlantic Region and field facilities.

C.1.2.2 Partnered Scoping. Projects may be scoped by a Government/Contractor team. In such instances, the salient requirements of the task orders will be identified by the Government in cooperation with the Small Business-RAOMAC contractors in order to develop a mutually agreed upon Statement of Work. To facilitate such partnered scoping, all Small Business-RAOMAC contractors **may be unable to compete for the task order.** Failure to participate responsibly in such walk-throughs and the scoping process may be considered non-performance under the terms and conditions of the contract.

C.1.2.3 Evaluation Criteria. Evaluation factors for individual task orders will vary depending on the unique requirements of each task order. Typically, award will be based on lowest quoted price, however, when appropriate, award may be based on best value to the Government, price and other factors considered. In the latter case, the task order solicitation will identify the specific technical criteria and the required format for submission of the proposal as well as the relative weight given to the price and technical factors in the evaluation.

C.1.2.4 Bidding Responsibilities. MAC contractors are required to submit quotes on all task order solicitations, **or risk being removed as a MACC holder.**

C.1.3 Place of Performance. NAVFAC MIDLANT anticipates awarding an Environmental Multiple Award Contract (EMAC) for Environmental services and implementation of remedial actions for projects within its Hampton Roads, North Carolina, South Carolina and Georgia Area of Responsibility (AOR). This area includes the following installations: Naval Station, Norfolk, Virginia, and outlying facilities within 50 miles of Naval Station, Norfolk; Joint Expeditionary Base Little Creek Fort Story, Virginia Beach and outlying facilities within 50 miles of Naval Amphibious Base Little Creek; Naval Air Station Oceana, Virginia Beach including Dam Neck Naval Training Center, Virginia Beach and outlying facilities within 50 miles of Naval Air Station Oceana; Naval Weapons Station Yorktown, York County, Virginia including Cheatham Annex, Williamsburg, and outlying facilities within 50 Miles of Naval Weapons Station Yorktown; Norfolk Naval Shipyard, Portsmouth including Portsmouth Naval Hospital, and St. Juliens Creek Annex, Portsmouth and outlying properties within 50 miles of Norfolk Naval Shipyard, MCB Camp Lejeune, MCAS Cherry Point as well as auxiliary installations in North Carolina associated with those installations, MCAS Beaufort, MCRD Parris Island as well as auxiliary installations in South Carolina associated with those installations and MCLB Albany as well as auxiliary installations in Georgia associated with that installation.

#### C.1.4 SCOPE OF WORK

C.1.4.1 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:

- a) Performing remedial actions and soil removal actions
- b) Performing in-situ treatment of soils and groundwater
- c) Underground storage tank removals and replacements
- d) Operation, maintenance, inspection, performance monitoring, repairs, modifications and removal and dismantling of existing remedial treatment systems according to established procedures. The types of systems will include but are not limited to:
  - Groundwater Treatment Plants (GWTP)
  - Various types of soil caps and RCRA landfill caps
  - Subslab depressurization systems
  - Air sparging, soil vapor extraction, bioslurper and free product recovery systems
  - Wastewater treatment facilities
  - Bioremediation systems
  - Natural Attenuation
- e) Demolitions of small buildings, utility structures, and obsolete systems (which may include well networks, sparge systems, tank farms and others) with related environmental abatement
- f) Performing expedited and emergency response actions at contaminated sites
- g) Construction of environmental infrastructure such as treatment facilities, storage systems, spill containment, well networks, air sparge systems, and subslab depressurization systems among others
- h) Performing asbestos and lead-based paint abatement
- i) Performing other related activities associated with restoring areas to safe and acceptable condition

In addition to performance of the specific remediation services listed above, the contractor will generally be responsible for preparation of written documents such as work plans, health & safety plans and close out reports connected with such services. The contractor may also be required to provide limited designs.

In addition to performance of the specific remediation services listed above, the contractor will generally be responsible for preparation of written documents such as work plans, health & safety plans and close out reports connected with such services. The contractor may also be required to provide limited designs.

C.1.4.2 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). The contaminants included are predominately asbestos, 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, and man-made structures. Contaminated sites may be buildings, landfills, hazardous waste treatment storage and disposal facilities, tanks, lagoons, fire fighting training areas, or other facilities.

C.1.4.3 General Work Requirements. The Contractor selected for the work shall perform tasks in accordance with the contract, as well as in accordance with Uniform Building Codes (UBC), and all federal, state and local building, safety and environmental regulations. Specific guidance provided in the task order scope will take precedence over the general guidance provided herein. The majority of contracts 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. Contracts shall include various documents that describe the required cleanup action and technologies to achieve cleanup. Such documents may include RCRA/CERCLA closure plans, corrective action plans, and drawings and specifications. Contract work shall specify a wide range of services relating to the cleanup of sites including, but not limited to, the following:

- a) Performing traditional as well as innovative methods for complete cleanup of environmentally impacted sites;
- b) Conducting topographic and geophysical surveys;
- c) Conducting hydrogeological and geotechnical testing and data analyses in conjunction with cleanup projects;
- d) Conducting multimedia sampling (including soil, water, and air) and analysis for physical, chemical, and geotechnical characteristics;
- e) Installing temporary support facilities, such as decontamination areas, fences, roads, and utilities;
- f) Providing instruction for operation and maintenance of project facilities.

#### C.1.5 PERSONNEL REQUIREMENTS

C.1.5.1 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.

C.1.5.2 Contractor Work Force Responsibility. Organize, furnish, maintain, supervise, and direct a workforce, 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.

#### C.1.5.3 Personnel Duties, Required Experience, and Qualifications

C.1.5.3.1 Program Manager. Responsibilities include overseeing Contracts for cleanup 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, an undergraduate degree in engineering or similar relevant technical disciplines such as Geology or Industrial Hygiene.

Experience managing or overseeing contracts involving multiple concurrent projects at multiple locations and Professional registration for noted technical undergraduate degree of Program Manager is desired.

C.1.5.3.2 Quality Control Program Manager. Responsibilities include developing, maintaining, and enforcing the Quality Control Program. The Quality Control Program Manager shall be familiar with the requirements of the U.S. Army Corps of Engineers Safety and Health Manual and have experience in the areas of hazard identification and safety compliance. Duties of the Quality Control Program Manager are described in section 5.6.1 of this Statement of Work.

C.1.5.3.3 Project Manager. Responsibilities include directing work associated with Contract Task Orders. Duties include ensuring effective execution of the project, controlling project schedule and budget, recommending changes to improve project efficiency and effectiveness, justifying change orders, tracking materials and resources, coordinating subcontractors' work, insuring compliance with health and safety procedures, ensuring compliance with regulatory requirements and total overall responsibility for construction completion.

C.1.5.3.4 Project Superintendent. Responsibilities similar in nature to the project manager, however performed primarily at the site. A minimum of 5 years of construction management experience is required, of which at least 2 years of experience in cleanup projects is desired.

#### C.1.5.4 Personnel Changes and Training Requirements

C.1.5.4.1 Key Personnel. The Program Manager, Quality Control Program Manager, and the individual Project Managers are considered key personnel. The qualifications and experience of these individuals, reviewed and approved by the Contracting Officer prior to award, must be maintained throughout the contract period. Consequently, during performance of the contract, substitution of these individuals is subject to Contracting Officer approval and the substitute must possess, at minimum, qualifications and experience equal to the individual identified for that position in the contractor's technical proposal. Similarly, the qualifications and experience of project personnel identified specifically in a project proposal must also be maintained throughout the performance of the project.

C.1.5.4.2 Conditions for Substitutions, Deletions, or Additions. The Contractor agrees that during the first year of the contract performance period, no key personnel substitutions or deletions shall be permitted unless necessitated by an individual's sudden illness, death, or termination of employment. For any substitutions the Contractor shall promptly notify the Contracting Officer. 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 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.

C.1.5.4.3 Project Personnel. The Project Personnel list is a basic roster of individuals qualified to serve in the position of Project Manager. The Government may request that the personnel assigned to a specific project be identified after award of a project and, if not included on the Project Personnel list, that resumes be submitted for review and approval.

C.1.5.4.4 Key Personnel and Project Personnel List. The list of Key Personnel and Project Personnel will be revised by contract modification to add, delete, or substitute personnel in accordance with key personnel substitution and project personnel requirements specified herein.

C.1.5.4.5 Training. Contractors are expected to have personnel with the requisite skills and certifications 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.

## C.2 GENERAL REQUIREMENTS FOR CONTRACTS

### C.2.1 CONTRACT BASIC REQUIREMENTS

C.2.1.1 Project Information. The type of project information the Government will provide to the Contractor depends on the specific task order. The information may include contract drawings, maps and specifications, reports, reference drawings, and boring logs. Task Order solicitations will generally be performance-based specifications.

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

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

C.2.1.4 Reference Drawings Accompanying Specification. Reference drawings may accompany Contract 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 may 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.

C.2.1.5 Boring Logs. Boring logs may be available to the Contractor for specific Contract 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.

C.2.2 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.

C.2.3 OPTIONAL REQUIREMENTS. Where a choice of materials or methods, or both, is permitted in the contract, the Contractor shall have the discretion to choose an alternative unless otherwise required by the specification.

C.2.4 AS-BUILT RECORDS. Maintain/develop at the project site one set of full-size contract drawings and specifications marked to show any deviations which have been made from the Contract 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 .

C.2.5 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.

**C.2.6 SCHEDULING.** Schedule work to minimize 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 15 calendar days prior to the desired date of interruption. Certain installations will restrict interruption of utility services as well as general station operations. Contracts will specify restrictions when applicable, and specify when the work shall commence and be completed.

**C.2.7 LAYOUT OF WORK.** Lay out work from Government-established base lines and bench marks 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 bench marks 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.

#### **C.2.8 EXISTING WORK**

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

**C.2.8.2 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.

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

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

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

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

#### **C.2.12 SECURITY REQUIREMENTS.**

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

**C.2.12.2 NCACS** is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract,

whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit.

The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON).

Information on costs and requirements to participate and enroll in NCACS is available at <https://eform.rapidgate.com> or by calling (877) 727-4342.

**C.2.12.3 Site Security Requirements.** Provide site security such as fencing or guard service as required by each Contract Task Order. However, at a minimum, maintain the site and other Contractor controlled areas in such a manner as to minimize the risk of injury or accident to site personnel or others that may be in the area. Carefully mark work on or near roadways with lights and barricades complying with State and local regulations; or where such regulations are not applicable, provide adequate lights and barricades to minimize the risk of an accident. Fence open excavations that pose a danger to site personnel or others to prevent accidental entry. Shore side slopes of excavations or leave at a safe angle of repose. Equipment, when not in operation, shall be left in a safe manner. (e.g., wheels blocked, buckets on the ground, and in an area under the responsibility of the Contractor). Near residential areas where there may be children, special consideration shall be given to site security and safety needs.

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

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

#### C.2.15 EMERGENCY RESPONSE

**C.2.15.1 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.

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

**C.2.15.3 Response.** The Contractor shall respond to an emergency response requirement as quickly as physically possible, administration matters will take second priority and will be handled concurrently or after the situation is in progress or has been resolved, ensuring that the response is not slowed down. Emergency actions will only be directed by the Contracting Officer. A generic Emergency Response Plan will be developed by the Contractor for procedures during and after work hours. This shall be submitted within 30 days after contract award.

#### C.3 ENVIRONMENTAL AND NATURAL RESOURCES PROTECTION

**C.3.1 GENERAL.** The requirements stated herein provide general protection of natural resources and the environment during execution of Contract work. The Contractor shall comply with Federal, State, local, and base environmental laws and regulations including, but not limited to, pertinent Occupational Safety and Health Administration and Department of Transportation requirements; National Environmental Policy Act; Clean Water Act; Clean Air Act; Endangered Species Act; Safe Drinking Water Act; Toxic Substance Control Act; Resource

Conservation and Recovery Act as amended by the Hazardous and Solid Waste Act; and Comprehensive Environmental Response, Compensation and Liabilities Act as amended by Superfund Amendments and Reauthorization Act; and Emergency Planning and Community Right-to-Know Act of 1986. The Contractor shall ensure that activities performed by their personnel, subcontractors, and suppliers are executed as required by these laws and regulations.

C.3.2 SUBMITTALS. For each Task Order where specified, provide the following submittals to the Contracting Officer or designated representative: (Dates will be specified in the Task Order.)

- 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

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

C.3.3.1 Environmental Protection Plan. For each task order where required, 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.

C.3.3.2 Environmental Conditions Report. For each task order where required, 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.

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

C.3.4.1 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.

C.3.4.2 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.

C.3.4.3 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.

C.3.4.4 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.

C.3.4.5 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.

C.3.4.6 Fish and Wildlife Resources. Do not disturb fish or wildlife. Do not alter water flows or otherwise significantly disturb the native habitat adjacent to the project and critical to the survival of fish or wildlife, except as specified in Contract Task Orders.

C.3.4.7 Wetland Areas. The Contractor shall not disturb any wetland areas unless authorized.

C.3.4 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.

