AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES	
J	1	52

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
0001	18-Mar-2004	W22W9K-3329-9222	

6. ISSUED BY CODE W912QR

U. S. ARMY ENGINEER DISTRICT, LOUISVILLE
600 DR. MARTIN LUTHER KING, JR. PLACE
ROOM 821
LOUISVILLE KY 40202-2230

7. ADMINISTERED BY (If other than item 6) CODE DACW27

CIVIL/OPS/ENVIRONMENTAL TEAM
600 DR. M. L. KING JR. PL., RM 821
ATTN: JAN LAMBERT
LOUISVILLE KY 40202-2230

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)

CODE FACILITY CODE

X	9A. AMENDMENT OF SOLICITATION NO. W912QR-04-R-0008
X	9B. DATED (SEE ITEM 11) 01-Mar-2004
	10A. MOD. OF CONTRACT/ORDER NO.
	10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [ ] is extended, [X] is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

[ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] 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 Solicitation for up-to Five (5) Unrestricted Multiple Award Remediation Contracts (MARC), for the Louisville District and all U.S. Army Corps of Engineers Mission Boundaries, is amended as follows:

a. Section B, delete the first four pages and replace with the enclosed Section B pages. Changes are indicated by bold lettering and underlining.

b. Section C is deleted in its entirety and replaced with the enclosed Section C. Changes are indicated by bold lettering and underlining.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 18-Mar-2004

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:
SF 30 CONTINUATION

c. Section L, the first eleven (11) pages and the top half of the 12th page which lists CMPs #7 thru #27 are deleted and replaced with the enclosed Section L pages. Changes are indicated by bold lettering and underlining. There were the following deletions regarding the revised Section L pages: paragraph 1.2, last sentence "Any deviations from requirements should be clearly noted and justified" was deleted. Section L, paragraph 1.9, PRE-PROPOSAL CONFERENCE, was deleted in its entirety.

d. Section L, Clause 52.216-1 TYPE OF CONTRACT (APR 1984) is changed to read as follows:

The Government contemplates award of Indefinite Delivery/Indefinite Quantity Contracts using a variety of contract types: Firm-Fixed-Price, Guaranteed Fixed Price (GFPR) also known as Fixed Price Remediation with Insurance (FPRI), other variations of Fixed-Price or Cost Reimbursement (fixed, award or incentive fee) resulting from this solicitation.

e. Section M is deleted in its entirety and replaced with the enclosed Section M pages. Changes are indicated by bold lettering and underlining.

f. Enclosed are the sign-in sheets from the March 10th Pre-proposal conference.

g. The date for receipt of proposals remains 4:30 p.m. (local time), 15 April 2004.

(End of Summary of Changes)

SECTION B – Supplies or Services and Prices

Multiple Award Remediation Contracts (MARC), for the Louisville District and all U. S. Army Corps of Engineers Mission Boundaries

THIS IS THE SECOND STEP (STEP II – SOLICITATION) OF MULTI-STEP PROCESS

Description: **The contracts awarded as a result of this solicitation will be Indefinite Delivery/Indefinite Quantity Contracts using a variety of contract types: Firm-Fixed-Price, Guaranteed Fixed Price (GFPR) also known as Fixed Price Remediation with Insurance (FPRI), other variations of Fixed-Price or Cost Reimbursement (fixed, award or incentive fee) for broad-spectrum environmental services for the Louisville District and all U.S. Army Corps of Engineers Mission Boundaries.** The Government intends to award five (5) full and open contracts with a pool of $300 million capacity.

The maximum capacity for all contracts (up to five to be awarded) will not exceed $300 million dollars collectively. **The government does hereby obligate itself to obtain not less than Seventy Five Thousand and no/100 dollars ($75,000.00) in services for the base period and any option periods. Any award term periods exercised will not be subject to minimum guarantees by the government.**

The contract period is a three (3) year base period with a two (2) year option (if exercised), with a possible two (2) year extension followed by a possible three (3) year extension of the contract, referred to as "Award Terms" for superior performance. The contract period consist of a minimum of 3 years with potential to a maximum of 10 years. Individual Task Orders will typically be awarded competitively.

This procurement is unrestricted under NAICS Code 562910, SIC Code 8744. The size standard is 500 employees or more. A firm must be registered in the DoD Central Contractor Registration (CCR). Register via the CCR Internet site at http://www.ccr.gov. For further questions and/or concerns please contact: CCR Assistance at (888) 277-2423 (Monday – Friday, 8 a.m. – 6 p.m.) or Electronic Commerce Information Center (ECIC) at (800) 334-3414 (Monday – Friday, 8 a.m. – 6 p.m.).

The scope of this effort includes remediation service activities (NAICS Code 562910) mandated by the Defense Environmental Restoration Program (DERP), and other environmental laws and regulations requiring support activities for military installations, Corps' civil works projects, and work for other agencies. The DERP projects will include Installation Restoration Program activities on active Army and Air Force installations and on Formerly Used Defense Sites (FUDS). Other environmental laws and regulations mandating remedial actions include but are not limited to the federal and state versions of the Clean Air Act, the Clean Water Act, the Toxic Substances Control Act, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), Underground Storage Tank regulations, the National Environmental Policy Act (NEPA) and the Corps of Engineers' regulations for Civil Works. The work to be performed under this contract may be located anywhere within the USACE mission boundaries. Task Orders under this contract may include, but are not limited to, all aspects of CERCLA, RCRA and NEPA phases of remedial study and construction associated with environmental restoration. This includes, but is not limited to, Environmental Compliance/Site Assessments, Remedial Investigations/Feasibility Studies (RI/FS), Engineering Evaluation/Cost Analysis (EE/CA) and Remedial Actions under CERCLA, Operations and Maintenance (O&M), and the comparable studies and actions under RCRA. Other services may include Environmental Baseline Surveys (EBS), Environmental Assessments (EA), Finding of Suitability to Transfer (FOST) and Finding of Suitability to Lease (FOSL). Environmental actions may also incorporate or involve pollution prevention, compliance efforts, conservation and/or work under NEPA, as well as other environmental work associated with other Corps missions. The Louisville District performs Hazardous, Toxic and Radioactive Waste (HTRW) and Ordnance and Explosives (OE) services for the Department of the Army and other governmental agencies. OE work includes, but is not limited to, avoidance, removal actions,

engineering evaluation/cost analyses (EE/CAs) and Construction/Remediation support. Contractors may be asked to provide HTRW/OE services from initial studies through remediation and O&M at installations having numerous contaminated sites with complex environmental and OE issues. Scope may include performing conventional OE site investigations, evaluations, and responses as necessary to permit lands and waters potentially affected by OE operations to be safely and efficiently used for their intended purpose. The types of work to be performed could include, but is not limited to, soil remediation; sampling and analyzing materials and soils, transformers, tank contents and drums; remediation and/or decontamination of structures / components etc., associated with environmental remediation, installation of soil borings and groundwater wells; and installation of in-situ or ex-situ remediation treatment systems; and demolition. In addition, the types of work may involve removing, treating and disposing of wastes from ordnance, explosives and/or radiation; ordnance identification and avoidance; remediation /removal of low level radioactive wastes, operation and maintenance of facilities and installed systems, and the planning of work efforts required; preparation of remediation investigation reports, completion reports, closure documentation, as-built drawings, etc. Task Orders generally require significant coordination between multiple customers, various Corps' Divisions and Districts, various state regulatory agencies, and the Louisville District. The contractor and all Government personnel must be cognizant of the various operating procedures, requirements, and authorities granted for each entity involved in the process. **The Contractor's accounting system shall be adequate for determining costs applicable to the contract. It is not mandatory that a contractor have an approved purchasing system.** The contractor shall have the ability to obtain insurance for performing Guaranteed Fixed Price Remediation. An extensive management information system (MIS) is required.

IF YOU DID NOT PARTICIPATE IN STEP I, PRESOLICITATION NOTICE, AND WISH TO PARTICIPATE IN STEP II, SOLICITATION, YOU ONLY NEED TO SUBMIT A STEP II PACKAGE ADDRESSING ALL INFORMATION IDENTIFIED IN THE SOLICITATION, SECTION L.

Contractors that are awarded contracts under this solicitation will be required to submit, not during STEP II process but prior to award upon notification by the government, Contract Management Procedures (CMP) as identified in Section L. **No contract will be awarded to a contractor until the contractor and the government have mutually agreed upon the submitted CMP package from the successful contractor.**

NOTICE TO OFFERORS: This solicitation and resultant contract is for work primarily within LRD mission boundaries but could be Corps wide. Corps wide would include CONUS (48 contiguous states, not Alaska and Hawaii) or OCONUS (refers to US Army commands and units stationed outside of the continental United States). In situations where task orders are used by districts that may involve overseas projects, the task order will incorporate the necessary clauses, terms and conditions as applicable. However, the contractor can decline participation in any request for proposal process for any overseas task orders.

After the award of the MARCs, the (up to five) Unrestricted Indefinite-Delivery Contracts from this solicitation, and the (up to five) Indefinite-Delivery Contracts Small Business Set-aside contracts awarded Indefinite-Delivery Contracts from solicitation W912QR-04-R-0009, an Acquisition Strategy Meeting (ASM) will determine the proper group of contracts, Small Business or Full and Open, appropriate for each project and each task order. Evaluation of each project may include the considerations of such issues as Small Business Office concerns, capacity and capabilities of contractors, and any other unique requirements that are necessary for the best interest of the government.

The following is provided regarding the placement of task orders that are determined appropriate for award under the unrestricted Indefinite-Delivery Contracts:

More than one contract is being awarded for the same scope of work as this contract. Each contractor will be afforded a fair opportunity to be considered for each task (or delivery) order in excess of $2,500, except as follows:

The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.

Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.

The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.

It is necessary to place an order to satisfy a minimum guarantee.

Statute requires the award be made from a specified source.

The contracting officer will consider the following when awarding a task order:

While awards should be made on the basis of best value, award decisions shall take price or cost into consideration.

Potential impact on other orders placed with a contractor.

Past performance information, including quality, timeliness, and cost control on earlier orders placed under this contract, should be considered in the ordering process. Past performance information should already be readily available in program and technical offices. Requests for contractor submission of past performance information with proposal submission is not expected for issuance of task orders.

Proposals submitted in response to competition for individual task orders under this contract should be limited to no more than five pages, including attachments. Approval in writing by the Principal Assistant Responsible for Contracting (PARC) is required for deviating from this five-page limitation. Contracting Officers are admonished to keep submission requirements to a minimum and use streamlined procedures, including oral presentations.

If the contractor believes it was not fairly considered for a particular task order, the contractor may present a complaint to the contracting officer. The contractor may appeal the explanation or decision of the contracting officer to the USACE Ombudsman, who is assigned to the USACE Office of the PARC, at the following address: Headquarters, U.S. Army Corps of Engineers, Attention: CEPR-P, LTC(P) Albert J. Castaldo, USACE Ombudsman, 441 G Street, N.W., Washington, D.C. 20314-1000. The ombudsman will review the contractor's complaint in accordance with FAR 16.505 (b)(5)."