### C.3.6 EROSION AND SEDIMENT CONTROL MEASURES

C.3.6.1 Burnoff. Burnoff of the ground cover is not permitted.

C.3.6.2 Borrow Pit Areas. Manage and control borrow pit areas to prevent sediment from entering nearby streams or lakes. Restore areas, including those outside the borrow pit, disturbed by borrow and haul operations. 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.

C.3.6.3 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.

C.3.6.4 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.

C.3.7 CONTROL AND DISPOSAL OF SOLID AND SANITARY WASTES. Collect solid wastes and place in containers that 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. 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 Identification Number, facility address and Point of Contact.

### C.3.8 CONTROL AND DISPOSAL OF HAZARDOUS MATERIAL AND WASTE

C.3.8.1 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.

C.3.8.2 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.

C.3.8.3 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).

C.3.8.4 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 with manifests and certificates of destruction.

C.3.8.5 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.

C.3.8.6 Waste Manifests. Original waste manifests shall be forwarded to the Contracting Officer or designated representative.

C.3.8.7 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.

C.3.8.8 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.

C.3.9 Dust Control. Keep dust down at all times, including during non-working periods. Sprinkle or treat with dust suppressants the soil at the site, haul roads, and other areas disturbed by operations. Dry power brooming shall not be permitted. Instead, use vacuuming, wet mopping, wet sweeping, or wet power brooming. Air blowing shall be permitted only for cleaning non-particulate debris such as steel reinforcing bars. Only wet cutting shall be permitted for cutting concrete blocks, concrete, and bituminous concrete. Do not unnecessarily shake bags of cement, concrete mortar, or plaster.

C.3.10 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.

C.3.11 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.

C.3.12 PERMITS. Obtain administrative and substantive permits, licenses, and certificates required by contract task orders.

## C.4 HEALTH AND SAFETY

C.4.1 DESCRIPTION. This part describes in general terms, the minimum Contractor health and safety requirements associated with the contract. The Contractor shall prepare, implement, and enforce for each site described in contract task orders, a Site Health and Safety Plan (SHSP). The Contractor shall ensure that health and safety provisions are followed by their subcontractors, suppliers, and support personnel. Site Work cannot commence until the Health and Safety Plans have been accepted by the Contracting Officer or the Contracting Officer's designated representative.

C.4.2 REGULATIONS. The Contractor's Health and Safety Program and SHSPs shall comply with and reflect appropriate requirements of the Occupational Safety and Health Administration (OSHA), specifically 29 CFR 1910 (especially 29 CFR 1910.120) and 29 CFR 1926; the U.S. Army Corps of Engineers (COE) "Safety and Health Requirements Manual," EM-385-1-1, April 1981, revised September 1996; "Navy Installation Restoration Manual", Chapter 12, February 1997; and any other relevant Federal, State, and local regulations.

### C.4.3 IMPLEMENTATION

C.4.3.1 Corporate Health and Safety Plan. Within 30 days after contract award, the Contractor will be tasked to submit a current Corporate Health and Safety Plan to the Contracting Officer for review by the Government for use as the Health and Safety Program Plan. Any additions or revisions required as a result of this review shall be made by the Contractor.

C.4.3.2 Site Health and Safety Plan (SHSP). For each Contract Task Order, prepare a written SHSP that complies with the respective Contract Task Order. As a minimum, the SHSP shall contain the following elements:

- a) Site description and contaminant characteristics.
- b) Health and safety hazard assessment for each site task and operation.
- c) Name of the CIH and Site Health & Safety Specialist (SHSS). (Can be dual hatted with the QC Officer)
- d) Health and safety staff organization and responsibilities, including name and telephone number of each responsible person.
- e) Site specific training; i.e., beyond the initial training.
- f) Site specific medical surveillance parameters to include the drug testing policy and program.
- g) Personnel protective equipment (PPE) to be used, limitations, inspection procedures, and establishment of action levels for upgrades and downgrades of PPE.
- h) Frequency and types of monitoring and sampling, plans, techniques, and instrumentation, including air (on-site and perimeter), heat and cold and stress, noise, and chain of custody for samples.
- i) Health and safety work precautions and procedures; including MSDS, pre-entry briefings and subcontractor control.
- j) Site control measures.
- k) Personnel hygiene and decontamination facilities and procedures.
- l) Equipment decontamination facilities and procedures.
- m) On-site first aid and emergency procedures and equipment.

- n) Emergency response plan and contingency procedures (on-site and off-site).
- o) Logs, reports, and record keeping.
- p) On-site work plans.
- q) Communication procedures.
- r) Spill containment procedures.
- s) Confined space procedures, including the following requirements.

(1) Entry into Confined Spaces.

(a) Confined Space. Refers to a space in which the design has limited openings for entry and exit; unfavorable natural ventilation which could contain or produce dangerous air contaminants; and which is not intend for continuous employee occupancy. Confined spaces include but are not limited to, storage tanks, process vessels, pots, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, sewers, tunnels, underground utility vaults, and pipelines.

(b) Qualified Person. Safety requirements for entry into confined spaces shall be determined by a qualified person. The qualified person making these determinations shall be designated by the Contractor, in writing, as capable (by education or specialized training) of anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space. The qualified person shall be capable of specifying necessary control and protective action to ensure worker safety. Where requirements involve hot work on existing fuel storage or fuel distribution systems, a National Fire Protection Association (NFPA) certified marine chemist shall provide a Safe For Hot Work certification in accordance with NFPA 306, Control of Gas Hazards on Vessels.

C.4.3.3 Acceptance of SHSP. Acceptance of the Contractor's SHSP is required prior to start of field activities on each contract task order. Acceptance is conditional and will be predicated on satisfactory performance during field activities. No change in the accepted plan shall be implemented without written concurrence by the Contracting Officer or designated representative. The Government reserves the right to require the Contractor to make changes in their SHSP and operations as necessary to ensure the health and safety of persons on or near the site.

C.4.4 CERTIFIED INDUSTRIAL HYGIENIST. The Contractor shall use an experienced certified industrial hygienist (CIH) to implement and oversee the Health and Safety Program and to develop, implement, and sign SHSPs. Any changes to the established Health and Safety Program or SHSPs shall be at the direction and approval of the CIH, with concurrence of the Contracting Officer or designated representative. The CIH will not necessarily be required to be on-site during remedial activities, but shall be readily available for consultation, when required by the contract or the Contracting Officer or designated representative.

C.4.5 SITE HEALTH AND SAFETY SPECIALIST (SHSS). In addition, the Contractor shall use a trained, experienced SHSS to assist and represent the CIH in continued implementation and enforcement of the approved SHSPs. A SHSS shall be assigned to each site and shall report to the CIH in matters pertaining to site health and safety. The SHSS shall have the on-site responsibility and authority to modify and stop work, or remove personnel from the site if working condition change which may affect on-site and off-site health and safety. The SHSS shall be the main contact for any on-site emergency situation. Except in an emergency, the SHSS may modify the approved SHSP only after consultation and concurrence of the CIH and the Contracting Officer or designated representative. The SHSS shall be first aid and CPR Qualified.

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

## C.5 QUALITY CONTROL (QC)

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

C.5.2 REFERENCES. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

#### C.5.2.1 AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM A 880	1989 Criteria for use in Evaluation of Testing Laboratories and Organization 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 Qualification of Nondestructive Testing Agencies

#### C.5.2.2 U.S. ARMY CORPS OF ENGINEERS (COE)

U.S. Army Corps of Engineers (COE) "Safety and Health Requirements Manual, "EM-385-1-1, September 1996, revised.

#### C.5.2.3 NAVAL FACILITIES ENGINEERING SERVICES CENTER (NFESC)

Navy Installation Restoration Chemical Data Quality Manual (IRCDQM), September 1999

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

C.5.3.1 Quality Control (QC) Plans. Within 30 days after contract award, the contractor will be directed to submit an overall QC Program Plan. Site specific Project QC Plans shall be required for each contract task order.

C.5.4 FIELD WORK REPORTING. For each Contract Task Order, deliver the following to the Contracting Officer or designated representative, and other parties as identified through regional distribution listings:

C.5.4.1 Combined Contractor Production Report/Contractor Quality Control Report. Original and one copy by 10 A.M. the next working day after each day that work is performed.

C.5.4.2 Testing Plan and Log: One copy at the end of each month (where applicable).

C.5.4.3 Monthly Summary Report of Field Tests: Original and one copy attached to the Contractor quality control report at the end of each month (where applicable).

C.5.4.4 QC Meeting Minutes: One copy within 2 calendar days of the meeting.

C.5.4.5 Rework Items List: One copy by the last working day of the month (where applicable).

C.5.4.6 QC Certifications: As required by the paragraph entitled "QC Certifications."

### C.5.5 QC PROGRAM

C.5.5.1 Requirements. Establish and maintain an overall QC Program consisting of a QC Organization; QC Program Plan; Coordination and Mutual Understanding Meeting; QC meetings; three phases of control; submittal review and approval; testing; completion inspections; and QC certifications and documentation necessary to provide materials, equipment, workmanship, fabrication, construction and operations which comply with the requirements of this contract.

C.5.5.2 Project QC Plan. The Project QC Plan shall include the elements of the QC Program, and shall cover on-site and off-site work keyed to the work sequence.

### C.5.6 QC MANAGEMENT

C.5.6.1 QC Program Manager. Provide a QC Program Manager to manage and implement the contract-wide QC program. Any changes to the established contract-wide QC Program Plan or Project QC Plans shall be at the direction and approval of the QC Program Manager, with concurrence of the Contracting Officer or designated representative. If a separate Project QC Manager is designated to a Contract Task Order, the QC Program Manager will not necessarily be required to be on-site during that task order's remedial activities, but shall be readily available for consultation when required by the contract or the Contracting Officer or designated representative.

C.5.6.2 Project QC Manager. The Contractor shall utilize trained, experience Project QC Managers to assist and represent the QC Program Manager in continued implementation and enforcement of the approved Project QC Plans. The Project QC Manager for each Contract Task Order shall manage the site specific QC requirements in accordance with the Project QC Plan. The Project QC Manager is required to attend the coordination and mutual understanding meeting, conduct QC meetings, perform the three phases of control, perform submittal review, perform submittal approval except for submittals designated for Contracting Officer or designated representative approval, ensure testing is performed, and prepare QC certifications and documentation required in this contract.

C.5.6.2.1 Additional Duties. In addition to managing and implementing the site specific QC program, the Project QC Manager may be assigned duties on a part-time basis and also may serve as the Site Health and Safety Specialist (SSHS) if qualified..

### C.5.7 PROJECT QUALITY CONTROL (QC) PLAN

C.5.7.1 Requirements. Submit for approval by the Contracting Officer or designated representative, a Project QC Plan that covers both on-site and off-site work and includes the following:

- a) Name and qualifications, in resume format, for the Project QC Manager.
- b) A letter signed by an officer of the firm appointing the Project QC Manager and stating that the Project QC Manager is responsible for implementing the QC program as described in this contract. Include in the letter the Project QC Manager's authority to direct the correction of non-conforming work.
- c) Procedures for reviewing, approving, and managing submittals. Provide the names of persons authorized to review and certify submittals prior to approval. Provide the initial submittal of the submittal register as specified in Part 7, "Submittals," and as required by the contract task order.
- d) Testing laboratory information required by the paragraph entitled "Accredited Laboratories" or "Testing Laboratory Requirements," as applicable.
- e) A testing plan and log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test.
- f) Procedures to identify, record, track and complete rework items.

g) Documentation procedures, including proposed report formats.

h) A listing of outside organizations such as testing laboratories, architects, and consulting engineers that will be employed by the Contractor and a description of the services these firms will provide.

C.5.7.2 Preliminary Work Authorized Prior to Approval. No work is authorized to proceed prior to the approval of the Project QC Plan unless specifically authorized by the Contracting Officer or designated representative.

C.5.7.3 Approval. Approval of the Project QC Plan is required prior to the start of work. The Contracting Officer or designated representative reserves the right to require changes in the Project QC Plan and operations as necessary to ensure the specified quality of work.

C.5.8 COORDINATION AND MUTUAL UNDERSTANDING MEETING. Prior to the start of site work, the Project QC Manager shall meet with the Contracting Officer or designated representative to discuss the QC program required for each CTO within the time frame as specified in the CTO. The purpose of this meeting is to develop a mutual understanding of the QC details, including forms to be used; administration of on-site and off-site work; and coordination of the Contractor's management, production, and the Project QC Manager's duties with the Contracting Officer or designated representative. As a minimum, the Contractor's personnel required to attend shall include the Project Manager, Project Superintendent, and Project QC Manager. Minutes of the meeting shall be prepared by the Project QC Manager and signed by both the Contractor and the Contracting Officer or designated representative. This meeting may be held in conjunction with other meetings (i.e. preconstruction meeting).

C.5.9 QC MEETINGS. After the start of site work, the Project QC Manager shall conduct QC meetings as required by the Contracting Officer or designated representative at the work site, with the project superintendent responsible for the upcoming work. Meetings conducted shall be recorded in the contractor QC report. The Contracting Officer or designated representative may attend any of these meetings. These meetings may be held in conjunction with other meetings (i.e. tool box safety meetings). As a minimum, the following shall be accomplished at each meeting:

C.5.9.1 Minimum 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

**C.5.10 THREE PHASES OF CONTROL.** The Project QC Manager shall perform the three phases of control for each definable feature of work to ensure that work complies with contract requirements. Definable features of work shall be specified in the Project QC Plan approved by the Contracting Officer or designated representative. The three phases of control shall adequately cover appropriate on-site and off-site work and shall include the following:

**C.5.10.1 Preparatory Phase.** Notify the Contracting Officer or designated representative at least 2 working days in advance of each preparatory phase. Conduct the preparatory phase with the superintendent and the foreman responsible for the definable feature of work. Document the results of the preparatory phase actions in the daily Contractor Quality Control Report. Perform the following prior to beginning work on each definable feature of work:

- a) Review each paragraph of the applicable specification sections.
- b) Review the contract drawings.
- c) Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required.
- d) Review the testing plan and ensure that provisions have been made to provide the required QC testing.
- e) Examine the work area to ensure that the required preliminary work has been completed.
- f) Examine the required materials and equipment, and sample work to ensure that materials and equipment are on hand and conform to the approved shop drawings and submitted data.
- g) Review the safety plan and appropriate activity hazard analysis to ensure that applicable safety requirements are met, and that required material safety data sheets (MSDS) are submitted.
- h) Discuss construction methods.

**C.5.10.2 Initial Phase.** Notify the Contracting Officer or designated representative when crews are ready to start work on a definable feature of work. Observe the initial segment of the definable feature of work to ensure that the work complies with contract requirements. Document the results of the initial phase in the Daily Contractor Quality Control Report. Repeat the initial phase when acceptable levels of specified quality are not being met. Perform the following for each definable feature of work:

- a) Establish the quality of workmanship required.
- b) Resolve conflicts.

c) Review the safety plan and the appropriate activity hazard analysis to ensure that applicable safety requirements are met.

d) Ensure that testing is performed.

C.5.10.3 Follow-Up Phase. Perform the following for on-going work daily, or more frequently as necessary until the completion of each definable feature of work and document in the Daily Contractor Quality Control Report:

a) Ensure the work is in compliance with contract requirements.

b) Maintain the quality of workmanship required.

c) Ensure that testing is performed.

d) Ensure that rework items are being corrected.

C.5.10.4 Notification of Three Phases of Control for Off-Site Work. Notify the Contracting Officer or designated representative at least 2 weeks prior to the start of the preparatory and initial phases.

C.5.11 SUBMITTAL REVIEW AND APPROVAL. Procedures for submission, review, and approval of submittals are described in C.6, "Submittals."

C.5.12 TESTING. Except as stated otherwise in the task orders, perform sampling and testing required under this contract.

C.5.12.1 Testing Laboratory Requirements. Provide an independent testing laboratory qualified to perform analysis required by this contract. Laboratories performing work in connection with testing shall be certified to the methods specified by each task order.

C.5.12.2 Accredited/Certified Laboratories.

C.5.12.2.1 Non-Environmental Projects. 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 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 task order. Any deviation from the above requirements must be approved in writing by the Contracting Officer or designated representative. On-site chemical analysis by mobile laboratories must be performed by laboratories certified by the State (if available) in which the project/site is located.

C.5.12.2.2 Environmental Projects. Laboratories performing Installation Restoration Program (IRP) work funded by ER,N (formerly DERA) or BRAC (ER,N eligible in the absence of BRAC funding) must successfully complete the Navy Laboratory Evaluation Program as described in the Navy IRCDQM, September 1999 (see Ref. 6.2.3). Unless otherwise specified, sampling and analysis shall be performed using current EPA procedures and quality control. Any deviation from the above requirements must be approved in writing by the appointed QA Officer (QAO) of the applicable Engineering Field Division/Activity (EFD/A).

C.5.12.2.3. Non-Navy Projects. Accreditation requirements for laboratories performing work funded by other DoD programs, will be considered on a case by case basis, and must be approved in writing by the appointed QAO.

C.5.12.2.4 Capability Check. The Contracting Officer 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.

C.5.12.2.5 Test Results. Cite applicable contract requirements, tests, or analytical procedures used. Provide actual results and include a statement that the item tested or analyzed conforms or fails to conform with specified requirements. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable. Test results shall be signed by a testing laboratory representative authorized to certify test reports. Furnish the signed reports, certifications, and other documentation to the Contracting Officer or designated representative. Furnish a summary report of field tests at the end of each month. Attach a copy of the summary report to the last Daily Contractor Quality Control Report of each month. For test results involving environmental samples, deliverables shall be defined in the task order and/or Sampling and Analysis Plan.

### C.5.13 QC CERTIFICATIONS

C.5.13.1 Contractor 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."

C.5.13.2 Invoice Certification. Furnish a certificate to the Contracting Officer or designated representative with each payment request, signed by the Project QC Manager, attesting that as-built drawings are current and attesting that the work for which payment is requested, including stored material, is in compliance with contract requirements.

C.5.13.3 Completion Certification. Upon completion of work under a contract task order, the Project QC Manager shall furnish a certificate to the Contracting Officer or designated representative attesting that "the work has been completed, inspected, and tested, and is in compliance with the contract."

C.5.14 QC DOCUMENTATION. Maintain current and complete records of on-site and off-site QC program operations and activities.

C.5.14.1 Contractor 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 (See paragraph 6.4(a)). 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 and shall contain the following information:

- a) Date of report, report number, name of Contractor, contract number, title and location of contract, and superintendent present.
- b) Weather conditions in the morning and in the afternoon including maximum and minimum temperatures.
- c) A list of Contractor and subcontractor personnel on the work site, their trades, employer, work location, description of work performed, and hours worked.
- d) A list of job safety actions taken and safety inspections conducted. Indicate that safety requirements have been met including the results on the following:
  - (1) Was a job safety meeting held? (If YES, attach a copy of the meeting minutes)
  - (2) Were there any lost time accidents? (If YES, attach a copy of the completed OSHA report)
  - (3) Was trenching, scaffold, high-voltage electrical, or high work done? (If, YES, attach a statement or checklist showing inspection performed)?
  - (4) Was hazardous material or waste released into the environment? (If YES, attach description of incident and proposed action).

e) A list of equipment and material received each day that is incorporated into the job.

f) A list of construction and plant equipment on the work site including the number of hours used, idle and down for repair.

g) Include a "Remarks" section in this report which shall contain pertinent information including directions received, problems encountered during construction, work progress and delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered, and a record of visitors to the work site.

C.5.14.2 Contractor 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 construction schedule. Contractor Quality Control Reports are to be prepared, signed, and dated by the Project QC Manager and shall contain the following information:

a) Identify the control phase and the definable feature of work.

b) Results of the preparatory phase meetings held, including the location of the definable feature of work and a list of personnel present at the meeting. Verify in the report that for this definable feature of work, the drawings and specifications have been reviewed, submittals have been approved, materials comply with approved submittals, materials are stored properly, preliminary work was done correctly, the testing plan has been reviewed, and work methods and schedule have been discussed.

c) Results of the initial phase meetings held, including the location of the definable feature of work and a list of personnel present at the meeting. Verify in the report that for this definable feature of work the preliminary work was done correctly, samples have been prepared and approved, the workmanship is satisfactory, test results are acceptable, work is in compliance with the contract, and the required testing has been performed, and include a list of who performed the tests.

d) Results of the follow-up phase inspections held, including the location of the definable feature of work. Verify in the report for this definable feature of work that the work complies with the contract as approved in the initial phase, and that required testing has been performed, and include a list of who performed the tests.

e) Results of the three phases of control for off-site work, if applicable, including actions taken.

f) List rework items identified, but not corrected by close of business.

g) As rework items are corrected, provide a revised rework items list along with the corrective action taken.

h) Include a "Remarks" section in this report which shall contain pertinent information including directions received, QC problem areas, deviations from the Project QC Plan, construction deficiencies encountered, QC meetings held, acknowledgment that as-built drawings have been updated, corrective direction given by the Project QC Manager, and corrective action taken by the Contractor.

i) Contractor Quality Control Report certification.

C.5.14.3 Testing Plan and Log. As tests are performed, the Project QC Manager shall record on the testing plan and log the date the test was conducted, the date the test results were forwarded to the Contracting Officer or designated representative, and any remarks and acknowledgment that an accredited or Contracting Officer approved testing laboratory was used. Attach a copy of the updated testing plan and log to the last daily Contractor Quality Control Report of each month.

C.5.14.4 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 designated representative.

C.5.14.5 As-Built Records. The Project QC Manager is required to review the as-built records required by paragraph C.2.4 to ensure that as-built records are kept current on a daily basis and marked to show deviations which have been made from the contract drawings. The Project QC Manager shall initial each deviation or revision. Upon completion of work, the Project QC Manager shall submit a certificate attesting to the accuracy of the as-built records prior to submission to the Contracting Officer or designated representative

## C.6 SUBMITTALS (GENERAL STANDARDS)

C.6.1 SUMMARY. This part establishes the requirements for submittal by the Contractor for review and approval. Submittals, as required by the individual contract task orders, shall be prepared and processed using this part, including those requirements specified in other parts of Section C as being submitted in a Contract Task Order.

C.6.2 TYPES OF SUBMITTALS. Submittals include shop drawings, product data, samples, administrative and close-out submittals, and additional technical support data presented for review and approval.

C.6.2.1 Definitions. The following submittal descriptions are classified into four groupings of submittals as designated in Paragraph 7.7 entitled "Schedule of Submittal Descriptions (SD)."

a) Shop Drawings. As used in this section, drawings, schedules, diagrams, and other data prepared specifically for this contract, by the Contractor or through the Contractor by way of a subcontractor, manufacturer, supplier, distributor, or other lower tier Contractor, to illustrate a portion of the work. Types are as listed in the paragraph entitled "Schedule of Submittal Descriptions (SD)."

b) Product Data. Preprinted material such as illustrations, standard schedules, performance charts, instructions, brochures, diagrams, manufacturer's descriptive literature, catalog data, and other data to illustrate a portion of the work, but not prepared exclusively for this contract. Types are as listed in the paragraph entitled "Schedule of Submittal Descriptions (SD)."

c) Samples. Physical examples of products, materials, equipment, assemblies, or workmanship, physically identical to a portion of the work, illustrating a portion of the work or establishing standards for evaluating the appearance of the finished work or both. Types are as listed in the paragraph entitled "Schedule of Submittal Descriptions (SD)."

d) Administrative Submittals. Submittals of data for which reviews and approval will be required to ensure that the administrative requirements of the project are adequately met but not to ensure directly that the work is in accordance with the design concept and in compliance with the contract documents. Types are as listed in the paragraph entitled "Schedule of Submittal Descriptions (SD)."

e) Close-Out Documents. Submittals of data and narrative descriptions of work that will be used for close-out documentation for certain removal actions or abatement projects. Submittals may include photographs, test reports, analytical data, manifests or bills of lading. Reports must be in sufficient detail to satisfy regulatory requirements for the specific type of work.

C.6.2.2 Approving Authority. The person who is authorized to approve a submittal.

C.6.3 SUBMITTAL REGISTER. For each contract task order, submit a Submittal Register. Instructions for completion of the Government furnished Submittal Register are provided in Section C.6.8. The submittal register with columns (a), (b), (c), and (d) completed by the Contractor is designated the initial submittal register required as a part of the Project QC Plan. Additional details concerning the use of the submittal register will be explained at the pre-construction conference.

## C.6.4 PROCEDURES FOR SUBMITTALS

C.6.4.1 Reviewing, Certifying, Approving Authority. The Contractor's QC organization shall be responsible for reviewing and certifying that submittals are in compliance with contract requirements. The approving authority on submittals is the Project QC Manager unless submission to the Contracting Officer is specified for the specific submittal.

#### C.6.4.2 Constraints

a) Submission. Submittals shall be complete for each definable feature of work; components of the definable features interrelated as a system shall be submitted at the same time.

b) Acceptability. When submittal acceptability is dependent on conditions, items, or materials included in separate subsequent submittals, the submittal will be returned without review.

c) Approval. Approval of a separate material, product, or component does not imply approval of the assembly in which the item functions.

#### C.6.4.3 Scheduling

a) Coordination. Coordinate preparation and processing of submittals with performance of the work so that work will not be delayed by submittal processing. Allow for potential requirements to resubmit.

b) Review Period. Except as specified otherwise, allow a review period, beginning with receipt by the approving authority, that includes at least 15 working days for submittals requiring Project QC Manager approval and 20 working days for submittals requiring Contracting Officer or designated representative approval. The period of review for submittals with Contracting Officer or designated representative approval begins when the Government receives the submittal from the Contractor's QC organization. The period of review for each resubmittal is the same as for the initial submittal.