SECTION C - DESCRIPTION/SPECS/WORK STATEMENT

1.0 CONTRACT PROCUREMENT OBJECTIVES AND OVERVIEW

The contracts awarded under this solicitation will be Indefinite Delivery/Indefinite Quantity contracts for various Environmental Remediation Services and Ordnance Explosive Services in support of the US Army Corps of Engineers and its customers located anywhere within the USACE mission boundaries. The sites may be contaminated with hazardous, toxic and radiological wastes (HTRW); and/or ordnance and explosives (OE); and/or Recovered Chemical Warfare Materiel (RCWM). The contract awarded will include both cost-reimbursable and firm-fixed price features for a wide range of environmental services at various known or suspected Hazardous, Toxic, and Radioactive Waste (HTRW) sites, and Ordnance and Explosives (OE) and Recovered Chemical Warfare Materiel (RCWM) sites.

Project specific task orders will be issued under the basic contract and any exercised option period thereto. The USACE Contracting Officer will provide the Contractor with any site-specific information in the USACE possession upon issuance of each task order. Work will generally fall under task orders using performance-based statements of work. A performance based statement of work structures all aspects of an acquisition around the purpose of the work to be performed and does not dictate how the work is to be accomplished. It is written to ensure that Contractors are given the freedom to determine how to meet the Government's performance objectives and provides for payment only when the results meet or exceed these objectives. It maximizes Contractor control of work processes and allows for innovation in approaching various work requirements. Performance based SOWs emphasize performance that can be contractually defined so that the results of the Contractor's effort can be measured in terms of technical and quality achievement, schedule progress, or cost performance. The goal of Performance Based Contracting (PBC) is to:

a. Save money by reducing contract costs from elimination of unnecessary effort, through innovation by the Contractor, and also by reducing Government surveillance.

b. Enable Government to shift its emphasis from processes to outputs.

c. Hold Contractors accountable for the end results. Ensure that Contractors are given the freedom to determine how to meet Government's performance objectives.

Information provided by USACE on any site will be dependent on the current status of the site. Each task order will define the performance requirements of the Contractor.

The description of work stated herein provides a general understanding of the Contractor functions to be performed; individual task orders will contain the specific performance based requirements. Technical requirements described herein in no way limit the activities that may be required under the terms of this contract.

Exclusive of the program and/or project management functions, the Contractor may utilize subcontractors or consultants identified in the accepted proposal or subsequently approved by the USACE Contracting Officer to perform any of the functions required within the specific task orders.

Task orders issued under this Contract may be Guaranteed Fixed Price, Fixed Price Type contracts, Cost-Reimbursable with fixed-fee, award-fee, or incentive-fee incorporating Service (Contract Act) and /or Davis-Bacon Act wages, as applicable, depending on the type of project incorporated into each individual task order.

The Contractor shall be responsible for acquiring the latest version of applicable regulator or agency guidance, including but is not limited to the referenced documents cited in Section C of this Solicitation and/or subsequent task orders issued after award of the Contract, unless otherwise specified. Section C is to be used in the development of this proposal and individual task orders.

There will be no A/E design services except for those aspects incidental to remedial action.

1.1 General Scope of Work

The intent of this contract is to perform work in support of environmental activities. Work to be accomplished under this contract shall be issued by the Government to the performing Contractors in task orders. The types of efforts, which may be issued under this contract may include, but are not limited to:

- All aspects of CERCLA, RCRA and NEPA phases of remedial study, **remediation planning,** and construction associated with environmental restoration. This includes, but is not limited to, Environmental Site/Compliance Assessments, Remedial Investigations/Feasibility Studies (RI/FS), Engineering Evaluation/Cost Analysis (EE/CA) and Remedial Actions under CERCLA andsRCRA, in addition to Operations and Maintenance (O&M) activities. Other services may include Environmental Baseline Surveys (EBS), Environmental Assessments (EA), Finding of Suitability to Transfer (FOST) and Finding of Suitability to Lease (FOSL). OE work includes, but is not limited to, avoidance, removal actions, engineering evaluation/cost analyses (EE/CAs) and Construction/Remediation support.

- Data Collection and Analysis: Which may include, but is not limited to, development of sampling plans and procedures; historical data collection and analysis; topographic, geophysical, and hydrological surveys; monitoring well installation and development; soil/sediment/ groundwater/ surface water/ air sample collection; physical/chemical sample analysis; data analysis and development of documents, presentations, or briefings reporting findings such as feasibility, environmental baseline, and NEPA **actions.**

- Review and/or Development of Removal/Remediation Action Plans and Procedures including, but not limited to, work management plans, Contractor quality control plans, health and safety plans, protective action plans, emergency response plans, explosives site plans, explosives management plans, Explosives Safety Submissions, field sampling and analysis plans, chemical data analysis plans, waste management plans, environmental protection plans, public affairs/community involvement plans, property management plans, sediment & erosion control plans, permit applications, shop drawings, specifications, and as-built drawings.

- Removal Actions including, but not limited to, the planning and conduct of Time Critical and Non-Time Critical Removal Actions involving hazardous, toxic and radiological wastes (HTRW); and/or ordnance and explosives (OE) and/or Recovered Chemical Warfare Materiel (RCWM).

- Remedial Actions or Activities may include, but are not limited to, the excavation, identification, containerization, encapsulation, transportation, in-situ or ex-situ treatment, and/or disposal of hazardous, toxic and radiological wastes (HTRW); and/or ordnance and explosives (OE) and Recovered Chemical Warfare Materiel (RCWM).

- Construction Activities may include, but are not limited to, new construction, upgrades to existing facilities, and/or a combination of new construction and renovation in support of

environmental investigations, remedial/corrective measures, and/or environmental protection/enhancement actions. Work may include, but is not limited to, solid waste treatment facilities, wastewater treatment facilities, underground storage tank (UST) removal/replacements, physical barriers (examples: slurry walls, sheet piles), waste disposal facilities, and support facilities (examples: roads, utilities, structures, project support facilities).

- Demolition Activities in support of environmental investigations, remedial/corrective measures, and/or environmental protection/ enhancement actions, may include, but are not limited to, the disassembly and disposal of buildings, structures, and associated facilities/ utilities, which may or may not be contaminated with hazardous, toxic and radiological wastes (HTRW); and/or ordnance and explosives (OE) and Recovered Chemical Warfare Materiel (RCWM).

- Operations and Maintenance (O&M) activities in support of remediation efforts done under this contract may include, but not limited to, the development of O&M manuals, and the operation and maintenance of treatment facilities, storage facilities, disposal facilities, support facilities, and utilities.

- Management Support Activities including but not limited to review, evaluation, recommendations for modification/improvements, operation of models and procedures for contracting accounting, project cost control, project and database management systems. Work may include, but is not limited to evaluation, recommendations for modification/improvements, and preparation of draft procedures for subcontracting, purchasing, project plan evaluations, property management, and reporting. Construction support services may also be tasked under this contract.

- Other Remediation Support Activities may include, but not limited to, development and implementation of training/education programs, development and distribution of newsletters and flyers, posters, billboards, photographs, videos, setup and maintenance of project-related Web sites, and presentation booths. Distribution of information may include, but is not limited to, mailings, radio, television, computer networks, personnel handing out materials, and the placement of materials at specified locations.

1.2 Investigations and Planning Activities

The Contractor shall perform all planning, fieldwork, analysis and preparation of any reports as specified in the task orders and scopes of work. The investigative services to be provided generally consist of, but are not limited to, performing investigations to determine the contaminant(s) and/or OE/RCWM source(s), geology and groundwater conditions, contaminant concentration, contaminant migration, and geotechnical characteristics as well as any other related tasks. The data collection requirements shall be established in the task orders and be usable for preparation of a remedial investigation, feasibility study, remedy selection and/or development of a remedial design and/or implementation of the remedial/response action(s) and OE/RCWM investigation, evaluation, and response including final disposal. Investigation may or may not be performed in conjunction with the remedial/response action, depending on the individual task order. Work may include risk assessments, fate and transport, groundwater modeling or other techniques to determine the potential risks to human health and the environment. The Contractor shall prepare associated reports as described in each individual task order. The Contractor may be required to reevaluate suggested alternatives, and further define presumptive remedies.

The Contractor shall have the capability and experience to provide a wide range of investigative and remedial/response services required for remediation/responses at HTRW and/or OE/RCWM sites including, but is not limited to:

- Identification of action levels for regulated hazardous wastes or substances resulting from review of federal, state, and local laws, regulations, or guidance, or developed through risk assessments. This shall also include coordination with appropriate regulatory, agencies;

- Public Health Evaluations and National Environmental Policy Act documentation as required for proposed site remediation techniques and alternatives;

- Survey and Mapping, Geographic Information System (GIS), remote sensing;

- Boring for soil sampling, testing (field and/or laboratory) or other geotechnical analysis (either on- or off-site);

- Drilling, installation and development of groundwater monitoring wells, production wells, extraction wells, piezometers or other instrumentation;

- Conducting surface or down hole geophysical surveys;

- Conducting hydrogeologic field-testing and performing analyses and data interpretation;

- Conducting OE/RCWM procedures, survey, location, access, recovery, and final disposal as required;

- Sampling and sample handling techniques for chemical and geotechnical characteristics;

- Short and Long Term Monitoring; 5-Yr Reviews, recurring reviews, etc.

- Evaluation of available response actions and recommendation of the most environmentally sound and cost-effective alternatives;

- Reviewing and/or providing input on investigations, feasibility studies, evaluation of remediation alternatives, and work plans relative to remediation activities

- Expert Testimony;

- Participation in community education, public involvement, public meetings, Restoration Advisory Boards, or public affairs activities;

- Chemical analysis (both on-site and off-site) of all media for a wide variety of organic and inorganic parameters for HTRW & OE/RCWM projects for characterization, evaluation, disposal, etc.

1.3 Support of Remedial Actions (HTRW & OE)

The Contractor may be required to provide incidental engineering services to support the remedial action in order to meet the scope of services/milestone objectives. These services may include, but are not limited to the following: Provide structural, mechanical, electrical, architectural, geotechnical, geological, civil, environmental, cost engineering, constructability reviews, or other incidental engineering support

required to meet the scope of services milestones/objectives. Engineering documents shall be representative of industry or Government standards for drawings and specifications or by performance specifications. Copies of all documents produced by the Contractor shall be provided to the Government. Engineering Documents may include, but are not limited to:

- Design Analysis, which will contain the criteria, design assumption, calculation, and other pertinent data. The Design Analysis may be in the format of a Release Investigation or and Corrective Action Report.

- Contractor Developed Implementation Plan and Performance specifications.

- Computer Aided Design Drafting (CADD) generated drawings.

- The Contractor may be required to produce record drawings, modifications, or as-built drawings.

- Cost Estimates.

- Schedule. The **submittal** shall include a schedule. The cost estimate shall be tied to the schedule. The schedule shall document regulatory constraints critical to the project. (e.g. Work Plan reviews, construction period, final report review.)

1.4 Task Activities.

Typical activities under task orders to this contract may include, but are not limited to; air monitoring, chemical sampling and analysis, construction support, Cost Analysis, Geographic Information System, geophysical mapping, install and operate support facilities (i.e., site project office, command post, decontamination facilities, roads, and utilities) and establish exclusion, contamination reduction, and support zones, infrastructure / facility setup, etc.