#### C.6.4.4 Contractor's Responsibilities

a) Verify Field Conditions. Determine and verify field measurements, materials, field construction criteria; review each submittal; and check and coordinate each submittal with requirements of the work and contract documents.

b) Transmission. Transmit submittals to the QC organization in orderl sequence, in accordance with the submittal register, and to prevent delays in the work, delays to the Government, or delays to separate Contractors.

c) Revisions. Correct and resubmit submittal as directed by the approving authority. Direct specific attention, in writing or on resubmitted submittal, to revisions not requested by the approving authority on previous submissions.

d) Copies. Furnish additional copies of submittals when requested by the Contracting Officer or designated representative, to a limit of 20 submittals.

e) Completion of Work. Complete work which shall be accomplished as a basis of a submittal in time to allow the submittal to occur as scheduled.

f) Approval. Ensure no work has begun until submittals for that work have been returned as "approved," or "approved as noted" except to the extent that a portion of the work shall be accomplished as a basis of the submittal.

#### C.6.4.5 QC Organization Responsibilities

a) Receiving Date. Note the date on which the submittal was received from the Contractor on each submittal for which the Project QC Manager is the approving authority.

b) Verify Field Conditions. Determine and verify field measurements, materials, field construction criteria; review each submittal; and check and coordinate each submittal with requirements of the work and contract documents.

c) Review. Review submittals for conformance with project design concepts and compliance with the contract documents.

d) Action. Act on submittals, determining the appropriate action based on the QC organization's review of the submittal.

(1) When the Project QC Manager is the approving authority, take the appropriate action on the submittal from the possible actions defined in the paragraph entitled "Actions Possible."

(2) When the Contracting Officer or designated representative is the approving authority or when a variation has been proposed, forward the submittal to the Government with the certifying statement or return the submittal marked "not reviewed" or "revise and resubmit" as appropriate.

e) Legible. Ensure that material is clearly legible.

f) Certification Stamp. Stamp each sheet of each submittal with the Contractor's certification stamp, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.

(1) When the approving authority is the Contracting Officer or designated representative, the QC organization will certify submittals forwarded to the Contracting Officer or designated representative with the following certifying statement:

I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated into Contract Number \_\_\_\_\_, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for Government approval.

Certified by Submittal Reviewer \_\_\_\_\_,  
Date \_\_\_\_\_ (signature when applicable)

Certified by Project QC Manager \_\_\_\_\_,  
Date \_\_\_\_\_ (signature)

(2) When the approving authority is the Project QC Manager, the Project QC Manager will use the following approval statement when returning submittals to the Contractor as "Approved" or "Approved as Noted":

I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated into Contract Number \_\_\_\_\_, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is approved for use.

Certified by Submittal Reviewer \_\_\_\_\_,  
Date \_\_\_\_\_ (signature when applicable)

Approved by Project QC Manager \_\_\_\_\_,  
Date \_\_\_\_\_ (signature)

g) Signature. Sign the certifying statement or approval statement. The person signing the certifying statements shall be the QC organization member specified in the part entitled "Quality Control" or designated in

writing by the Contractor as having that authority. The signatures shall be in original ink. Stamped signatures are not acceptable.

h) Submittal Register. Update the submittal register as submittal actions occur and maintain the submittal register at the project site until final acceptance of work by the Contracting Officer or designated representative.

i) Retention. Retain a copy of approved submittals at the project site, including the Contractor's copy of approved samples.

j) Distribution. When the approving authority is the Project QC Manager, forward two copies of each approved submittal, except "samples," where one set is required, to the Contracting Officer or designated representative.

C.6.4.6 Government's Responsibilities. The following applies to the Contracting Officer or designated representative when indicated to be the approving authority:

a) Submittal Date. Note the date on which the submittal was received from the Project QC Manager, on each submittal.

b) Review. Review submittals for approval within the scheduling period specified and only for conformance with project design concepts and compliance with the contract documents.

c) Returned Submittals. Identify returned submittals with one of the actions defined in the paragraph entitled "Actions Possible" and with markings appropriate for the action indicated.

d) Distribution. Retain three copies of each submittal, except "Samples" where one copy will be retained.

C.6.4.7 Actions Possible. Submittals will be returned with one of the following notations:

a) Not Approved. Submittals marked "not reviewed" shall indicate the submittal has been previously reviewed and approved, is not required as a submittal, does not have evidence of being reviewed and approved by the Contractor, or is not complete. A submittal marked "not reviewed" shall be returned with an explanation of the reason it is not reviewed. Returned submittals deemed to lack review by the Contractor or to be incomplete shall be resubmitted with appropriate action, coordination, or change.

b) Approved. Submittals marked "approved" or "approved as submitted" authorize the Contractor to proceed with the work covered.

c) Approval as Noted. Submittals marked "approved as noted" authorize the Contractor to proceed with the work as noted provided the Contractor takes no exception to the notations.

d) Revise and Resubmit. Submittals marked "revise and resubmit" or "disapproved" indicate the submittal is incomplete or does not comply with the design concept or the requirements of the Contract documents and shall be resubmitted with appropriate changes.

## C.6.5 FORMAT OF SUBMITTALS

C.6.5.1 Transmittal Form. Transmit each submittal, except sample installations and sample panels, to the office of the approving authority. Transmit submittals with a transmittal form prescribed by the Contracting Officer or designated representative. The transmittal form shall identify the Contractor, indicate the date of the submittal, and include information prescribed by the transmittal form and required in the paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding sample panels and sample installations.

C.6.5.2 Identifying Submittals. Identify submittals, except sample panel and sample installation, with the following information permanently adhered to or noted on each separate component of each submittal and noted on the transmittal form. Mark each copy of each submittal identically, with the following:

- a) Project title and location.
- b) Construction contract number and contract task order.
- c) The section and part number of the section by which the submittal is required.
- d) The submittal description (SD) number of each component of the submittal.
- e) If a resubmission, an alphabetic suffix on the submittal description, for example, SD-10A, to indicate the resubmission.
- f) The name, address, and telephone number of the subcontractor, supplier, manufacturer and any other second tier Contractor associated with the submittal.
- g) Product identification and location in project.

#### C.6.5.3 Format for Product Data

- a) Presentation. Present product data submittals for each section as a complete, bound volume. Include a table of contents listing page and catalog item numbers for product data.
- b) Notation. Indicate, by prominent notation, each product which is being submitted; indicate the specification section number and paragraph number to which it pertains.
- c) Product Supplement. Supplement product data with material prepared for the project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for the project.

#### C.6.5.4 Format for Shop Drawings

- a) Size. Shop drawings shall be not less than 8-1/2 by 11 inches or more than 30 by 42 inches.
- b) Placement. Present 8-1/2 by 11 inch shop drawings as a part of the bound volume for the submittals required by the section. Present larger drawings in the sets.
- c) Information. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to the information required in Paragraph 7.5.2 entitled "Identifying Submittals."
- d) Dimensions. Dimension drawings, except diagrams and schematic drawings; prepare drawings demonstrating interface with other trades to scale. Identify materials and products for work shown.

#### C.6.5.5 Format of Samples

- a) Size. Furnish samples in the sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately the same size as specified:
  - (1) Sample of equipment or device: Full size.
  - (2) Sample of materials less than 2 by 3 inches: Built-up to 8-1/2 by 11 inches.
  - (3) Sample of materials exceeding 8-1/2 by 11 inches: Cut down to 8-1/2 by 11 inches and adequate to indicate color, texture, and material variations.

(4) Sample of linear devices or materials, such as conduit and handrails: 10-inch length or length to be supplied, if less than 10 inches.

(5) Sample of non-solid materials (e.g., sand, paint, etc.): One pint, unless specified otherwise in technical sections.

(6) Sample panel: 4 feet by 4 feet.

(7) Sample installation: 100 square feet.

b) Range of Variation. Samples showing range of variation: Where unavoidable variations must be expected, submit sets of samples of not less than three units showing the extremes and middle of the range.

c) Reusable Samples: Incorporate returned samples into the work only if so specified or indicated. Incorporated samples shall be in undamaged condition at the time of use.

d) Recording of Sample Installation: Note and preserve the notation of the area constituting the sample installation but remove the notation at the final cleanup of the project.

e) Color, Texture, or Pattern: When specified in naming a particular manufacturer and style, include one sample of that manufacturer and style for comparison.

#### C.6.5.6 Format of Administrative Submittals

a) Reference Document. When the submittal includes a document which is to be used in the project or become a part of the project record, other than as a submittal, do not apply the Contractor's approval stamp to the document, but to a separate sheet accompanying the document.

b) Operation and Maintenance Manual Data: Submit in accordance with the Contract Task Order.

### C.6.6 QUANTITY OF SUBMITTALS

#### C.6.6.1 Number of Copies of Product Data

a) Submit six copies of submittals of product data requiring review and approval only by the QC organization and seven copies of product data requiring review and approval by the Contracting Officer.

#### C.6.6.2 Number of Copies of Shop Drawings

a) For shop drawings presented on sheets larger than 8-1/2 inches by 14 inches, submit one reproducible and three prints of each shop drawing prepared for this project.

(1) Transmit reproducible rolled in mailing tubes.

(2) After review, the approving authority will retain the prints and return only the reproducible with notations resulting from the review.

b) For shop drawings presented on sheets 8-1/2 inches by 14 inches or less, conform to the quantity requirements for product data.

#### C.6.6.3 Number of Samples

a) Submit two samples, or two sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by the approving authority and one will be returned to the Contractor.

b) Submit one sample panel. Include components listed in the technical section or as directed.

c) Submit one sample installation, where directed.

d) Submit one sample of non-solid materials .

#### C.6.6.4 Number of Copies of Administrative Submittals

a) Unless otherwise specified, submit administrative submittals which are 8-1/2 inches by 14 inches or smaller in the quantity required for product data.

b) Unless otherwise specified, submit administrative submittals larger than 8-1/2 inches by 14 inches in the quantities required for shop drawings.

#### C.6.7 SCHEDULE OF SUBMITTAL DESCRIPTIONS (SD)

a) SD-01, Data: Submittals which provide calculations, descriptions, or other documentation regarding the work

b) SD-02, Manufacturer's Catalog Data: Data composed of catalog cuts, brochures, circulars, specifications, and product data, and printed information in sufficient detail and scope to verify compliance with requirements of the contract documents. A type of product data.

c) SD-03, Manufacturer's Standard Color Charts: Preprinted illustrations displaying choices of color and finish for a material or product. A type of product data.

d) SD-04, Drawings: Submittals which graphically show relationship of various components of the work, schematic diagrams of systems, detail of fabrications, layout of particular elements, connections, and other relational aspects of the work. A type of shop drawing.

e) SD-05, Design Data: Design calculations, mix designs, analyses, or other data, written in nature and pertaining to a part of the work. A type of shop drawing.

f) SD-06, Instructions: Preprinted material describing installation of a product, system, or material, including special notices and material safety data sheets, if any, concerning impedance's, hazards, and safety precautions. A type of product data.

g) SD-07, Schedules: A tabular list of data or tabular list including location, features, or other pertinent information regarding products, materials, equipment, or components to be used in the work. A type of shop drawing.

h) SD-08, Statements: A document, required of the Contractor, or through the Contractor by way of a supplier, installer, manufacturer, or other lower tier Contractor, the purpose of which is to further the quality or orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel, qualifications, or other verification of quality. A type of shop drawing.

i) SD-09, Reports: Reports of inspection and laboratory test, including analysis and interpretation of test results. Each report shall be properly identified. Test methods used and compliance with recognized test standards shall be described.

j) SD-10, Test Reports: A report signed by an authorized official of a testing laboratory that a material, product, or system identical to the material, product, or system to be provided has been tested in accordance with requirements specified by naming the test method and material. The test report must state the test was performed in accordance with the test requirements; state the test results; and indicate whether the material, product, or system has passed or failed the test. Testing must have been within 3 years of the effective date of award of the contract task order. A type of product data.

k) SD-11, Factory Test Reports: A written report which includes the findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for this project before it is shipped to the job site. The report must be signed by an authorized official of a testing laboratory and must state the test was performed in accordance with the test requirements; state the test results; and indicate whether the material, product, or system has passed or failed the test. A type of shop drawing.

l) SD-12, Field Test Reports: A written report which includes the findings of a test made at the job site, in the vicinity of the job site, or on a sample taken from the job site, or on a portion of the work, during or after installation. The report must be signed by an authorized official of a testing laboratory or agency and must state the test was performed in accordance with the test requirements; state the test results; and indicate whether the material, product, or system has passed or failed the test. A type of shop drawing.

m) SD-13, Certificates: Statements signed by responsible officials of a manufacturer of a product, system, or material attesting that the product, system, or material meets specified requirements. The statements must be dated after the award of this contract, name the project, and list the specific requirements which it is intended to address. A type of shop drawing.

n) SD-14, Samples: Samples, including both fabricated and unfabricated physical examples of materials, products, and units of work as complete units or as portions of units of work. A type of sample.

o) SD-15, Color Selection Samples: Samples of the available choice of colors, textures, and finishes of a product or material, presented over substrates identical in texture to that proposed for the work. A type of sample.

p) SD-16, Sample Panels: An assembly constructed at the product site in a location acceptable to the Contracting Officer or designated representative and using materials and methods to be employed in the work; completely finished; maintained during construction; and removed at the conclusion of the work or when authorized by the Contracting Officer or designated representative. A type of sample.

q) SD-17, Sample Installations: A portion of an assembly or material constructed where directed and, if approved, retained as a part of the work. A type of sample.

r) SD-18, Records: Documentation to ensure compliance with an administrative requirement or to establish an administrative mechanism. A type of administrative and close-out submittal.

s) SD-19, Operation and Maintenance Manuals: Data intended to be incorporated in an operations and maintenance manual. A type of administrative and close-out submittal.

## C.6.8 SUBMITTAL REGISTER INSTRUCTIONS

C.6.8.1. Submittal Register. Use a submittal register form for the project's submittal register and to track progress of submittals as they are processed. Users may arrange Parts "A" and "B" side-by-side in a three-ring notebook.

a) Submittal Register Form Columns (a) through (e). The Government will supply submittal register forms, via CD ROM, with columns (a) through (e) completed to the extent that will be required by the Government. Consider these forms as being for convenience only. Correct variations from requirements shown in specification sections; ensure submittal register conforms to specification sections.

1) Column (a): Lists each specification section in which a submittal is required.

2) Column (b): Lists each submittal description (SD number and type (e.g., SD-04, Drawings) required in each specification section. Follow each submittal description with the list of material or products to be addressed in each submittal description.

3) Column (c): Lists one principal paragraph in the specification section where a material or product is specified. This listing is only to facilitate submittal reviews. Do not consider entries in column (c) as limiting project requirements; do not consider that a blank must be filled in by Contractor or the Government.

4) Column (d): Indicates approving authority for each submittal. A "G" indicates approval by Contracting Officer or designated representative; a blank indicates approval by QC manager.

5) Column (e): Indicates, for submittals to be approved by Contracting Officer or designated representative, specific reviewers other than QC organization. This column may or may not be filled out on the copy supplied by the Government.

b) Submittal Register Form Columns (f) through (i). Columns (f) through column (i) will be used by the Contractor, QC organization, and Government on their own copies to record data established by the Contractor.

1) Column (f): As submittals are processed, list a consecutive number assigned by Contractor for each group of submittals. Place this same number in the appropriate block of "Submittal Transmittal Form." For a resubmission, repeat transmittal control number of the original submittal with a suffix; e.g., No. "100B" is the second resubmission of material originally transmitted under No. "100."

2) Column (g): List dates scheduled for approving authority to receive submittals. These dates are the scheduled beginnings of the submittal review period. The Contractor proposes these dates and the Contracting Officer or designated representative approves them to establish the approved submittal register.

3) Columns (h) and (i): Use to record Contractor's review when forwarding submittals to the QC organization.

c) Submittal Register Form Columns (j) through (o). Columns (j) through column (o) will be used by the contractor, QC organization, and Government on their own copies, as described below.

#### C.6.8.2 Contractor's Responsibilities:

a) Column (j): Enter date submittal is delivered to QC organization if QC manager is approving authority or to the Government via QC organization if contracting Officer or designated representative is approving authority.

b) Columns (k) and (l): No entries are required on Contractor's copy.

c) Columns (m) and (n): Enter action and date of action by approving authority as shown on returned submittal.

d) Column (o): Enter date Contractor receives on acted-on submittal.

#### C.6.8.3 QC Organization Responsibilities:

a) Column (j): Enter date QC organization receives submittal from Contractor.

b) Columns (k) and (l): If approving authority is Contracting Officer or designated representative, enter date QC organization forwards certified submittal to Contracting Officer or designated representative.

c) Columns (m) and (n): If approving authority is Contracting Officer or designated representative, enter the Government action and date of action as shown on returned submittal. If approving authority is QC manager, enter QC action and date of action.

d) Column (o): Enter date QC organization returns submittal to Contractor, regardless of who is approving authority. If QC manager is approving authority, the date the submittal is returned to Contractor is also the date the information copy is forwarded to the Government.

#### C.6.8.4 Government Responsibilities

a) Column (j): When Contracting Officer or designated representative is approving authority, enter date submittal is received from QC organization.

b) Columns (k) and (l): When Contracting Officer or designated representative is approving authority, enter date submittal is routed or received from specialized reviewer, such as fire protection engineer or architect-engineer.

c) Columns (m) and (n): When approving authority is Contracting Officer or designated representative, enter the Government action and date of action. When approving authority is QC organization, enter QC manager action and date of action, as indicated on information copy forwarded by QC organization.

d) Column (o): When Contracting Officer or designated representative is approving authority, enter date submittal is returned to Contractor via QC organization.

### C.7 ENVIRONMENTAL DATA MANAGEMENT AND REQUIRED ELECTRONIC DELIVERY STANDARDS

#### C.7.1 SPATIAL DATA STANDARDS

The 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.

#### C.7.2 LABORATORY ELECTRONIC DELIVERABLES

Laboratory electronic deliverables are required for data collected during remediation activities including confirmatory sampling, 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. Additional information about electronic data deliverables will be provided in the specific contract task orders.

#### C.7.3 CONTROL INFORMATION

C.7.3.1 Controls. Horizontal and vertical control information for both graphic and non-graphic information are as follows:

a) Horizontal Controls: Mercator projection, GRS 80, State Plane Coordinate System, North American Datum 1983, Lambert Zones 1 through 6 (or appropriate zone for region to be mapped), feet.

b) Vertical Controls: Mean Sea Level, North American Vertical Datum, 1988.

#### C.7.4 DELIVERY REQUIREMENTS

C.7.4.1 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.

C.7.4.2 Media. The delivery media shall be CD ROM.

**GENERAL REQUIREMENTS DESCRIPTION**

Description: This acquisition is an Indefinite Delivery/Indefinite Quantity (IDIQ), Environmental Multiple Award contract (EMAC) for environmental Remedial Action Operation (RAO)/Long Term Management (LTM) Multiple Award Contract (MAC). The Contractor shall provide all labor, management, supervision, tools, material, and equipment to perform all services described in the specification for each task order. The contract will be awarded to a maximum of five (5) contractors. The contract performance period will be for a base year plus four option years (60 months) with a maximum not to exceed (NTE) dollar value of \$80 million for the total aggregate of all years. Individual task orders may range from \$100,000 to \$5,000,000. **The minimum guarantee for this contract is \$5,000 for the life of the contract and will be satisfied with the issuance of a task order, except that the minimum guarantee requirement for one contractor will be satisfied with the simultaneous award of the seed project via Task Order 0001 with the base contract.**

Seed Project Information: The statement of work (SOW) for the Proposed Task Order (PTO), ) is for performing a Non-Time Critical Removal Action (NTCRA) at the Joint Expeditionary Base Little Creek. (Section B.11) is representative of the types of projects that may be procured through this contract. The successful contractor shall provide all labor, supervision, engineering, materials, equipment tools, parts, supplies, transportation and management services necessary to perform the work as described in the request for proposal (RFP).

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

The following have been modified:

**ATTACHMENTS**

Attachment A – RELEVANT INDIVIDUAL EXPERIENCE DATA SHEET

Attachment B - RELEVANT EXPERIENCE PROJECT CHECKLIST

Attachment C- PAST PERFORMANCE QUESTIONNAIRE

Attachment D- CONTRACTOR’S SELF-PERFORMANCE CERTIFICATION AND NOTIFICATION OF SUBCONTRACTING

Attachment E- WAGE DETERMINATION #2005-2543

**ATTACHMENT A**

**RELEVANT EXPERIENCE INDIVIDUAL EXPERIENCE DATA SHEET**

Project No. (check one) :  #1  #2  #3  #4  #5  #6

1. Experience for:  Offeror  Joint-Venture  Other (Explain)

Firm Name:

Address:

Phone Number:

Point of Contact:

Contact Phone Number:

2. Work Performed as: <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Explain)	
Percent of project work performed: If subcontractor, who was prime (Name/Phone #):	
3. Contract Number:	Delivery/Task Order Number:
Title: Location:	
4. Award Date (mm/dd/yy):	Completion Date (mm/dd/yy):
5. Type of work: <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Other (explain):	
6. Type of Contract/Task Order: ( <b>Check <u>ALL</u> that apply</b> ) <input type="checkbox"/> Firm-Fixed Price <input type="checkbox"/> Cost/Time and Material <input type="checkbox"/> Other (explain):	
7. Award Amount:	Final Price:
Type of Contract/Task Order: ( <b>Check <u>ALL</u> that apply</b> ) <input type="checkbox"/> Delivery/Task Order (IDIQ) <input type="checkbox"/> Other (explain):	

8. Provide a detailed description of the project and the relevancy to the project requirements of this RFP

9. Provide a detailed description of what work your firm self-performed on this project:

10. Other Information:

Attachment B - RELEVANT EXPERIENCE PROJECT CHECKLIST  
See attached File Attachment B RELEVANT EXPERIENCE PROJECT CHECKLIST

1. The NAVFAC Form PPQ shall be utilized for all evaluations that require a Past Performance Questionnaire (PPQ).

2. Solicitations utilizing PPQs shall include the language cited below in the RFP. The current NAVFAC Form PPQ-0 dated 7 December 2011 is available at <https://portal.navy.mil/portal/page/portal/aq/pdffiles/ppq%20rev%20dec%202011.doc>

“Solicitation Submittal Requirements: IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor (insert applicable factor number, usually Factor 1, and insert factor title, usually Corporate Experience). AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment \_\_\_\_), which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, \_\_\_\_\_, via email at \_\_\_\_\_ prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.”

<b>ATTACHMENT C</b>	
<b>NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ)</b>	
<b>CONTRACT INFORMATION (Contractor to complete Blocks 1-4)</b>	
<b>1. Contractor Information</b>	
Firm Name:	CAGE Code:
Address:	DUNs Number:
Phone Number:	
Email Address:	
Point of Contact:	Contact Phone Number:
<b>2. Work Performed as:</b> <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Explain)	
Percent of project work performed:	
If subcontractor, who was the prime (Name/Phone #):	
<b>3. Contract Information</b>	
Contract Number:	
Delivery/Task Order Number (if applicable):	
Contract Type: <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other (Please specify):	
Contract Title:	
Contract Location:	
Award Date (mm/dd/yy):	
Contract Completion Date (mm/dd/yy):	
Actual Completion Date (mm/dd/yy):	
Explain Differences:	
Original Contract Price (Award Amount):	

Final Contract Price (to include all modifications, if applicable):  
Explain Differences:

**4. Project Description:**

Complexity of Work  High  Med  Routine

How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)

**CLIENT INFORMATION (Client to complete Blocks 5-8)****5. Client Information**

Name:

Title:

Phone Number:

Email Address:

**6. Describe the client's role in the project:****7. Date Questionnaire was completed (mm/dd/yy):****8. Client's Signature:**

**NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.**

<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
<b>(S) Satisfactory</b>	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>(M) Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
<b>(U) Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
<b>(N) Not Applicable</b>	No information or did not apply to your contract	Rating will be neither positive nor negative.

Contractor Information (Firm Name): \_\_\_\_\_

Client Information (Name): \_\_\_\_\_

**TO BE COMPLETED BY CLIENT**

**PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.**

<b>1. QUALITY:</b>	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
<b>3. CUSTOMER SATISFACTION:</b>	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E VG S M U N
c) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business concerns	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N
<b>5. COST/FINANCIAL MANAGEMENT</b>	
a) Ability to meet the terms and conditions within the contractually agreed	E VG S M U N

price(s)?	
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Contractor Information (Firm Name): \_\_\_\_\_

Client Information (Name): \_\_\_\_\_

b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E	VG	S	M	U	N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes			No		
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes			No		
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes			No		
<b>6. SAFETY/SECURITY</b>						
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E	VG	S	M	U	N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E	VG	S	M	U	N
<b>7. GENERAL</b>						
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E	VG	S	M	U	N
b) Compliance with contractual terms/provisions ( <i>explain if specific issues</i> )	E	VG	S	M	U	N
c) Would you hire or work with this firm again? ( <i>If no, please explain below</i> )	Yes			No		
d) In summary, provide an overall rating for the work performed by this contractor.	E	VG	S	M	U	N

**Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):**

**ATTACHMENT D**

**CONTRACTOR'S SELF-PERFORMANCE CERTIFICATION  
AND NOTIFICATION OF SUBCONTRACTING**

From: **Company Name, Street Address, City, State, Zip**

To: **Name of Contracting Officer, FEAD/Office Name, Naval Facilities Engineering  
Command, Southwest**

Subj: Contract No. N4005-15-D-0309

1. In accordance with the provisions of FAR Clause 52.219-14, Limitations on Subcontracting, the Contracting Officer is hereby notified that Company intends to subcontract the following portion(s) of the requirements of this contract:

SUBCONTRACTOR INFORMATION		TYPE OF WORK TO BE SUBCONTRACTED	PERCENT (%) OF TOTAL CONTRACT VALUE
NAME: ADDRESS: CAGE/DUNS: PRIMARY NAICS: COMPANY SIZE: POC: PHONE: EMAIL:			
NAME: ADDRESS: CAGE/DUNS: PRIMARY NAICS: COMPANY SIZE: POC: PHONE: EMAIL:			

\*\* Table may be expanded as needed.