2.0 OE Removal Activities

Task orders issued under this contract may include the investigation or removal/remediation of sites contaminated with Ordnance and Explosives (OE). OE projects can involve the location, analysis, and subsequent excavation, identification, removal, and disposition of unexploded ordnance and/or explosives. Unexploded ordnance (UXO) are items of explosive ordnance (e.g., bombs, rockets, artillery projectiles) which have failed to function (e.g., detonate) as designed or has been abandoned, discarded, or improperly disposed of and can still function, causing damage to personnel or material. The Contractor shall perform conventional Ordnance and Explosives (OE) site investigations, evaluations, and responses as necessary to permit lands and waters potentially affected by OE operations to be safely and efficiently used for their intended purpose. OE is a safety hazard and may constitute an imminent and substantial danger to site personnel and the local populace. The Contractor shall safely locate, identify, recover, evaluate, manage and make final disposition of OE at various currently and formerly used defense sites, property adjoining currently and formerly used defense sites, and other federally controlled/owned sites which have been potentially impacted by OE operations. The Contractor shall perform this work in a manner consistent with all applicable laws and regulations.

2.1 Under this contract, the offeror may encounter both non-time critical removal actions (NTCRA) and time critical removal actions (TCRA) where the situation poses an immediate concern to human health or the environment. During the NTCRA process, a TCRA may be conducted due to the discovery of an

imminent danger. A TCRA may be initiated during the following phases of a NTCRA: PA, SI, EE/CA or removal action. Following the completion of the TCRA, the NTCRA will resume.

2.2 A decision of No DOD Action Indicated (NDAI) may be reached during the NTCRA process at the conclusion of the PAE, SI or EE/CA phases. At any time during the RCWM response process, the RCWM project team, in consultation with the OC supporting the OE MCX, may propose that a removal action be conducted based on site-specific circumstances. If the removal action will be conducted with a planning period of less than six months, the lead agency must publish the Action Memorandum within 60 days of initiating the removal action. Any information gathered during this response action must be incorporated into the EE/CA document. The OE MCX should be contacted for further information about the circumstances in which a removal action may be appropriate during the RCWM response process.

3.0 Government Furnished Information

The Contractor will receive available background information for the site(s). This information may include site investigation reports, archive search reports, engineering evaluation/ cost analyses, environmental assessments, remedial investigations/ feasibility studies, and records of decision. The Contractor shall use the information provided by the Government during the development of plans and procedures, conduct of operations, and development of environmental assessments, records of environmental consideration, engineering evaluations/cost analyses, technical reports and papers. The Contractor (to include any and all sub-Contractors) shall not publicly disclose any information concerning the sites and/or any work being performed under this contract without prior written approval of the Contracting Officer. All information and materials generated by the Contractor shall be approved by the CO/COR prior to release, and all public affairs support activities shall be coordinated with the CO/COR.

4.0 CONTRACT REQUIREMENTS

4.1 General

Task orders issued under this contract may include the investigation and/or conduct of in-situ or ex-situ corrective actions of sites contaminated with hazardous, toxic, and radiological wastes (HTRW) and Ordnance and Explosive (OE) materials. Potential projects can involve the planning, and subsequent conduct of surveys to determine the presence, extent and concentration of HTRW; and/or the planning and subsequent clean-up, treatment, and disposal of HTRW. Response actions may or may not be performed in conjunction with investigation and incidental engineering support depending on the individual task order. The requirements related to response actions will be described in detail in individual task orders. The successful Contractor shall perform all necessary planning, fieldwork, and implementation of the response action requirements identified. Ancillary to various remediation processes and/or environmental support, the Contractor may be required to construct buildings, tanks, infrastructure and/or pipelines, etc. Task Orders which are primarily construction activities, will need to comply with the Biddability, Constructability, Operability and Environmental (BCOE) review process consistent with USACE guidance (ER 415-1-11), in addition to experience with the USACE Resident Managers' System. The Contractor selected for this work shall have the capability, personnel and experience to perform a wide range of investigations, response actions and removals for HTRW and OE/RCWM sites including, but is not limited to:

- On-Site treatment using a variety of technologies;
- Transportation to and/or storage, treatment and/or disposal of waste at an off site facility;
- Survey, removal, transportation and disposal of asbestos containing materials;

- Locating, identifying, recovery, management, transportation and disposal of ordnance and explosives;

- Installation and removal of all required temporary support facilities such as decontamination areas, fences, roads, and utilities;

- Preparation of all applicable Operation and Maintenance (O&M) Manuals and associated training of facility personnel for equipment installed;

- Short and Long Term Operation and Maintenance of facilities constructed under this Contract for the period specified (inclusive of facilities constructed through other contracts or under other task orders issued under this contract); and

- Problem solving during response with unexpected conditions or execution problems at the site.

The Contractor, operating as an independent Contractor and not as an agent of the Government, shall provide all labor, materials, facilities, and equipment necessary to conduct environmental investigations, remedial/corrective measures, and/or management support activities, at sites to be specified in individual task orders to be issued under this contract. The Contractor may be required to perform work under multiple task orders at different sites simultaneously. The Contractor shall be cognizant of all appropriate laws, regulations, and guidance. The Contractor shall ensure that all work activities performed by their personnel, subcontractors and suppliers are executed as required by these laws and regulations. Any incident of noncompliance noted by the Contractor shall immediately be brought to the attention of the Contracting Officer (CO) and/or the Contracting Officer's Representative (COR) by written notice. Nothing in this contract shall relieve the Contractor of their responsibility to comply with these laws and regulations. Any conflicts between laws/regulations and contract/task order requirements shall be brought to the attention of the CO and/or COR. Ordnance and Explosives and Recovered Chemical Warfare Materiel (RCWM) work shall be performed in accordance with the most current Data Item Descriptions (DIDs) found at:

http://www.hnd.usace.army.mil/oew/dids.asp.

4.2 Work Plans

For each task order, the Contractor is required to submit an HTRW and/or OE/RCWM Work Plan (WP) as appropriate. The WP basically describes the Contractor's activities as outlined in the task order. For task orders involving Radiological work, WPs may be effectively detailed according to Work Execution Plans (WEPs) and or Work Instructions (WI) providing details below the task order level. For task orders involving OE/RCWM, the format for the work plan shall be in accordance with either Data Item Description (DID) OE-005-01.01, Type II Work Plan or DID OE-001.01 Type I Work Plan. The data item descriptions may be found at:

http://www.hnd.usace.army.mil/oew/dids.asp.

The WP shall contain (when relevant), but is not be limited to the following:

- Description of available data and contaminant characterization or suspected ordnance;

- Statement of work to be accomplished including description of the Data Quality Objective(s);

- Discussion on implementation of the project including the method of operation, type of equipment, personnel required, and other special considerations;
- A schedule that presents the requirements to complete any required field work and key project milestones;
- Permits, licenses, and certificates, identification number, and location of the disposal facility (IDW decision tree), if necessary;
- Key personnel to be used on the project with their roles and responsibilities;
- Site-specific assumptions and clarifications;
- Site control measures; and
- Logs, reports, and record keeping to be utilized.

Specifics of Work Plans submittals and review processes will be detailed on a Task Order basis. Plan development will need to follow USACE requirements for Quality Control and Assurance, including but not limited to Independent Technical Review.

4.3 Work Plans for OE Projects

The Contractor shall prepare and submit, for Contracting Officer Approval, a WP in accordance with DD Form 1423 and DID OE-005-01.01 as appropriate, describing how the required effort will be accomplished. The Contractor may not mobilize to the site or begin working until the WP has been approved and approval received from the Contracting Officer. The WP may contain the following sub-plans that shall be identified on a Task Order basis:

Data Item Description (DID)	Description
a) OE-005-02.01	Technical Management Plan
b) OE-005-03.01	Explosives Management Plan
c) OE-005-04.01	Explosives Siting Plan
d) OE-005-05.01	Geophysical Investigation Plan
e) OE-005-05A.01	Geophysical Prove-out (GPO) Plan and Report
f) OE-005-06.01	Site Safety and Health Plan
g) OE-005-07.01	Location Survey and Mapping Plan
h) OE-005-08.01	Work, Data, and Cost Management Plan
i) OE-005-09.01	Property Management Plan
j) OE-005-10.01	Environmental Sampling and Analysis Plan
k) OE-005-11.01	Quality Control Plan
l) OE-005-12.01	Environmental Protection Plan
m) OE-005-13.01	Investigative Derived Waste Plan
n) OE-005-14.01	Geographic Information System Plan

4.4 Documents and Procedures Required on Suspect Recoverable Chemical Warfare Material Sites

All planned response activities in areas suspected of containing RCWM will be conducted in a manner protective of public and workers health and the environment. Prior to conducting any activities on a suspected RCWM site, approved safety and health plans and procedures are required in accordance with the 29 Feb 2000 HQDA Memorandum "Approval of Safety Submissions for Non-Stockpile Recovered Chemical Warfare Materiel Response Activities". The level of effort for these plans and procedures is dependent on site activities or tasks (i.e., the potential for encountering RCWM.) Engineering Pamphlet (EP) 75-1-3 details the process for determining which safety and health plans and RCWM requirements are applicable to activities on a RCWM site.

4.5 RESPONSE ACTIONS, REMOVALS, OPERATIONS AND MAINTENANCE *(HTRW & OE APPLICABLE)*

4.5 Definitions

4.5.1 Anomaly. A subsurface feature detected by a geophysical instrument.

4.5.2 Ordnance and Explosives (OE). OE consists of ammunition, ammunition components, chemical or biological warfare materiel or explosives that have been abandoned, expelled from demolition pits or burning pads, lost, discarded, buried, or fired.

4.5.3 Chemical Agent. A chemical agent listed in AR 50-6 that is intended for use in military operations to kill, seriously injure, or incapacitate a person through its physiological properties. Excluded from consideration are industrial chemicals, riot control agents, chemical herbicides, smoke, and flame.

4.5.4 Recovered Chemical Warfare Materiel. An item configured as a munition containing a chemical agent that is intended to kill, seriously injure, or incapacitate a person through its physiological effects. Also includes V- and G-series nerve agent, H-series blister agent, and lewisite in other than munition configurations. Due to their hazards, prevalence, and military-unique application, chemical agent identification sets (CAIS) are also considered Recovered Chemical Warfare materiel. Recovered Chemical Warfare materiel does not include riot control agents; chemical herbicides; smoke and flame producing items, regardless of configuration; or soil, water, debris, or other media contaminated with chemical agent.

4.5.5 Geographic Information Systems (GIS). A combination of computer hardware and software that supports the acquisition, management, analysis, and visualization of spatially referenced data for solving complex planning and management problems.

4.5.6 Hazardous, Toxic, or Radiological Waste (HTRW). Waste or media (i.e. air, water, soil, etc.) contaminated with chemical agent or other chemicals or compounds that have been determined to be harmful to human health and the environment and are regulated by Federal and State law.