2. Furthermore, in accordance with the provisions of FAR 52.219-14, Limitations on Subcontracting (Nov 2011), by submission of an offer and execution of this contract, Company agrees that in performance of this contract, in the case of a contract for –

(a) Services (except construction) - At least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(b) Supplies (other than procurement from non-manufacturer of such supplies) - The concern shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of materials.



WD 05-2543 (Rev.-17) was first posted on www.wdol.gov on 12/30/2014

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\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Diane C. Koplewski                      Division of  
Director                                      Wage Determinations

Wage Determination No.: 2005-2543  
Revision No.: 17  
Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for

which the solicitation is issued on or after January 1, 2015. If this contract

is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans

Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia Beach, Williamsburg, York

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE
RATE	
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	
14.03	
01012 - Accounting Clerk II	
15.74	
01013 - Accounting Clerk III	
17.61	
01020 - Administrative Assistant	
22.28	
01040 - Court Reporter	
17.11	
01051 - Data Entry Operator I	
11.94	
01052 - Data Entry Operator II	
13.90	

01060 - Dispatcher, Motor Vehicle  
16.01  
01070 - Document Preparation Clerk  
13.21  
01090 - Duplicating Machine Operator  
13.21  
01111 - General Clerk I  
12.08  
01112 - General Clerk II  
13.78  
01113 - General Clerk III  
15.47  
01120 - Housing Referral Assistant  
19.08  
01141 - Messenger Courier  
12.22  
01191 - Order Clerk I  
13.46  
01192 - Order Clerk II  
17.61  
01261 - Personnel Assistant (Employment) I  
16.22  
01262 - Personnel Assistant (Employment) II  
18.14  
01263 - Personnel Assistant (Employment) III  
20.23  
01270 - Production Control Clerk  
23.57  
01280 - Receptionist  
12.28  
01290 - Rental Clerk  
14.15  
01300 - Scheduler, Maintenance  
15.30  
01311 - Secretary I  
15.30  
01312 - Secretary II  
17.11  
01313 - Secretary III  
19.08  
01320 - Service Order Dispatcher  
15.37  
01410 - Supply Technician  
22.28  
01420 - Survey Worker  
13.82  
01531 - Travel Clerk I  
11.49  
01532 - Travel Clerk II  
12.26  
01533 - Travel Clerk III  
13.09  
01611 - Word Processor I  
13.38  
01612 - Word Processor II  
15.02

01613 - Word Processor III  
16.80  
05000 - Automotive Service Occupations  
05005 - Automobile Body Repairer, Fiberglass  
23.47  
05010 - Automotive Electrician  
21.03  
05040 - Automotive Glass Installer  
20.09  
05070 - Automotive Worker  
20.09  
05110 - Mobile Equipment Servicer  
18.15  
05130 - Motor Equipment Metal Mechanic  
22.02  
05160 - Motor Equipment Metal Worker  
20.09  
05190 - Motor Vehicle Mechanic  
22.02  
05220 - Motor Vehicle Mechanic Helper  
17.13  
05250 - Motor Vehicle Upholstery Worker  
19.10  
05280 - Motor Vehicle Wrecker  
20.09  
05310 - Painter, Automotive  
21.03  
05340 - Radiator Repair Specialist  
19.10  
05370 - Tire Repairer  
13.37  
05400 - Transmission Repair Specialist  
22.02  
07000 - Food Preparation And Service Occupations  
07010 - Baker  
11.48  
07041 - Cook I  
10.11  
07042 - Cook II  
11.21  
07070 - Dishwasher  
8.12  
07130 - Food Service Worker  
9.74  
07210 - Meat Cutter  
15.33  
07260 - Waiter/Waitress  
8.80  
09000 - Furniture Maintenance And Repair Occupations  
09010 - Electrostatic Spray Painter  
21.23  
09040 - Furniture Handler  
14.67  
09080 - Furniture Refinisher  
17.63

09090 - Furniture Refinisher Helper  
14.36  
09110 - Furniture Repairer, Minor  
16.02  
09130 - Upholsterer  
18.34  
11000 - General Services And Support Occupations  
11030 - Cleaner, Vehicles  
11.41  
11060 - Elevator Operator  
11.41  
11090 - Gardener  
13.67  
11122 - Housekeeping Aide  
11.92  
11150 - Janitor  
11.92  
11210 - Laborer, Grounds Maintenance  
11.41  
11240 - Maid or Houseman  
8.93  
11260 - Pruner  
11.63  
11270 - Tractor Operator  
12.88  
11330 - Trail Maintenance Worker  
11.41  
11360 - Window Cleaner  
12.64  
12000 - Health Occupations  
12010 - Ambulance Driver  
16.84  
12011 - Breath Alcohol Technician  
16.09  
12012 - Certified Occupational Therapist Assistant  
24.34  
12015 - Certified Physical Therapist Assistant  
24.89  
12020 - Dental Assistant  
15.56  
12025 - Dental Hygienist  
33.25  
12030 - EKG Technician  
23.73  
12035 - Electroneurodiagnostic Technologist  
23.73  
12040 - Emergency Medical Technician  
16.84  
12071 - Licensed Practical Nurse I  
14.39  
12072 - Licensed Practical Nurse II  
16.09  
12073 - Licensed Practical Nurse III  
17.95  
12100 - Medical Assistant  
13.48

12130 - Medical Laboratory Technician  
17.16  
12160 - Medical Record Clerk  
13.96  
12190 - Medical Record Technician  
15.61  
12195 - Medical Transcriptionist  
14.13  
12210 - Nuclear Medicine Technologist  
30.53  
12221 - Nursing Assistant I  
9.46  
12222 - Nursing Assistant II  
10.27  
12223 - Nursing Assistant III  
11.21  
12224 - Nursing Assistant IV  
12.58  
12235 - Optical Dispenser  
18.17  
12236 - Optical Technician  
15.08  
12250 - Pharmacy Technician  
17.33  
12280 - Phlebotomist  
12.58  
12305 - Radiologic Technologist  
25.40  
12311 - Registered Nurse I  
24.37  
12312 - Registered Nurse II  
29.81  
12313 - Registered Nurse II, Specialist  
29.81  
12314 - Registered Nurse III  
36.07  
12315 - Registered Nurse III, Anesthetist  
36.07  
12316 - Registered Nurse IV  
43.23  
12317 - Scheduler (Drug and Alcohol Testing)  
19.54  
13000 - Information And Arts Occupations  
13011 - Exhibits Specialist I  
20.46  
13012 - Exhibits Specialist II  
25.36  
13013 - Exhibits Specialist III  
29.19  
13041 - Illustrator I  
20.00  
13042 - Illustrator II  
24.56  
13043 - Illustrator III  
29.80

13047 - Librarian  
 32.67  
 13050 - Library Aide/Clerk  
 10.41  
 13054 - Library Information Technology Systems  
 23.82  
 Administrator  
 13058 - Library Technician  
 16.78  
 13061 - Media Specialist I  
 16.68  
 13062 - Media Specialist II  
 18.66  
 13063 - Media Specialist III  
 20.80  
 13071 - Photographer I  
 13.93  
 13072 - Photographer II  
 18.46  
 13073 - Photographer III  
 22.43  
 13074 - Photographer IV  
 24.90  
 13075 - Photographer V  
 30.14  
 13110 - Video Teleconference Technician  
 15.93  
 14000 - Information Technology Occupations  
 14041 - Computer Operator I  
 15.56  
 14042 - Computer Operator II  
 17.40  
 14043 - Computer Operator III  
 19.41  
 14044 - Computer Operator IV  
 21.57  
 14045 - Computer Operator V  
 23.88  
 14071 - Computer Programmer I (see 1)  
 20.07  
 14072 - Computer Programmer II (see 1)  
 24.57  
 14073 - Computer Programmer III (see 1)  
 14074 - Computer Programmer IV (see 1)  
 14101 - Computer Systems Analyst I (see 1)  
 14102 - Computer Systems Analyst II (see 1)  
 14103 - Computer Systems Analyst III (see 1)  
 14150 - Peripheral Equipment Operator  
 15.56  
 14160 - Personal Computer Support Technician  
 21.57  
 15000 - Instructional Occupations  
 15010 - Aircrew Training Devices Instructor (Non-Rated)  
 33.24  
 15020 - Aircrew Training Devices Instructor (Rated)  
 40.21

15030 - Air Crew Training Devices Instructor (Pilot)  
48.04  
15050 - Computer Based Training Specialist / Instructor  
32.44  
15060 - Educational Technologist  
29.72  
15070 - Flight Instructor (Pilot)  
48.04  
15080 - Graphic Artist  
24.28  
15090 - Technical Instructor  
20.94  
15095 - Technical Instructor/Course Developer  
25.61  
15110 - Test Proctor  
17.61  
15120 - Tutor  
17.61  
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations  
16010 - Assembler  
8.54  
16030 - Counter Attendant  
8.54  
16040 - Dry Cleaner  
10.70  
16070 - Finisher, Flatwork, Machine  
8.54  
16090 - Presser, Hand  
8.54  
16110 - Presser, Machine, Drycleaning  
8.54  
16130 - Presser, Machine, Shirts  
8.54  
16160 - Presser, Machine, Wearing Apparel, Laundry  
8.54  
16190 - Sewing Machine Operator  
11.44  
16220 - Tailor  
12.22  
16250 - Washer, Machine  
9.27  
19000 - Machine Tool Operation And Repair Occupations  
19010 - Machine-Tool Operator (Tool Room)  
23.51  
19040 - Tool And Die Maker  
24.69  
21000 - Materials Handling And Packing Occupations  
21020 - Forklift Operator  
15.55  
21030 - Material Coordinator  
23.57  
21040 - Material Expediter  
23.57  
21050 - Material Handling Laborer  
11.27

21071 - Order Filler  
11.49  
21080 - Production Line Worker (Food Processing)  
15.55  
21110 - Shipping Packer  
13.83  
21130 - Shipping/Receiving Clerk  
13.83  
21140 - Store Worker I  
12.41  
21150 - Stock Clerk  
15.52  
21210 - Tools And Parts Attendant  
15.55  
21410 - Warehouse Specialist  
15.55  
23000 - Mechanics And Maintenance And Repair Occupations  
23010 - Aerospace Structural Welder  
23.29  
23021 - Aircraft Mechanic I  
22.18  
23022 - Aircraft Mechanic II  
23.29  
23023 - Aircraft Mechanic III  
24.37  
23040 - Aircraft Mechanic Helper  
16.35  
23050 - Aircraft, Painter  
20.20  
23060 - Aircraft Servicer  
18.22  
23080 - Aircraft Worker  
19.17  
23110 - Appliance Mechanic  
19.24  
23120 - Bicycle Repairer  
14.43  
23125 - Cable Splicer  
23.93  
23130 - Carpenter, Maintenance  
19.24  
23140 - Carpet Layer  
18.79  
23160 - Electrician, Maintenance  
21.90  
23181 - Electronics Technician Maintenance I  
22.38  
23182 - Electronics Technician Maintenance II  
23.53  
23183 - Electronics Technician Maintenance III  
24.70  
23260 - Fabric Worker  
17.81  
23290 - Fire Alarm System Mechanic  
20.20

23310 - Fire Extinguisher Repairer  
16.50  
23311 - Fuel Distribution System Mechanic  
20.48  
23312 - Fuel Distribution System Operator  
16.73  
23370 - General Maintenance Worker  
18.30  
23380 - Ground Support Equipment Mechanic  
22.18  
23381 - Ground Support Equipment Servicer  
18.22  
23382 - Ground Support Equipment Worker  
19.17  
23391 - Gunsmith I  
16.50  
23392 - Gunsmith II  
18.33  
23393 - Gunsmith III  
20.20  
23410 - Heating, Ventilation And Air-Conditioning  
20.20  
Mechanic  
23411 - Heating, Ventilation And Air Contditioning  
21.31  
Mechanic (Research Facility)  
23430 - Heavy Equipment Mechanic  
20.03  
23440 - Heavy Equipment Operator  
20.20  
23460 - Instrument Mechanic  
19.24  
23465 - Laboratory/Shelter Mechanic  
11.27  
23470 - Laborer  
11.27  
23510 - Locksmith  
19.31  
23530 - Machinery Maintenance Mechanic  
20.28  
23550 - Machinist, Maintenance  
19.32  
23580 - Maintenance Trades Helper  
16.29  
23591 - Metrology Technician I  
21.03  
23592 - Metrology Technician II  
22.04  
23593 - Metrology Technician III  
22.96  
23640 - Millwright  
25.71  
23710 - Office Appliance Repairer  
19.24  
23760 - Painter, Maintenance  
19.24

23790 - Pipefitter, Maintenance  
20.23  
23810 - Plumber, Maintenance  
19.31  
23820 - Pneudraulic Systems Mechanic  
20.20  
23850 - Rigger  
20.52  
23870 - Scale Mechanic  
18.30  
23890 - Sheet-Metal Worker, Maintenance  
20.20  
23910 - Small Engine Mechanic  
19.24  
23931 - Telecommunications Mechanic I  
23.97  
23932 - Telecommunications Mechanic II  
25.18  
23950 - Telephone Lineman  
22.88  
23960 - Welder, Combination, Maintenance  
19.47  
23965 - Well Driller  
19.93  
23970 - Woodcraft Worker  
20.20  
23980 - Woodworker  
16.50  
24000 - Personal Needs Occupations  
24570 - Child Care Attendant  
9.58  
24580 - Child Care Center Clerk  
13.48  
24610 - Chore Aide  
7.66  
24620 - Family Readiness And Support Services  
13.31  
Coordinator  
24630 - Homemaker  
14.24  
25000 - Plant And System Operations Occupations  
25010 - Boiler Tender  
20.80  
25040 - Sewage Plant Operator  
20.01  
25070 - Stationary Engineer  
20.80  
25190 - Ventilation Equipment Tender  
15.80  
25210 - Water Treatment Plant Operator  
20.01  
27000 - Protective Service Occupations  
27004 - Alarm Monitor  
16.96  
27007 - Baggage Inspector  
12.01

27008 - Corrections Officer  
18.71  
27010 - Court Security Officer  
20.29  
27030 - Detection Dog Handler  
15.31  
27040 - Detention Officer  
18.71  
27070 - Firefighter  
19.65  
27101 - Guard I  
12.01  
27102 - Guard II  
15.31  
27131 - Police Officer I  
22.07  
27132 - Police Officer II  
24.52  
28000 - Recreation Occupations  
28041 - Carnival Equipment Operator  
10.47  
28042 - Carnival Equipment Repairer  
10.99  
28043 - Carnival Equipment Worker  
8.21  
28210 - Gate Attendant/Gate Tender  
14.30  
28310 - Lifeguard  
12.22  
28350 - Park Attendant (Aide)  
15.60  
28510 - Recreation Aide/Health Facility Attendant  
11.68  
28515 - Recreation Specialist  
19.83  
28630 - Sports Official  
12.75  
28690 - Swimming Pool Operator  
15.63  
29000 - Stevedoring/Longshoremen Occupational Services  
29010 - Blocker And Bracer  
20.73  
29020 - Hatch Tender  
20.73  
29030 - Line Handler  
20.73  
29041 - Stevedore I  
19.71  
29042 - Stevedore II  
21.80  
30000 - Technical Occupations  
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)  
35.77  
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)  
24.66

30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)  
27.16  
30021 - Archeological Technician I  
18.28  
30022 - Archeological Technician II  
19.03  
30023 - Archeological Technician III  
25.14  
30030 - Cartographic Technician  
26.68  
30040 - Civil Engineering Technician  
25.15  
30061 - Drafter/CAD Operator I  
18.85  
30062 - Drafter/CAD Operator II  
21.09  
30063 - Drafter/CAD Operator III  
23.52  
30064 - Drafter/CAD Operator IV  
28.93  
30081 - Engineering Technician I  
17.82  
30082 - Engineering Technician II  
19.79  
30083 - Engineering Technician III  
22.59  
30084 - Engineering Technician IV  
27.42  
30085 - Engineering Technician V  
33.54  
30086 - Engineering Technician VI  
40.58  
30090 - Environmental Technician  
21.87  
30210 - Laboratory Technician  
20.41  
30240 - Mathematical Technician  
26.68  
30361 - Paralegal/Legal Assistant I  
16.04  
30362 - Paralegal/Legal Assistant II  
19.88  
30363 - Paralegal/Legal Assistant III  
24.32  
30364 - Paralegal/Legal Assistant IV  
29.42  
30390 - Photo-Optics Technician  
26.68  
30461 - Technical Writer I  
23.10  
30462 - Technical Writer II  
28.24  
30463 - Technical Writer III  
34.17  
30491 - Unexploded Ordnance (UXO) Technician I  
22.74

30492 - Unexploded Ordnance (UXO) Technician II  
27.51  
30493 - Unexploded Ordnance (UXO) Technician III  
32.97  
30494 - Unexploded (UXO) Safety Escort  
22.74  
30495 - Unexploded (UXO) Sweep Personnel  
22.74  
30620 - Weather Observer, Combined Upper Air Or (see 2)  
23.52  
Surface Programs  
30621 - Weather Observer, Senior (see 2)  
25.48  
31000 - Transportation/Mobile Equipment Operation Occupations  
31020 - Bus Aide  
11.61  
31030 - Bus Driver  
14.66  
31043 - Driver Courier  
13.40  
31260 - Parking and Lot Attendant  
9.25  
31290 - Shuttle Bus Driver  
14.22  
31310 - Taxi Driver  
11.32  
31361 - Truckdriver, Light  
14.22  
31362 - Truckdriver, Medium  
15.59  
31363 - Truckdriver, Heavy  
17.75  
31364 - Truckdriver, Tractor-Trailer  
17.75  
99000 - Miscellaneous Occupations  
99030 - Cashier  
8.95  
99050 - Desk Clerk  
9.12  
99095 - Embalmer  
23.61  
99251 - Laboratory Animal Caretaker I  
9.86  
99252 - Laboratory Animal Caretaker II  
10.47  
99310 - Mortician  
30.76  
99410 - Pest Controller  
15.66  
99510 - Photofinishing Worker  
11.61  
99710 - Recycling Laborer  
16.46  
99711 - Recycling Specialist  
18.57

99730 - Refuse Collector  
15.17  
99810 - Sales Clerk  
11.04  
99820 - School Crossing Guard  
11.64  
99830 - Survey Party Chief  
18.10  
99831 - Surveying Aide  
11.30  
99832 - Surveying Technician  
16.46  
99840 - Vending Machine Attendant  
12.92  
99841 - Vending Machine Repairer  
15.13  
99842 - Vending Machine Repairer Helper  
12.92

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service

includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive,

administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:  
If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form  
1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the

fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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

The following have been modified:

### EVALUATION FACTORS FOR AWARD

#### **EVALUATION FACTORS FOR AWARD**

1. The solicitation requires the evaluation of price and the following non-price factors:

Factor 1– Recent, Relevant Experience of the Firm

Factor 2 – Management Approach

Factor 3 – Safety

Factor 4 – Past Performance

The distinction between relevant experience and past performance is relevant experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of size, scope, and complexity. Past performance relates to how well a contractor has performed.

2. The relative order of importance of the non-cost/price evaluation factors is the technical Factors 1, 2 and 3 are of equal importance to each other and, when combined are equal in importance to the past performance evaluation/performance confidence assessment factor, Factor 4. When the proposal is evaluated as a whole, the technical factors and past performance/performance confidence assessment factor combined (i.e., the non-cost/price evaluation factors) are approximately equal to price.

The importance of price will increase if the Offerors' non-cost/price proposals are considered essentially equal in terms of overall quality, or if price is so high as to significantly diminish the value of a non-cost/price proposal's superiority to the Government. Award will be made to the responsible Offeror(s) whose offer conforms to the solicitation and represents the best value to the Government, price and non-price factors considered.

3. Basis of Evaluation and Submittal Requirements for Each Factor.

- (a) **PRICE**

- a. Solicitation Submittal Requirements.**

Offeror will complete and submit the following: one (1) original and one (1) copy of the price proposal in three-ring binders and clearly marked as the price proposal. In addition to providing hard copies of the price proposal, offerors shall provide one (1) electronic copy of the price proposal on a non-rewritable CD in Microsoft Excel format. Offerors are advised that in the event of a discrepancy

between pricing information contained on the CD and the hard copy, the hard copy will govern. Each copy of the price proposal shall include a separate tab for each item specified below:

- Tab #1 - Cover letter, forwarding the proposal
- Tab #2 - SF 33, Solicitation, Offer, and Award, signed and dated in Blocks #17 and #18.
- Tab #3 - Pricing Information
- Tab #4 - Copy of Contractor Representations and Certifications From On-Line Representations and Certifications Application (ORCA)
- Tab #5 - The Federal Contractor's most recent Veterans' Employment Report (VETS-100 Annual Report)
- Tab #6 - If offeror is proposing as a Joint Venture and/or Mentor-Protégé, offeror shall provide a copy of the Joint Venture Agreement and/or Mentor-Protégé Agreement with its proposal under this tab. The Mentor-Protégé Agreement shall have prior approval by the Small Business Administration.

#### **b. Basis of Evaluation.**

The Government will evaluate price based on prices submitted for the "Seed Project" contained in solicitation. The Government intends to award the seed project via Task Order 0001 to the successful offeror determined to be most advantageous to the Government, cost and technical factors considered; furthermore, up to four additional offerors may simultaneously receive an award for the underlying EMAC contract.

In accordance with FAR 15.404-1, Proposal Analysis Techniques, analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price.

- (1) Comparison of total proposed prices received in response to the solicitation;
- (2) Comparison of proposed prices received in response to the solicitation to the Independent Government Estimate;
- (3) Comparison of proposed prices received in response to the solicitation with available historical information;
- (4) Comparison of proposed prices received in response to the solicitation with market research;
- (5) Analysis of separately priced line items or subline items to determine if prices are unbalanced despite an acceptable total evaluated price; and,

#### **(b) NON-PRICE FACTORS:**

**General Technical Proposal Submittal Requirements:** Submit one (1) original and three (3) copies of the technical proposal in three-ring binders [total of four (4) copies], clearly marked as the technical proposal, and tabbed appropriately. In addition to providing hard copies of the technical proposal, offerors shall provide one (1) electronic copy of the technical proposal on a non-rewritable CD. **Technical proposals shall be submitted in 8-1/2 x 11 format; font size no smaller than 12 Times New Roman, limited to 100 single-sided pages, inclusive of all charts, resumes, forms and other documentation responsive to the solicitation requirements.**

**Price proposals are not part of the 100 page limitation.** Pages exceeding the 100 single-sided page maximum page limitation shall not be considered during evaluation of the proposal.

**No pricing shall be included in the technical proposal.**

The technical proposal shall include a cover page that provides: name and address of the prime contractor, DUNS number, CAGE Code and the name, title, email, phone and fax number of authorized representative.

**The technical proposal shall include submittals for each technical factor as specified in SECTION M.**

The following have been deleted:

52.222-23	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity for Construction	FEB 1999
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#### SECTION M - EVALUATION FACTORS FOR AWARD

The following have been modified:

##### BASIS FOR AWARD

1. The Government reserves the right to eliminate from consideration for award any or all offers at any time prior to award of the contract; to negotiate with offerors in the competitive range; and to award the contract to the offeror submitting the proposal to represent the best value—the proposal most advantageous to the Government, price and other factors considered.

2. As stated in the solicitation, the Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In addition, if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

3. The tradeoff process is selected as appropriate for this acquisition. The Government considers it to be in its best interest to allow consideration of award to other than the lowest priced offeror or other than the highest technically rated offeror.

4. As stated in the solicitation, all technical factors when combined are of equal importance to the performance confidence assessment (past performance) rating; and all technical factors and the performance confidence assessment (past performance) rating, when combined are approximately equal to price.

5. Any proposal found to have a deficiency in meeting the stated solicitation requirements or performance objectives will be considered ineligible for award, unless the deficiency is corrected through discussions. Proposals may be found to have either a significant weakness or multiple weaknesses that impact either the individual factor rating or the overall rating for the proposal. The evaluation report must document the evaluation board's assessment of the identified weakness(s) and the associated risk to successful contract performance resulting from the weakness(s). This assessment must provide the rationale for proceeding to award without discussions.

##### **Factor 1, Recent, Relevant Experience of the Firm:**

**Definitions and qualifying information:**

a. “Relevant experience” pertains to the type of work completed by an offeror that is relevant to the project requirements as set out in the subject RFP. Generally, projects submitted will be considered “relevant” if they are for similar services or types of work as required by the RFP, and are comparable to the subject project in terms of project size, scope, and complexity (ranging from \$100,000 to \$5,000,000). Projects offered as “relevant experience” will be determined to be “not relevant” if they evidence little or no similarity to the services or types of work required by the RFP and are not comparable in terms of project size, scope, and complexity. Note that once a relevancy determination is made, a further delineation regarding the “degree” of relevancy for the projects offered may be made by reviewing officials.

Further “degrees” of relevancy for the projects determined to be relevant will be as follows:

**Highly Relevant:** Past/present project offered as relevant corporate experience involved essentially the same effort as the project required by the current RFP in terms of size, scope, and complexity

**Moderately Relevant:** Past/present project offered as corporate experience involved much of the same effort, although not identical, as the project required by the current RFP in terms of the size, scope, and complexity

**Minimally Relevant:** Past/present project offered as relevant corporate experience involved some of the same effort as the project required by the current RFP in terms of the size, scope, and complexity.