4.5.7 Life Cycle Data Management. A "cradle-to-grave" process of creating, maintaining, storing, and archiving data over the life of a project such that the data is current (up-to-date) and available.

4.5.8 Military Munitions. All ammunition products and components produced or used by or for the U.S. Department of Defense or the U.S. Armed Services for national defense and security, including military munitions under the control of the Department of Defense, the U.S. Coast Guard, the U.S. Department of Energy (DOE), and National Guard personnel. However, the term does include non-nuclear components of nuclear devices, managed under Department of Energy's nuclear weapons program, after all required sanitization operations under the Atomic Energy Act of 1954, as amended, have been completed.

4.5.9 Unexploded Ordnance (UXO). Military munitions that have been primed, fused, armed, or otherwise prepared for action and have been fired, dropped, launched, projected, or placed in such a

manner as to constitute a hazard to operations, installation, personnel, or material and have remained unexploded either by malfunction, design, or any other cause.

4.5.10 Unexploded Ordnance Constituents (UXO(C)). Potentially hazardous chemicals that are released from military munitions or UXO.

4.5.11 UXO Personnel. Personnel meeting the qualification requirements for filling the UXO positions listed in DID OE-025.01.

4.6 HTRW Personnel

All personnel designated to work on HTRW projects must have successfully completed the 40-hour hazardous waste site worker training prescribed by 29 CFR 1910.120 and, if applicable, have completed annual refresher training; currently be in medical surveillance program and medically cleared to work on hazardous waste sites. Safety & health personnel shall have applicable certifications, and shall be experienced at the performance of their designated duties. Supervisory personnel leading project teams are required under the Standard to have completed the Hazardous Waste Site Supervisor, 8-hr course.

4.7 Radiological Operations

4.7.1 General: Task orders issued under this contract may include the investigation and/or clean up of sites contaminated with radiological wastes. Similar to HTRW projects, radiological waste projects can involve investigations (determine presence, location, extent and concentration) or remediation (clean-up, treatment, and disposal) operations.

4.7.2 Radiological site workers: All personnel designated to work on radiological waste sites shall meet all NRC and OSHA training requirements, and have received training in accordance with USACE Safety Program requirements. The individuals shall be in compliance with dose limit restrictions.

4.8 Analytical Testing

The Government requires the contractor to use the Department of Defense Quality Systems Manual for Environmental Laboratories, Final Version 2 (DOD QSM). The DOD QSM is available at: www.denix.osd.mil, under announcements. National Environmental Laboratory Accreditation Program (NELAP) certification and USACE laboratory validation or American Industrial Hygiene Association (AIHA) are base requirements for any laboratory performing chemical and/or airborne sample analysis. The determination of acceptability of the laboratory will be at the discretion of the USACE Project Chemist. If the laboratory fails to meet the project specific requirements at any time, the USACE Project Chemist may request use of the laboratory be discontinued and analytical services be procured from a laboratory, which can meet project specific requirements. The laboratory to be used by the Contractor shall be a Corps of Engineers, National Environmental Laboratory Accreditation Program (NELAP), or State certified validated testing laboratory and shall be in accordance with EM 200-1-1 Validation of Analytical Chemistry Laboratories. The types of laboratory services anticipated under this contract include, but are not limited to, Inorganic Metal analyses on soils, waters, sludges, solids, paints, wipes; Organic analyses for VOCS, BNAS, PAHS; Explosives; and Anion Testing; etc., personal and ambient air monitoring samples (industrial hygiene) will require testing by an AIHA approved laboratory. The offeror will provide their pre-qualified list of possible laboratories to be utilized on this contract.

4.9 Laboratory Capabilities

The Contractor shall use a U.S. Army Corps of Engineers validated laboratory for explosives and HTRW characterization. The contractor(s) may be asked to provide on-site or field lab services on a project specific basis. Validation shall be requested from the Government via a request for validation services as required on the appropriate HTRW CX form) with award of the first task order:

U.S. Army Corps of Engineers
ATTN: Laboratory Validation Coordinator
HTRW Center of Expertise
12565 West Center Road
Omaha, NE 68144-3869
Phone: (402) 697-2574

4.10 OE Policies and Guidance

The U.S. Army Corps of Engineers (USACE) has a Center of Expertise (CX) and Design Centers (DC) for Ordnance & Explosives. The OE CX is located at the USACE Engineering and Support Center located in Huntsville, Alabama. The OE CX has the mission of developing the policies and procedures under which USACE organizations conduct OE operations; determining which practices and methods USACE organizations will employ for executing OE operations; and reviews OE-related products. All OE work to be performed under this contract shall conform to all directives and guidance published by the USACE OE CX. Other organizations, which provide USACE organizations with instructions and guidance on the conduct of OE operations, include the HQ USACE Safety and Occupations Health Office (CESO), the U.S. Army Technical Center for Explosives Safety (USATCES), the Department of the Army Safety Office (DASO), and the Department of Defense Explosives Safety Board (DDESB). All OE work to be performed under this contract shall conform to all directives and guidance published by those organizations.

4.11 Safety Considerations

The USACE has published guidance for OE safety as found in EP 385-1-95a, Basic Safety Concept and Considerations for OE Operations. All OE field operations will conform to this and other published guidance applicable to OE safety. All activities to access, identify, remove, and dispose of suspected OE items shall be conducted in strict accordance with the provisions of the approved Explosives Safety Submission. Guidance on the preparation and approval is contained in EP 385-1-95b, Explosives Safety Submission.

4.12 Disposal of Ordnance and Explosives (OE) and Materials

The Contractor may be required to dispose of all wastes generated during the execution of OE-related operations in accordance with all applicable regulations and guidance. The Contractor shall analyze the feasibility of OE disposal solutions, and a report submitted to the Government. All items, which may have contained explosive materials, shall be inspected and determined to be free of explosives by the Contractor, and certified by the Government. This work may be required as a precursor to HTRW remediation.

4.13 Anomaly Avoidance

Where the presence of OE may exist, the contractor will be required to minimize risk through anomaly avoidance. Anomaly Avoidance is a combination of techniques used by UXO personnel at sites with known or suspected OE contamination. The purpose of this service is to avoid any potential surface UXO and any subsurface anomalies.

4.14 Down Hole Surveys

Associated with OE avoidance activities for investigative efforts, the UXO team conducts down-hole survey procedures in order to locate magnetic anomaly-free areas for soil sample collection and well drilling.

4.15 OE Removal

This is the process of removing UXO and OE from a specific piece of property to a specific depth below ground surface.

4.16 UXO Construction Support

Construction Support is a service provided by qualified UXO personnel during construction activities at potential OE sites to ensure the safety of construction personnel from the harmful affects of UXO.

4.17 Consulting

The Contractor may be required to assist in meeting regulatory requirements necessitated by an OE site and assisting with public presentations concerning OE.

4.18 OE Risk Assessment

The Contractor may be required to perform an OE Risk Assessment - an evaluation of the overall OE problem at a site. The end result of a risk assessment is an evaluation and prioritization of the proposed removal alternatives of a site in order to determine the most effective method of site remediation.

4.19 HTRW at OE Response Sites

During OE response, the Contractor may encounter Hazardous, Toxic and Radiological Waste (HTRW) material, unexploded ordnance constituents, or Recovered Chemical Warfare Materiel (RCWM). In such situations, the following shall apply:

- Encounters: Hazardous, Toxic or Radiological Waste (HTRW), unexploded ordnance constituents, or RCWM may be in munitions, containers, landfills, Open Burning/Open Detonation (OB/OD) areas, ground spills, surface water or groundwater. If suspected HTRW or RCWM of unknown origin and nature is encountered the Contractor shall immediately notify the USACE representative. The Contractor shall take necessary actions to protect the safety of their workforce, the public, and the environment.

- Should suspected RCWM be encountered, the Contractor shall follow the emergency procedures in the site-specific health and safety plan. During conventional OE operations, if the Contractor identifies or suspects RCWM, the Contractor shall immediately withdraw upwind from the work area and notify the POC identified in the work plan. The Contractor shall secure the area and locate two Unexploded Ordnance (UXO) Technicians at level II or above upwind of the suspect material to secure the site until relieved by the Technical Escort Unit (TEU) or Explosive Ordnance Disposal (EOD) personnel.

4.20 Permits

The Contractor shall obtain the permits and licenses necessary to conduct their operations including, but is not necessarily limited to, building permits, licenses to purchase explosives, and Department of Transportation (DOT) permits for transport of OE/RCWM and HTRW on public highways.

4.21 Quality Management

Quality Management is comprised of three (3) aspects; **Pre-remediation Activity** Quality Assurance, Construction Quality Assurances and Chemical Data Quality Assurance / Management. The Contractor is responsible for the control of product quality and for offering to the Government for acceptance only those products/services that conform to the contractual requirements for all aspects. Site-specific quality control plans for OE work shall be prepared in accordance with DID OE-005-11.01.

4.22 Site Visits

With OE and HTRW work, a site visit may be authorized by the Contracting Officer to assist in the preparation of the initial Work Plan (WP) for field activities. For most non-intrusive activities, an abbreviated Site Safety and Health Plan (SSHP) shall be prepared by the Contractor and submitted to THE USACE CONTRACTING OFFICER'S REPRESENTATIVE for acceptance prior to the site visit. The format of the abbreviated SSHP shall be as shown in EP 1110-1-18, Appendix H. During the site visit, particular attention shall be directed to environmentally sensitive areas and concerns that shall be explicitly addressed in the Work Plan. No intrusive activities shall be conducted during the site visit.

4.23 Contract Deliverables (for OE Only)

The following contract deliverables shall be submitted as required by individual task orders:

DID Number	Description
a) OE-001.01	Type I (EE/CA) Work Plan
b) OE-010.01	EE/CA Report
c) OE-040.01	Disposal Feasibility Letter
d) OE-005-01.01	Type II Work Plan
e) OE-030.01	Site Specific Final Report
f) OE-025.01	Personnel Qualifications
g) OE-015.01	Accident / Incident Report
h) OE-045.01	Report/Minutes, Record of Meeting
i) OE-080.01	Monthly Status Report
j) OE-055.01	Telephone Conversation / Correspondence Record
k) OE-060.01	Conventional Explosives Safety Submission (ESS)
l) OE-085.01	Project Status Report
m) OE-100.01	Institutional Analysis and Institutional Control Plan
n) OE-110.01	Recurring Review Plan

4.24 Logs, Reports, and Record keeping (for OE only).

The Contractor shall maintain safety inspection reports, accident/incident reports, medical certifications, training logs, monitoring results, QC records, etc. The Contractor shall maintain all exposure and medical monitoring records in accordance with OSHA Standard 29 CFR 1910 and 1926. Submit in accordance with DD Form 1423 and DID OE-005-06.01.

4.25 Review Comments (for OE only).

The Government will review each draft report as required by the Contract Data Requirement List (CDRL) and Data Item Descriptions (DIDS) and provide comments to the Contractor. The Contractor shall provide written responses to all comments and incorporate comments as appropriate.

4.26 Public Affairs (OE):

The Contractor shall not publicly disclose any data generated or reviewed under this contract. The Contractor shall refer all requests for information concerning site conditions to the local Corps District's Public Affairs Office, with concurrent notification to the USACE project manager. Reports and data generated under this contract are the property of the DoD and distribution to any other source by the Contractor, unless authorized by the Contracting Officer, is prohibited.

4.27 All reports and data, including all electronic data and software, generated under this contract are the property of the Department of Defense who owns it and can use it or disseminate it without restriction or limitation. Distribution to any other source by the Contractor, unless authorized by the CO, is prohibited.

4.28 Performance Metrics (HTRW & OE):

4.29 Under these Contracts and Task Orders, the performance and subsequently the evaluation of the Contractor shall be based on certain performance metrics. The metrics include safety, quality, schedule, cost, and customer satisfaction. Evaluations will normally be performed at least on a per Task Order basis and annually. Appraisals will be issued to support exercising subsequent option periods using AFARS 42.15 and ER 715-1-19. The Contractor will be allowed to provide input to specific performance metrics on a Task Order basis. However, the Government will make the final determination of specific performance metrics. Some performance metrics may include but are not limited to the following.

4.29.1 Quality:

- Conformance with SOW with minimal Contractor's rework.
- Government reviewers do not find it necessary to make extensive and/or repetitive comment, correspondence or other communication regarding issues of which the Contractor should have thorough knowledge.

4.29.2 Schedule:

- Timely and complete submission of draft and final deliverables IAW SOW.
- Timely commencement and completion of SOW-specified activities.
- Factors that may result in changed schedule are identified to the USACE Contracting Officer in writing, in a timely manner.

4.29.3 Cost Control:

- No unauthorized cost overruns.
- Monthly cost reports accurate and submitted IAW SOW.
- Factors that may result in changed cost are identified to the USACE Contracting Officer, in writing, in a timely manner.

4.29.4 Business Relations:

- Met contractual obligations.

- The customer (e.g. local Corps District, local installation representatives, etc) has overall satisfaction with the work performed.

4.29.5 Management of Key Personnel:

- Key personnel were highly qualified, responsive and cooperative.
- Key personnel were able to manage their resources efficiently.
- Key personnel were knowledgeable and effective in their areas of responsibility.

4.29.5 Safety:

- No Class A Accidents.
- No major safety violations.
- Minor safety violations uncommon.
- No pattern of non-compliance with project safety standards.

4.29.6 Customer Satisfaction:

- The customer (e.g. local Corps District, local installation representative, etc.) has overall satisfaction with the work performed.

4.30 Incentives. Incentives may be awarded to the Contractor on a Task Order basis when he achieves an excellent overall performance rating on that Task Order. Incentives for excellent performance may include but are not limited to:

4.31 Letters/Certificates of Commendation presented in public ceremonies by high level USACE officials.

4.32 Write-ups in USACE publications.

4.33 Featuring project success stories at forums and seminars.

4.34 The Government reserves the right to give incentive awards for specific acts, within specific areas or to specific individuals as well as on a Task Order basis.

4.35 Performance Improvement Plan. Any time the Contractor receives a less than satisfactory rating on any performance metric, he will be required to develop a Performance Improvement Plan to correct any deficiencies in that area.

4.36 Disincentives. Disincentives for less than satisfactory performance may include but are not limited to:

4.37 Poor or Unsatisfactory Performance Appraisals

4.38 Awarding follow-on Task Order work to others.

(1) Preliminary assessment of eligibility (PAE) to determine property and project eligibility. Details for completing the PAE are provided in EP 1110-1-18.

(2) Site inspection (SI) to confirm the presence of RCWM at the site. Details for conducting the SI are provided in EP 1110-1-18.

(3) Approval Memorandum to authorize the execution of the Engineering Evaluation/Cost Analysis (EE/CA). The Approval Memorandum is discussed in EP 1110-1-18.

(4) EE/CA investigation to evaluate the site and risk, identify and evaluate removal alternatives, and select a removal action. The EE/CA is discussed in Chapter 5 of EP 75-1-3.

(5) **Remediation planning documents** to plan for the implementation of the removal action. **Such documents are** discussed in Chapter 6 of EP 75-1-3.

(6) Removal action. The removal action is discussed in Chapter 6 of EP 75-1-3.

(7) Project completion. The project completion process is discussed in Chapter 6 of EP 75-1-3.

5.0 CONTRACT MANAGEMENT

Work to be undertaken will be demanding, and will present unique challenges for government and Contractor management. Overcoming these challenges will necessitate the use of innovative management and technical solutions; the ability to "think out of the box". To succeed, managers working for the Contractors need to be proactive not only in identifying challenges, but in determining and communicating appropriate responses to address those challenges to their Government counterparts. Contractors will need to demonstrate how they will encourage and manage a cooperative and proactive approach to problem solving with the Government in their proposals.

The Contractor shall supply such assets as are necessary to accomplish the work to be issued under this contract. It is not the Government's intent to force a prescriptive structure onto the Contractor, but rather to have the Contractor explain how they will efficiently and effectively respond to task order requirements.

5.1 CONTRACTOR PERSONNEL AND QUALIFICATIONS

5.1.1 General

The Contractor shall provide individuals to perform work detailed in task orders. To complete work in a technically effective and cost efficient manner, the Contractor needs to possess a workforce, which is (1) stable, (2) has adequate depth, and (3) has an appropriate distribution of technical disciplines, and experience levels within those disciplines. Labor requirements, both on-site and off-site, will vary from task order to task order, and the Contractor will need to tailor a work force to meet each task orders' requirements. Individuals selected to perform work must be from appropriate technical disciplines, and possess experience levels commensurate to task requirements.

The Contractors selected for this Contract shall have the experienced personnel to perform, or provide, a wide range of services required for responses to releases at HTRW sites and locating and disposing of ordnance at OE sites. The requirements for on-site and off-site personnel may differ for each task order. If personnel are proposed as dual qualified, they must meet the **minimum** qualification standards for both the HTRW and the OE position for which they will be used.

The Contractor **shall provide resumes for specified key personnel** to be assigned to the Contract by name, position, and firm (if other than prime contractor with address (city/state) where the firm is located) in the organization chart. Only resumes for those persons who will be involved in execution of task orders under this contract should be provided. **However, other than one, no maximum or minimum are required. The resumes will be evaluated to determine whether the individuals meet the minimum**

qualifications and experience necessary to perform their roles and responsibilities under this Contract. The key personnel include:

1. Program Manager
2. Project Manager(s)
3. Quality Control Manager(s)
4. Safety and Health Manager
5. Certified Industrial Hygienist
6. **Senior UXO Site Supervisor (SUXOS)**
7. **UXO Safety Officer (UXOSO)**
8. **UXO Quality Control Specialist (UXOQCS)**
9. Contracts Manager
10. Senior Cost Engineer
11. Chemical Quality Control Manager
12. Risk Assessor / Toxicologist
13. Sr. Environmental Engineer(s)
14. Hydrogeologist(s)
15. **Senior Geologist(s)**
16. **Geotechnical Scientist(s)**

5.1.1.1 Program Manager(s)

The Program Manager shall be competent, experienced, and knowledgeable in the field of HTRW and OE sites. The Contractor shall designate a Program Manager to act as a single point of contact (POC) for coordination with USACE. The Program Manager shall be responsible for the overall management of the contract including cost, schedule, and technical quality. The Program Manager shall take immediate corrective action when performance is not acceptable to USACE. The Program Manager shall oversee the development and implementation of record keeping, administrative and quality control, and programs. The Program Manager should have the following qualifications:

a. A college degree in engineering, construction management, geology, chemistry, or science-related field.
b. Five (5) years experience in Program Management for other contracts/programs with a minimum of three (3) years working experience in HTRW and/or OE sites.

5.1.1.2 Project Manager(s)

For each Task Order issued, the Contractor shall designate a PM. The Contractor shall identify the PM and the PM's qualifications; experience and performance history shall be satisfactory to the CO. The PM shall serve as the single point of contact for the Task Order, and shall be responsible for the management of work, approved plans, and all federal, state, and local laws and regulations. The PM shall also maintain close communication and coordination with USACE for the duration of the project, including monthly progress and detailed cost reporting. The Project Manager should have the following qualifications:

a. A college degree in engineering, environmental science, construction management, geology, chemistry, or related field.

b**. Professional registration and/or certification are preferred although not required in order to meet the minimum requirement.**

c. A minimum of five (5) years Project Management experience, with a minimum of three (3) years in HTRW. For Task Orders involving predominately OE, the Project Manager is required to have a minimum of three (3) years Project Management experience in OE.

5.1.1.3 Quality Control Manager(s)

The QC Managers for **pre-remediation activities** and construction shall be responsible for overall management of **such** activities. The QC manager shall be the single point of contact responsible for insuring compliance with the requirements identified in the delivery/task orders for the Contractor Quality Control Plan. In most cases, the QC Manager shall be assigned no other duties. With exception of the manager for chemical data quality, the minimum qualifications of the QC Managers shall include:

a. A graduate engineer or a graduate of a construction management program, with a minimum of 4 years environmental experience; or an experienced construction person with a minimum of 8 years experience in related work.

b. The QC Manager shall have specialized training and education in HTRW work; ex. Remedial Investigation **and** Remediation.

b. Working knowledge of applicable federal, state, and local laws, regulations, and guidance.

c. Formal education / training in field sampling at HTRW sites.

d. The QC manager will need to be either a graduate of the "USACE Construction Quality Management for Contractors Course" or will need to complete prior to oversight of or conducting any site work under the contract.

5.1.1.4 Safety and Health Manager

The SHM shall ensure that all elements of the approved SSHP as well as the USACE Engineering Manual 385-1-1 are implemented and enforced. The qualifications of the SHM should include:

a. **A minimum of three (3) years working experience at hazardous waste sites where EPA Level C and Level B personal protective equipment was required.**

b. Specialized training in personal and respiratory protective equipment, program implementation, and in proper use of air monitoring instruments, air sampling methods, and interpretation of results.

c. Certification of training in First Aid and CPR by a recognized organization such as the American Red Cross.

d. Authority to shut down the site work when Health and Safety becomes an issue.

e. Professional registration, or certifications where applicable or available are required.

5.1.1.5 Certified Industrial Hygienist

The certified industrial hygienist (CIH) shall develop, implement, and oversee all safety and health related aspects of HTRW and OE work under this Contract. The qualifications of the CIH should include:

a. The CIH shall be an Industrial Hygienist certified, in Comprehensive Practice, by the American Board of Industrial Hygiene (ABIH).

b. A minimum of three (3) years working experience in HTRW and/or OE site activities.

c. Demonstrable experience in air monitoring techniques and in development of respiratory protection and personal protective equipment programs for working in potentially toxic atmospheres and confined spaces.

5.1.1.6 Senior UXO Site Supervisor (SUXOS)

Requirements must meet, at a minimum, requirements of Chapter 20, Engineering Pamphlet (EP) 1110-1-18 (dtd 24 APR 2000) for this position. Significant experience in all aspects of UXO remediation. Five (5) years experience in supervisory positions.

5.1.1.7 UXO Safety Officer (UXOSO)

Requirements must meet, at a minimum, requirements of Chapter 20, Engineering Pamphlet (EP) 1110-1-18 (dtd 24 APR 2000) for this position. Significant experience in all phases of UXO remediation and applicable safety standards.