- b. A “project” is defined as a single function contract or task order under an indefinite quantity or on-call contract.
- c. The term “substantially complete” shall mean that more than 80% of the project has been performed.
- d. “Within the past five (5) years” shall mean from the date of the submission to five (5) years prior.
- e. “Long Term Management” (LTM) occurs when the selected remedy has achieved the cleanup goals (possibly done under the remedial action or RAO phase) and the hazardous substances remain at the site above levels that would allow unlimited use and unrestricted exposure. LTM may include long term monitoring, implementation and/or management of land use controls (LUCs), maintenance of the final remedy, and preparation of the five year review.
- f. “Remedial Action Construction” (RAC) is the phase of the CERCLA process where the site remedy is constructed either as an interim or final action. This phase may include the construction of various soil, sediment and or groundwater remediation systems the function as containment (e.g. soil cover, RCRA cap, slurry wall, pump & treat systems); in-situ treatment (e.g. natural attenuation, soil vapor extraction, enhanced bio-remediation, air sparging) or ex-situ treatment (air stripping, constructed wetlands, off site disposal, stabilization, solidification)
- g. “Remedial Action Operation” (RAO) is the phase of the CERCLA process when the remediation system (possibly constructed under the remedial action phase) is in place and is operating, or the chemical or biological processes are occurring leading to the cleanup objective. RAO may include active remediation, monitoring, operation, and optimization for extended periods of time to reduce contaminants to site cleanup standards; along with the implementation and management /maintenance of Land Use Controls (LUCs).

- h. “Relevant Remedial Action Construction” (RAC) projects means work performed similar to the types of work and volume of work as defined under Remedial Action Construction (RAC) completed or been substantially completed within the past five (5) years by the offeror that are comparable to the types of work covered by this RFP in terms of size, scope and complexity. Each individual RAC task order will typically range from \$100,000 to \$5,000,000.
- i. “Relevant Remedial Action Operation” (RAO) projects means work performed similar to the types of work and volume of work as defined under Remedial Action Operation (RAO) completed or been substantially completed within the past five (5) years by the offeror that are comparable to the types of work covered by this RFP in terms of size, scope and complexity. Each individual RAO task order will typically range from \$100,000 to \$1,000,000 annually.
- j. “Relevant Long Term Management” (LTM) projects means work performed similar to the types of work and volume of work as defined under Long Term Management (LTM) completed or been substantially completed within the past five (5) years by the offeror that are comparable to the types of work covered by this RFP in terms of size, scope and complexity. Each individual LTM task order will typically range from \$100,000 to \$500,000 annually.

**(i) Solicitation Submittal Requirements.**

(1) Submit two (2) relevant Remedial Action Construction (RAC) projects, two (2) relevant Remedial Action Operation (RAO) projects and two (2) relevant Long Term Management (LTM) projects. The offeror shall submit a total of six (6) projects. The offeror should submit projects that best demonstrate offeror’s or team’s relevant environmental services experience to the RFP requirements may be submitted. Projects must have been completed or substantially completed within the last five (5) years. Offeror (OR YOUR TEAM member) must have been the prime contractor for each project.

At least one (1) Remedial Action Construction project submitted must be \$2,500,000 or above, at least one (1) Remedial Action Operation project submitted must be \$400,000 annually or above, and at least one (1) Long-Term Management project submitted must be \$100,000 annually or above. Failure to submit at least one (1) Remedial Action Construction project \$2,500,000, one (1) Remedial Action Operation project \$400,000 annually or above, and at least one (1) Long-Term Management project \$100,000 annually or above, will result in the offeror receiving an Unacceptable rating for Factor 1, Recent, Relevant Experience of the Firm.

(2) Complete the “Relevant Experience Individual Data Sheet” (**Attachment A**) for each project. Each Project Data Sheet package may not be longer than six (6) pages in length.

(3) Complete and submit a “Relevant Experience Project Checklist” (**Attachment B**) that covers all of the relevant projects submitted for this factor. This Checklist will serve as the contractor’s self-assessment of the type of services contained in each of the

relevant projects. This Checklist does not count towards the total page restriction for Project Data Sheets. LTM Reports developed in accordance with CERCLA requirements should also be annotated on the “Relevant Experience Project Checklist.”

(5) Joint venture offers must include two projects performed by the joint venture as existing OR relevant projects from each firm comprising the joint venture. The Small Business Administration (SBA) determines the validity of a joint venture under an 8(a) Program.

(6) Proposals submitted by Prime/Subcontractor teams must include at least one project performed by each subcontractor.

(7) Projects may include work with federal, state, or local governments, as well as private industry. Firms are responsible for providing project description and applicable experience in sufficient detail to permit evaluation of project relevancy.

**(ii) Basis of Evaluation.**

(1) The Government's evaluation will assess the contractor's recent (within the past five years) and relevant experience with respect to size, scope, and complexity.

(2) Projects submitted by Joint Ventures in which the joint venture partners performed together (either as joint venture partners or in a prime-sub relationship), will be given more weight than submitted projects in which the Joint Venture firms did not perform together.

(3) Higher ratings **may** be given for demonstration of the following:

- a) Offeror's (and team members) demonstrated knowledge and experience with projects in NAVFAC Mid- Atlantic in terms of codes, specific state & federal environmental regulations, laws, permit requirements, construction materials, general practices, topography and subsurface conditions, etc.
- b) Specific type of RAC/RAO/LTM work: While there are many examples of environmental restoration RAC/RAO/LTM work, the following specific types of environmental restoration RAC/RAO/LTM types are deemed more important to this RFP than others. Therefore, ensure that you provide your firm's (and team members) experience, if any, in the following types of work, which are listed in descending order of importance (weight).
  1. Treatment plant operation & optimization: Provide experience with the operation and optimization of groundwater (especially complex, multiple treatment trains) treatment facilities including operating, maintaining, monitoring, repairing and incidental construction support. Provide the size, duration and yearly operation and maintenance cost of the treatment facility, and task order or contract pricing. Optimization experience shall include optimizing equipment performance, monitoring requirements and overall system protectiveness (containment of site plume, etc). Include significant recommendations (alternate technologies, studies, groundwater modeling efforts) and how they were incorporated into the facilities' operation in order to reduce costs or improve protectiveness. Provide experience with RAO/LTM systems start up and shut down support including the transition of the facility to other parties for operation and maintenance
  2. Site management & remedy maintenance: Experience with site management and maintenance including, but not limited to, protection of human health and the environment, site security, disposal of investigation derived wastes, decommissioning of wells, sampling, and construction support required for ensuring the protection of an existing remedy (i.e. installation of fencing, landfill maintenance and erosion control, provision of warning signs)
  3. Technical Reports: Experience with the preparation of RAO/LTM technical reports ( i.e. annual reports, Operation and Maintenance Manuals, site sampling results reports, 5 year review reports) for each site noted above.
- c) Offerors (and team members) shall demonstrate experience working multiple projects simultaneously typical of those ordered by indefinite delivery/indefinite type contracts.

**Factor 2, Management Approach:****(i) Solicitation Submittal Requirements.**

(1) Submit a narrative that discusses the following topics: Describe the Offeror's ability to manage multiple projects simultaneously. Address how offeror will provide labor, materials, equipment, subcontractors, and project management for sites. Offerors demonstrating ability to manage projects with limited field seasons and challenging locations *may* receive higher ratings. Examples may include work in severe weather conditions, remote

locations, and/or within required regulatory limitations due to natural habitat, migratory or mating seasons, endangered species, or other similar protection measures as may have been imposed by federal, state, or local governments. Offeror information provided shall not exceed five (5) pages total.

(2) Indicate the type and percentage of work the Offeror will self-perform on the “Contractor Self-Performance Certification and Notification of Subcontracting” for **(Attachment D)**. Offeror must meet the requirements of FAR 52.219-14, Limitation on Subcontracting. Explain how you will manage your subcontracts under multiple projects at varying locations. Information provided shall not exceed three (3) pages.

(3) Discuss general quality control procedures, identifying how Remedial Action Construction, Remedial Action Operation and Long-Term Management quality will be managed and maintained. Explain how you will manage and control the three phases of the Quality Control Program (preparation phase, initial phase, follow-up phase) to assure a highly performing QC program is provided. Discuss how you define the activities for which the three phases of control are performed, and discuss the actual inspection activities and documentation of inspections at each phase. Information provided shall not exceed five (5) pages.

(4) Provide documentation that a safety program is in place that meets the requirements of the most recent US Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1 and OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response. Information shall not exceed three pages.

**(ii) Basis of Evaluation.**

(1) The evaluation will consist of an assessment of a firm’s ability to manage multiple projects at various sites.

(2) Evaluating contract management will also include assessing a firm’s quality control procedures and proposed subcontractor management practices.

(3) Higher ratings **may** be given for demonstration of the following:

- Demonstrated ability to manage projects with limited field seasons at various times of the year and/or in challenging locations. Examples may include work in severe weather conditions, remote locations, and/or within required regulatory limitations due to natural habitat, migratory or mating seasons, endangered species, or other similar protection measures as may have been imposed by federal, state, or local governments.
- Demonstrated ability to provide a high performing quality control program using the three phases of quality control

**Factor 3, Safety:**

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

(1) Experience Modification Rate (EMR): For the **three** previous complete calendar years [2012, 2013 and 2014], submit your EMR (which compares your company’s annual losses in insurance claims against its policy premiums over a three year period). If you have no EMR, affirmatively state so, and explain why. Any extenuating circumstances that affected the EMR and upward or downward trends should be addressed as part of this element. Lower EMRs will be given greater weight in the evaluation.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the three previous complete calendar years [2012, 2013 and 2014], submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration. If you cannot submit an OSHA DART Rate, affirmatively state so, and explain why. Any

extenuating circumstances that affected the OSHA DART Rate data and upward or downward trends should be addressed as part of this element. Lower OSHA DART Rates will be given greater weight in the evaluation.

(3) Technical Approach for Safety: Describe the plan that the Offeror will implement to evaluate safety performance of potential subcontractors, as a part of the selection process for all levels of subcontractors. Also, describe any innovative methods that the Offeror will employ to ensure and monitor safe work practices at all subcontractor levels. The Safety Narrative shall be limited to two pages.

**(ii) Basis of Evaluation:** The Government is seeking to determine that the Offeror has consistently demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors. The Government will evaluate the Offeror's overall safety record, the Offeror's plan to select and monitor subcontractors, any and innovative safety methods that the Offeror plans to implement for this procurement. The Government's sources of information for evaluating safety may include, but are not limited to, OSHA, NAVFAC's Facility Accident and Incident Reporting (FAIR) database, and other related databases. While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete safety information regarding these submittal requirements rests with the Offeror. The evaluation will collectively consider the following:

- Experience Modification Rate (EMR)
- OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate
- Offeror Technical Approach to Safety
- Other sources of information available to the Government

(1) Experience Modification Rate (EMR): The Government will evaluate the EMR to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rating. Lower EMRs will be given greater weight in the evaluation.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: The Government will evaluate the OSHA DART Rate to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rates. Lower OSHA DART Rates will be given greater weight in the evaluation.

(3) Technical Approach to Safety: The Government will evaluate the narrative to determine the degree to which subcontractor safety performance will be considered in the selection of all levels of subcontractors on the upcoming project. The Government will also evaluate the narrative to determine the degree to which innovations are being proposed that may enhance safety on this procurement. Those Offerors whose plan demonstrates a commitment to hire subcontractors with a culture of safety and who propose innovative methods to enhance a safe working environment may be given greater weight in the evaluation.

#### **Factor 4, Past Performance:**

##### **Definitions**

Past Performance is a measure of the degree to which an offeror satisfied its customers' requirements in the past and complied with applicable laws and regulations.

Generally, projects submitted will be considered "relevant" if they are for similar services or types of work as required by the RFP, and are comparable to the subject project in terms of project size, scope, complexity and dollar value (ranging from \$100,000 to \$5,000,000).

##### **(i) Solicitation Submittal Requirements.**

(1) For each project submitted under Factor 1; IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the **Past Performance Questionnaire (PPQ), (Attachment C)**,

included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

(2) IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ, which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Roshni Patel, via email at roshni.patel@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

(3) Also include performance recognition documents received within the last five years such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

(4) In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the offeror's proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the offeror.

(5) While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror."

**(ii) Basis of Evaluation:** The degree to which past performance evaluations and all other past performance information reviewed by the Government (e.g., PPIRS, Federal Awardee Performance and Integrity Information System (FAPIS), Electronic Subcontract Reporting System (eSRS), performance recognition documents, and information obtained from any other source) reflect a trend of satisfactory performance considering:

- A pattern of successful completion of tasks;
- A pattern of deliverables that are timely and of good quality;
- A pattern of cooperativeness and teamwork with the Government at all levels (task managers, contracting officers, auditors, etc.);
- Recency of tasks performed that are identical to, similar to, or related to the task at hand; and
- A respect for stewardship of Government funds"

Projects submitted by Joint Ventures, where the joint venture partnerships performed together (either as joint venture partners or in a prime-sub relationship), *may* be given more weight than projects submitted where the Joint Venture firms did not perform together.

In the case of an offeror without a record of relevant past performance, the offeror may be evaluated neither favorably nor unfavorably on past performance. Rather, the offeror will receive an NR (No Rating).

(End of Summary of Changes)