5.1.1.8 UXO Quality Control Specialist (UXOQCS)

Requirements must meet, at a minimum, requirements of Chapter 20, Engineering Pamphlet (EP) 1110-1-18 (dtd 24 APR 2000) for this position. The UXOQCS shall have experience in all phases of UXO remediation, transportation, handling and storage of ordnance and explosives materials.

Personnel requirements for ordnance & explosive work sites differ from requirements for work at other sites. The Contractor shall provide written evidence that all personnel meet the requirements for the proposed position in accordance with EP 1110-1-18, Attachment to Chapter 20, located at the following URL:

http://www.hnd.usace.army.mil/oew/erepems.asp

5.1.1.9 Contracts Manager

The Contracts Manager ensures that all acquisition and contract management related to this contract (including subcontracts, purchases, rental agreements, subcontract modifications, tracking procurements, maintaining inventory property lists etc.) are performed in accordance with all contract terms. Also where applicable, the Contractor will be responsible for compliance with federal, state, and local laws and regulations related to contract management and acquisition. The Contracts Manager should have extensive experience in government contracting with a **minimum of five (5) years** of contract and acquisition management experience in a position of increasing complexity and responsibility.

Training in acquisition, contract administration, cost and price analysis related to federal acquisition and firm-fixed price as well as cost-reimbursable contracting experience is a must. The Contractor shall identify other key personnel in this role to be assigned to the Contract by name, position, and firm (if other than prime contractor) in the organization chart. The resumes will be evaluated to

determine whether the individuals meet the minimum qualifications and experience necessary to perform their roles and responsibilities under this Contract.

5.1.1.10 Senior Cost Engineer

The senior level Cost Engineer is the individual that ensures that all cost estimates and proposal submissions related to this contract are complete and final and prepared as per approved internal guidance and good estimating/accounting practice. This person shall provide cost development guidance to lower level cost development personnel with the intent of assuring the Government that all Cost Proposals represent market competitive fair and reasonable prices. This person shall be able to demonstrate knowledge of all Offeror (and subcontractor) procurement practices, accounting practices and estimating practices. This person generally has signature authority on all contract estimates with the authority to approve estimates. This individual is responsible for compliance with federal, state, and local laws and regulations related to project / cost estimating. The Sr. Cost Engineer shall have extensive experience in *types of* government contracting *(i.e. fixed price, cost reimbursable, etc.)* **with a minimum of five (5) years** of estimating experience in positions of increasing complexity and responsibility a minimum of 5 years experience in Fixed Price work and a minimum of five years in cost reimbursable work (times can overlap).

Training in cost estimating practices and experience in correlating cost estimates with the Contractor's Management Information System (MIS) Work Breakdown Structure (WBS) format is a must. The Contractor shall identify other key personnel in this role to be assigned to the Contract by name, position, and firm (if other than prime contractor) in the organization chart. The offeror's rating will be based on the qualifications of the least qualified individuals in this position of authority for this contract.

5.1.1.11 Chemical Quality Control Manager

The Contractor shall utilize senior level scientists who shall insure that all chemistry related goals of the task order are attained. The chemists should have general knowledge of remedial process chemistry, fate and transport of organics and inorganics, and radiological contamination in environmental matrices. The chemists will be required to have advanced expertise in chemical data quality management of environmental analytical data. The chemists shall conduct or oversee all on-site analytical testing including field-screening tests. The chemists shall review all off-site Contractor analytical testing, and coordinate Government Quality Assurance testing that verifies the Contractor chemical data. The chemists shall review and verify all chemical data for hazardous waste manifests. The chemists shall also prepare all data validation reports or review for accuracy all data validation reports prepared by subcontractors. Chemical Quality Control Managers will have, as a minimum, the following qualifications:

a. A 4-year college degree in Chemistry or a related field from an accredited post-secondary institution.

b. Professional experience at the level of a commercial environmental analytical laboratory or working as a part of a Contractor project team directly related to environmental investigations and/or remedial actions as a part of a Contractor team (i.e. not primarily employed at a laboratory).

5.1.1.12 Risk Assessor / Toxicologist

The Risk Assessor Toxicologist shall be responsible for evaluation of risk as related to all pathways for soils, groundwater, air, surface waters, sediments for both human and ecological receptors. The Risk Assessor / Toxicologist shall ensure all risk assessment goals of the task order for human health and ecological are attained.

A senior level risk assessor will have, as a minimum, an advanced college degree (ex. Masters or Doctorate) in a field relevant to human or ecological risk assessment, toxicology or other closely related field. The lead risk assessor will have a minimum of at least three (3) years experience in HTRW Risk Assessment for human health risk and ecological risk.

5.1.1.13 Environmental Engineer(s)

The Environmental Engineer (Sr. Level) should have as a minimum an education in the specified engineering discipline with at least seven (7) years of experience in HTRW work and professional registration in the specified discipline.

5.1.1.14 Hydrogeologist(s)

The project hydrogeologist shall have the capability to provide hydrogeological support, including but not limited to: the placement, oversight, and installation of monitoring wells and/or extraction wells; the proper development and sampling of such wells; the analysis and interpretation of collected samples; the analysis of ground water flow; borehole or trench logging and sampling for geotechnical and chemical analysis; and the oversight and logging for the abandonment of wells. The Contractor or subcontractor shall be able to utilize the data as a basis for insuring the remedial system is being operated and maintained properly, and also determine the effectiveness of the remedial system in accordance with the original design. The hydrogeological requirements related to the remedial action will be described in each individual Task Order. All Hydrogeologists will have, as a minimum, the following qualifications:

a. A college degree in geology, hydrogeology, geological engineering, or related field, professional registration is **required**.

b. Documentable education and experience in groundwater hydrogeology.

5.1.1.15 Senior Geologist(s)

Senior Geologists should have the capability to provide geological expertise including, but not limited to determination of placement, oversight and installation of soil borings, understanding of complex geologic strata, and USGS soil classification and field analysis criteria. This individual will have a college degree in Geology with a minimum of at least seven (7) years of experience in HTRW work and a professional registration (i.e. RPG, PG) in geology.

5.1.1.16 Geotechnical Scientist(s)

This individual should have a degree in geophysics, geology, geological engineering, or a closely related field, and should have a minimum of 5 years of directly related geotechnical experience. This individual has overall responsibility for design, implementation, and management of all geophysical investigations required for the work effort.

The Contractor can utilize only personnel that meet or exceed the following minimum qualifications on projects that will be executed under this Contract, where indicated. All resumes will be reviewed and the ratings will be based on the least qualified of all personnel submitted under any given position. Any personnel submitted for the above positions, other than those whose resumes were provided in the proposal, will be evaluated against the qualifications of the least qualified individual in the contractor's proposal. Contracting Officer may request the resumes of any of these personnel to verify that they meet the minimum requirements set forth in this Section C

before task order award. Professional registration and/or certification are preferred, although not required.

5.2 Professional/Technical Certifications/Licenses

Task orders requirements may require deliverables be signed or approved by individuals, which possess professional certifications or technical licenses. Professional certifications, which may required include, but are not limited to, State Licensed Professional Engineer, Certified Industrial Hygienist, **Certified Hazardous Materials Manager, Certified Safety Professional or** Certified Health Physicist.

5.3 Field Staff - All field personnel, including but not limited to those listed above, shall meet the training, medical surveillance, and safety and health program requirements specified in OSHA standard 29 CFR 1910.120 and/or the UXO Safety Program as appropriate for the specific site. The Contractor shall ensure that all personnel involved in the performance of the work meet the above safety and health requirements and that adequate documentation is available, for the Contracting Officer's review. If adequate documentation is not made available personnel shall not be allowed on-site. All field staff, both Contractor and subcontractor personnel are responsible for understanding and complying with all requirements of the task order scope of work and the Contractor's approved Site Safety and Health Plan and/or the UXO Safety Program.

6.0. CONTRACTOR MANAGEMENT PLAN

6.1 Management Plan

The Offerors shall provide a Management Plan indicating how the work shall be controlled. The Offeror shall describe the program management organization proposed. The organization description shall include any planning, recruiting and staffing requirements for this solicitation as well as the project management procedures that shall be applied to ensure successful completion of this contract.

Provide a management plan for the contract that describes how your labor, resources, subcontractors and material suppliers will be coordinated and used to ensure successful completion of the contract. Describe how you will manage, supervise and coordinate the subcontractors' work. Provide an organizational chart for this contract showing home office support, on-site management and the responsible chain of command. Include names of assigned personnel and proposed subcontractors and their areas of responsibility. Joint venture offerers must show the respective areas of responsibility for each partner. Quality Control and Safety should be included in the chart. The offeror is expected to assure efficient utilization and balance of all manpower material and equipment.

6.1.2 Program Management Reports

The Contractor shall prepare and submit and/or present information on the progress of work issued under this contract. As specified by the Contracting Officer, the Contractor shall prepare and submit status reports, which shall at a minimum include project schedules, technical progress summaries, and cost performance data for each of the task orders issued.

6.1.3 Task Order Management Reports

The Contractor shall be required to prepare and submit applicable management documents, and provide briefings on the contents of these documents. Where USACE Construction is the COR, the contractor will be required to use the USACE Resident Management System (RMS).

6.1.4 Chains of Command

The Contractor's Production Management chain of command (e.g., individuals responsible for task order cost and performance: site superintendent - Senior UXO **Site** Supervisor - project manager - program manager), shall be separate and distinct from the Contractors' Health & Safety (H&S) and Quality Management (QM) chains-of-command. The Contractors' on-site H&S personnel (Site Safety & Health Officer, UXO Safety Officer, Radiological Safety Officer, Health & Safety technicians), and QM personnel (Quality Control Officer, UXO Quality Control Specialist) will coordinate with the on-site PM personnel, but shall report directly to senior members of the Contractors' corporate staff not at the work site. The Contractors' H&S personnel shall have the authority to take such steps as are necessary to ensure the health and welfare of all potentially affected individuals. At Ordnance & Explosives (OE) sites, UXO Technicians (either working directly for the prime Contractor or working for a sub-Contractor) shall have direct and unhindered access to the UXO Safety Officer and the USACE OE Safety Specialist responsible for the site.

6.1.5 Task Order Management

Task Order Award Process.

The Government will prepare scope of work (SOW) packages (statement of work, technical approach, schedule, and independent Government cost estimates) based upon assumed presumed approach. The Government as a basis of estimating the overall level of effort, the technical complexity, and the management involvement needed to accomplish tasks may use assumptions. Assumptions will be based upon the best available knowledge at the time of SOW development, not on worst case or best-case scenarios, but upon a reasonable set of expectations.

During the SOW development process, the Government may hold fact-finding meetings with the Contractors. The purpose of the meetings will be to provide Contractors with a better understanding of scopes of work for upcoming task orders. The meetings also provide forums for both the Contractor and the Government to exchange information and discuss the feasibility of various technical remedies.

The Government will issue requests for proposals (RFP) to Contractors. Contractors shall prepare proposals in response to the RFP in accordance with the instructions provided in the RFP. For Cost-Reimbursable Task Orders, contractors will not be reimbursed for proposal costs. The Government will evaluate Contractor proposals. Since Task Orders will be competed amongst the successful offerors, minimal negotiations may be held with the firm providing the best value proposal and a task order awarded. After award of the task orders Contractors shall develop Work Plan or Management Plans incorporating, but not limited to the following; a summary of the work to be performed, Work Breakdown Structure, an outline of how the Contractors will be managed the effort, individuals (e.g., site superintendent, SSHO, etc.) the Contractor is proposing work on the effort, a production schedule, contracting plan, and cost data.

6.1.6 Organization of Work on Cost Contracts

Scopes of work (SOW) for each Cost Reimbursable task order will generally organize the activities to be accomplished into work breakdown structures (WBS). It is recognized that each task order and site may be different and, therefore, there may be differences between WBS for each task order. During fact-finding meetings with the Contractor, the Government will discuss with the Contractor the structure of the WBS, if appropriate. To facilitate proposal development and evaluation, the Government and the Contractor will agree upon a WBS to be utilized. The WBS for task orders will form the basis for the release and tracking of funding (see Work Authorization Documents section).

6.1.7 Work Authorization Documents (WAD)

For all Cost Reimbursable task orders, funding shall be issued by the contracting officer/contracting officer's representative (CO/COR) to the Contractor on work authorization documents (WAD). WAD organization will mirror the WBS. The Contractor shall not begin work on a work element without receiving an approved WAD for that work element from the CO/COR. The COR may shift funding between WAD, and only the CO has authority to commit the Government to changes.

6.2 Operational Management Plan

6.2.1 Management Information System (MIS) – A project Management Information System (MIS) employing critical path method (CPM) scheduling will be used to develop a comprehensive schedule for the Scope of Services. **A CPM network diagram illustrating the logical interaction among tasks will be developed using the latest version of a commercial software package, and a baseline schedule will be created for the Performance Based Scope of Services to be conducted. The commercial software needs to be capable of producing electronic products uploadable to Primavera.** The schedule will be approved by the COR. The status of activities in the schedule will be updated to reflect the actual status. The schedule status will be included with Monthly Progress Reports submitted under the task order(s). The monthly progress report will discuss target and actual completion dates for each element of activity including project completion and provide an explanation of any deviation from the milestones in the work plan schedule.

The Management Information System (MIS), agreed upon in a contract management procedure, will be used by both the Contractor and the Government for tracking and controlling schedule, cost, reports and submittals. As a minimum the system must have the following capabilities.

- Planning and Scheduling
- Cost Estimating, Budgeting and Accounting Reports
- Technical and Regulatory Reports
- Submittals

The MIS is considered critical to the success of most all Task Orders. This MIS should integrate cost and schedule information to provide at a minimum: daily tracking of costs incurred, daily tracking of costs scheduled, projection of cost and schedules, and time phased budget and spending curves. The schedule portion of this MIS should include a standard network analysis system that can be resource loaded for cost and manpower projections and earned value analysis. Automated information should be remotely accessible at the work site and other locations to allow for: daily cost tracking of actual labor, equipment, purchases, subcontracts, and other commitments, obligations, and expenditures; and evaluation of the impact of modifications on the Task Order cost schedule by USACE personnel.

The Contractor shall provide MIS procedures anticipated for tracking all phases of cost, from daily subcontracting, material, labor and overheads, through the phase required to invoice for cost. The daily cost tracking shall be performed in a Work Breakdown Structure (WBS) format, with various defined levels of control. The upper levels of the WBS shall be where the Contractor's costs roll-up to levels where the COR will manage costs and funding. For example, Level 1 would be the total project and Level 2 will be Engineering, Construction and Fee. The lower level of the WBS shall be where the Contractor controls costs per his own accounting system. The MIS and/or accounting system must be capable of recording and tracking costs by separate project funds in addition to work schedule items. Earned Value reporting is expanded at the upper levels of the WBS.

6.2.2 Program Management /Project Management

Planning and Scheduling - The planning and scheduling system shall be based on a network theory embodied in the critical path method (CPM) which shows the time needed for each step of the project and also the steps that must be taken in a logical sequence.

Cost estimating, budgeting and accounting systems shall be required of the Contractor. These systems shall provide reports to the Government for three basic categories. The details of these reports shall be established after contract award and accordingly incorporated into the MIS.

- Cash flow reports including cost tracking
- Balance sheet reports
- Commitment status and forecast reports

Technical and Regulatory Reports shall be prepared and submitted by the Contractor for each project. These systems reports shall contain the following information: Contract number, Contractor name, project name, reporting period, scheduled completion date, actual completion date.

6.3 Chemical Quality Management

6.3.1 General.

This section identifies the chemical expertise needed, laboratory (lab) support needed, project staff organization chart, and the submittals that are required to document the Contractor's understanding of the chemistry related details of the cleanup and his approach to qualify control of chemical measurements. The general chemistry requirements for this Contract are described in Engineering Regulation ER 1110-1-263, Chemical Data Quality Management for HTRW Remedial Activities available at http://www.usace.army.mil/inet/usace-docs/eng-regs/er1110-1-263/toc.htm, and the Louisville Chemistry Guide (LCG) available at http://www.lrl.usace.army.mil/ed/htrw/LCGversion5.pdf or the latest version. These guides illustrate the nature of chemistry requirements to be accomplished in the chemistry related tasks identified in the site-specific task orders to ensure that legally defensible data are obtained. The supplement requirements are applicable to the Contractor and any subcontractors. All work shall be performed in accordance with the ER and the LCG unless otherwise specified in the site-specific task order. If there are any differences between these guides and the site-specific task order, the Contractor shall implement the site-specific instructions.

6.3.2 Laboratory Support Services.

Field testing capability, field laboratory capability and a stationary lab, shall be used either in combination or individually depending on the circumstances of the cleanup project. The Contractor's laboratory proposal shall include details describing chemical measuring capabilities related to supporting the cleanup of various types of chemical cleanup projects.

6.3.3 Field Testing Capability.

Field testing capability shall include at a minimum the standards, equipment and knowledge to use photo ionizing detectors, flame ionizing instruments, combustible gas/oxygen meters, ionizing radiation meters, and pH and conductivity meters. Other fields testing devices shall be readily available for rent and use for project specific needs.

6.3.4 In-House or Subcontracted Field Lab.

Arrangements to use an in-house or subcontracted field lab along with access to trained chemists, standards, procedural testing references, instruments and other furniture and apparatus shall be described in the proposal. At a minimum, access to a field lab with the capability of gas chromatography, atomic absorption spectrophotometry and gravimetric and volumetric analysis is required. Various support equipment for the above instrumentation as well as sample preparation and storing shall also be needed. Before sampling on a specific cleanup project can begin, both on-site and off-site laboratories shall be approved by the government (USACE HTRW MCX). This will include analysis of matrix and analyte specific performance audit samples and a possible lab inspection prior to start-up.

6.3.5 Capabilities - The capabilities of the in-house or subcontracted stationary lab shall include the whole range of environmental analyses of air, water, soil and materials using standard methods.

6.3.6 Chemical Quality Control.

The Contractor shall adhere to specifications and requirements for Chemical Quality Control and specifications for Environmental Data Quality Management for sampling and analysis associated with characterization of soils, ground water, and other media for this contract. The Contractor shall delineate responsibilities and procedures for all sampling and analytical activities to assure that the data obtained is of sufficient quality to meet intended usages and Applicable or Relevant and Appropriate Requirements (ARAR's) within the project. **The Sampling and Analysis Plan shall be composed of a Field Sampling Plan (FSP) and a Quality Assurance Plan (QAPP) if one has not been prepared for the installation. The SAP shall include detailed plans for sampling, analysis, and chemical quality control (QC) activities. Unless otherwise specified in a task order, normal turnaround (t/a) time shall be defined as 21 days and shall be applicable for analysis for this project. All such plans shall be consistent with the most recent version of the Louisville Chemical Guide.**

6.3.7 Analytical Requirements and Data Quality Management

6.3.7.1 Laboratory Certification – Depending on the task order requirements, laboratories may be required to comply with the Louisville Chemistry Guidelines (LCG) for conducting laboratory analysis and quality assurance.

The Contractor shall be, or shall sub-contract with, one or more laboratories, which can be certified by the U.S. Army Corps of Engineers (and appropriate State regulatory agency(s), if required) for applicable analyses of air, water, soil, and materials using standard methods.

6.3.7.2 Analyses

Analyses shall be specified on a task order basis. Typical analysis may include volatiles, acid extractable compounds, base/neutral extractable compounds, pesticides, metals, cyanide, PCB, dioxin and the conventional pollutants as shown in Tables IB, IC and ID, excluding fecal coliform and surfactants, of the Code of Federal Regulations, Title 40, Part 136.3. Tests to determine if a material is hazardous waste according to the Code of Federal Regulations, Title 40, Part 261 shall also be within the lab's capability.

6.3.7.3 Analytical Methods

Prior to the collection of samples, laboratories shall at a minimum be certified to perform analyses for volatiles, semi-volatiles, cyanide, high explosives, herbicides, dioxins and furans, major anions and cations, biological and limnological parameters, and analyses to determine if a material is RCRA hazardous waste. Analytical methods used shall be approved by Environmental Protection Agency (EPA) standard methods, unless technically impractical. Methods shall include, but shall not be limited to, those described in EPA SW-846 (Third Edition), EPA 600/4-79-020, and EPA 600/4-82-057. Methods described in the

EPA Contract Laboratory Program Statement of Work for organic and inorganic compounds will be acceptable. If the laboratory is to analyze air samples by the OSHA methods, then the laboratory shall be successfully participating in a NIOSH PAT PROGRAM and be AIHA accredited. Before sampling work on a cleanup project can begin, the Government shall approve the lab. The approval process may include an analysis of an audit sample(s), an on-site lab inspection and approval of Lab's Quality Management Plan (LQMP). Field labs are subjected to the same criteria for approval.

6.3.7.4 Submittals

The Contractor shall be required to develop a chemical data acquisition plan (CDAP), which includes chemical quality management, and have the plan accepted by the CO/COR prior to the collection of samples.

6.4 Contractor Quality Control

Contractor Quality Control (QC) is the means by which the Contractor ensures that the work, to include that of subcontractors and suppliers, complies with the requirements of the contract. Quality Control encompasses three aspects; **pre-remediation activities**, construction and chemical data quality control (addressed separately in paragraph 6.3 of this section. The control shall be adequate to cover all operations, including both on-site and off-site activities.

The Contractor is responsible for quality control and shall establish and maintain an effective quality control system. The quality control system shall consist of plans, procedures, and organization necessary to produce an end product. All specifications and requirements for Construction Quality Control are described in Appendix B of this Section, which complies with governing regulations and the contract requirements. The system shall cover all aspects of the work, unless otherwise determined by the Government Representative. The Contractor's quality control program shall include inspections and tests as described in the task orders.

6.5 Acquisition Management Plan

Acquisition Management involves the offerors' procedures for acquisition and control of equipment, supplies, material, and labor resources for the contract. Processes should assure that equipment, supplies, material and personnel will be available when they are required. Acquisition addresses how best value will be achieved, conducting lease-buy analyses consistent with government requirements. Subcontracts may be required to execute the work on a given task order. Government property will be required to be managed and tracked according to federal requirements.

7.0 SAFETY

7.1 General

This contract requires the Contractor to develop and implement safety and occupational health documents and procedures for executing HTRW and OE activities, including investigation, engineering support and response **planning**, and response actions and other related activities at HTRW and OE sites. Unified Federal Guide Specification (UFGS) LRL-01525L dated November 2003 and 0800, Special Clauses, dated Sept 2003 provide guidance in this area. In addition, where the task order involves construction activities associated with environmental compliance or support, the offeror shall follow EM 385-1-1, for development of Accident Prevention Plans.

The Offerors shall follow Engineering Regulation (ER) 385-1-92 and EM 385-1-1, regarding preparation and minimum requirements of Contractor safety, health and emergency response requirements associated with HTRW work and Accident Prevention Plans under this contract. The Offerors shall have an ongoing Safety and Health Program, meeting the most current requirements of Federal, State and local laws, regulations, and guidance.

The task orders issued under the Contract shall specify the required documents. Useful references include but are not limited to:

Public Law (PL) 96-510 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA);

PL 99-499, Superfund Amendments and Reauthorization Act (SARA);

10 Code of Federal Regulations (CFR) 19-171, Nuclear Regulatory Commission;

29 CFR 1910, Occupational Safety and Health Administration (OSHA), Occupational Safety and Health Standards;

29 CFR 1910.120, OSHA, Hazardous Waste Site operations and Emergency Response;

29 CFR 1926, OSHA, Safety and Health Regulations for Construction;

29 CFR 1926.65, OSHA, Hazardous Waste Site Operations and Emergency Response;

29 CFR 1960, OSHA, Federal Employee Safety and Health Programs;

49 CFR Subpart C, Department of Transportation (DOT), Hazardous Materials Regulations;

NIOSH/OSHAIUSCG/EPA, Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, October 1985;

Federal Acquisition Regulations (FAR) 52.236-13, Accident Prevention;

Army Regulations (AR) 40 series;

AR 200-1, Environmental Protection and Enhancement;

AR 385 series;

Engineer Regulations (ER) 385 series,

ER 385-1-92, Safety and Occupational health Requirements for Hazardous, Toxic, and Radioactive Waste (HTRW) Activities;

ER 1110-3-109;

ER 1110-1-8153, Engineering and Design – Ordnance and Explosive Response;

ER 1165-2-132;

Engineer Manual (EM) 385-1-1, USACE, Safety and Health Requirements Manual.

The following additional references pertain to OE sites. Note that this list of references is not intended to be the complete list. Additional references may be obtained at the OE MCX website: http://www.hnd.usace.army.mil/oew/policy/regpro.html. References denoted with an * are only for Recovered Chemical Warfare Materiel (RCWM) sites.

DOD 6055.9, DOD Ammunition and Explosives Safety Standards;

*AR 50-6, Nuclear and Chemical Weapons and Material, Chemical Surety;

AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal (EOD);

AR 190-12, Physical Security of Arms, Ammunition and Explosives;

*AR 385-61, Safety Studies and Reviews of Chemical Agents and Associated Weapon Systems;

AR 385-64, Ammunition and Explosives Safety Standards;

DA PAM 40-8, Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Nerve Agents GA, GB, GC and VX,

*DA PAM 40-173, Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Mustard Agents H, HD and HT,

*DA PAM 50-6, Chemical Accident or Incident Response and Assistance (CAIRA) operations;

*DA PAM 385-61, Toxic Chemical Agent Safety Standards;

DA PAM 385-64, Ammunition and Explosives Safety;

EP 385-1-95a, Basic Safety Concepts and Considerations for Ordnance and Explosives Operations;

Data Item Descriptions, DIDs, may be obtained at

http://www.hnd.usace.army.mil/oew/policy/dids/didindx.html

7.2 Safety and Health Program (SHP)

The Contractor performing task order requirements at HTRW and OE sites is required by regulation to develop and maintain a written safety and health program in compliance with the requirements of USACE ER 385-1-92, OSHA standard 29 CFR 1920.120 (b)1 / 29 CFR 1926.65(b). Existing written safety and health programs are acceptable if they are modified to cover the criteria in EM 385-1-1, Table 28-1.

7.3 Site Safety and Health Plan (SSHP)

The SSHP shall describe the safety and health procedures, practices, and equipment to be implemented and utilized in order to protect affected personnel from the potential hazards associated with

the site-specific tasks to be performed. The level of detail provided in the SSHP shall be tailored to the type of work, complexity of operations to be accomplished, and the hazards anticipated. Requirements for safety are provided on a Task Order basis incorporating LRL Guide Specifications 0800 and 01525 (Nov 2003), in most all situations. Specific requirements of each will be provided by Task Order. United Facilities Guide Specifications (UFGS) are incorporated on a task order by task order basis. In all cases, however, all topics required by OSHA Standard, 29 CFR 1910.120 (b) (4) 29 CFR 1926.65(b)(4), and those elements listed and described in ER 385-1-92 shall be addressed in the SSHP on a site-specific basis.

Where use of a specific element is not applicable to the project, provide a negative declaration to establish that adequate consideration was given the topic, and provide a brief justification for its omission or reduced level of detail. For task orders involving OE, the format for the SSHP shall be in accordance with Data Item Description OE-005-06. The SSHP must be accepted before work begins.

7.4 Activity Hazard Analysis.

7.4.1 General Information:

The Corps of Engineers *Safety and Health Requirements Manual*, EM385-1-1, requires our contractors to prepare an Activity Hazard Analysis (AHA) for each work activity (feature of work) involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform the work. It also requires the Contractor to provide indoctrination and training to their respective employees, which includes job hazards and the means to control/eliminate those hazards, including applicable position and/or activity hazard analyses. Activity Hazard Analysis Requirements are provided in Appendix C, specific format requirements for a given Task Order will be provided in the Statement of Work.

7.4.2 Corporate Safety and Health Program

The Contractor shall have an ongoing Corporate Safety and Health Program, which meets Occupational Safety and Health Administration (OSHA) standards. The Contracting Officer/Contracting will review the Program Officer's Representative (CO/COR), and must be conditionally accepted by the CO before award of any task orders. Site-specific health and safety plans shall be prepared and accepted prior to the start of field activities for each task order. No change in the accepted plans shall be implemented without written concurrence by the CO/COR.

7.4.3 Health and Safety Personnel

The Contractor shall utilize the services of an experienced Certified Industrial Hygienist (CIH) to develop, implement, and sign all remediation SSHPs, and an experienced Certified Health Physicist (CHP) to implement and oversee the radiological portions of the Safety and Health program. The CIH and/or the CHP will not necessarily be required to be on site during remedial activities, but should be readily available for consultation when required. The Contractor shall **identify** individuals to serve as Site Safety and Health Officers (SSHO) following award of task orders. The SSHO shall be assigned to each site during work activities on a full-time basis.

The SHM and SSHO are generally not the same individuals. The SHM is a program level individual whose responsibilities are for the overall direction of the Safety and Health Program for the entire contract. The SHM and the CIH, in some organizations, may be the same individuals. Individual resumes of the SSHOs are not requested in this proposal.

The SSHO shall be the main Contractor contact for any on-site emergency situation. In general, it is not required that the SSHO is a CIH, CSP or CHP. The SSHO shall report directly to a senior corporate

manager not in the production management chain of command. For Radiological projects, the Contractor shall have a radiological safety officer (RSO) who shall be responsible for site activities associated with radiological materials and/or wastes. **The Contractor shall utilize trained and experienced technicians (e.g., radiological technicians) as necessary to support field operations.**

Offeror will provide information as described in Section L, Tab D, Safety for evaluation.

8.0 REGULATORY REQUIREMENTS

8.1 General

All work to be performed under this contract shall be conducted in full compliance with all applicable Federal, State and Local laws, regulations, and guidance. The Contractor shall be knowledgeable of all applicable statutory or regulatory stipulations, and shall ensure that no exceptions to this requirement are made at any time. The Contractor shall assure that all activities performed by their personnel, sub-contractors and suppliers are executed as required by these laws, regulations, and guidance.

8.2 Permits and Licenses

The Contractor shall obtain all applicable permits, licenses, authorizations and/or certificates, as required by applicable Federal, State and Local laws and regulations, prior to the start of operations for which they are required. The Contractor shall ensure all permits, licenses, and/or certificates are valid at the time work is to be conducted. USACE Ordnance & Explosives (OE) Center of Expertise (CX) policy regarding permits and permit "equivalency" process for Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) on-site response actions will be followed on OE projects. The Government will sign required permits, hazardous waste manifests, shipping documents, and other such documents as the generator/owner. The Government may empower the Contractor to sign these documents on the behalf of the Government.

8.3 Incidents of Noncompliance

Any incident of noncompliance noted by the Contractor shall immediately be brought to the attention of the Contracting Officer (CO) or the CO's designated representative by written notice. Nothing in this contract shall relieve the Contractor of their responsibility to comply with all applicable laws and regulations.

8.4 Geotechnical Requirements

8.4.1 General.

Geotechnical requirements related to tasks to be conducted under this contract will be described in detail in each individual task order. The Contractor shall perform all necessary fieldwork and analyses to address the appropriate geotechnical requirements in accordance with applicable Federal, State, and local regulations and technical guidance.

8.4.2 Geotechnical Testing.

The laboratory to be used by the Contractor shall comply with Corps of Engineers Engineering Regulation 1110-1-261 Quality Assurance of Laboratory Testing Procedures. Validation of Geotechnical Laboratories. The types of laboratory services anticipated under this contract include, but are not limited to, mechanical analysis (sieve analysis), hydrometer analysis, Atterberg Limits, soils classifications, permeability, standard and modified proctor tests and relative density

tests. The Proposal shall identify the anticipated laboratory or list of laboratories, planned for use on this type of contract work.

8.5 Mixed Waste Site Operations

Task orders issued under this contract may include the investigation and/or clean up of sites contaminated with multiple types of waste (HTRW, OE, or RCWM). The various waste types may be co-located or physically mixed. Work requirements are consistent with single waste type sites, however safety and waste management requirements will vary with all applicable Federal, State, and local Laws, regulations, and guidance.

8.6 Environmental Protection and Enhancement Operations

The Contractor may be called upon to plan and/or conduct operations to protect and/or enhance the environment. These projects may include, but are not limited to, sediment and erosion projects, storm damage repair and restoration projects, tree protection, habitat creation and enhancement projects, and/or dredging projects.

8.7 Waste Management

The Contractor shall manage all waste materials generated as a result of work performed under this contract in strict accordance with all applicable and appropriate Federal, State, and local statutes, regulations, implementing instructions, and guidance. The Government will sign hazardous waste manifests and such documents as the generator/owner. The Government may empower the Contractor to sign these documents on the behalf of the Government.

8.8 Government Support

Any Government support shall be identified in individual task orders.

8.9 Travel

All travel will be in accordance with the the Federal Travel Regulations (FTR) and guidelines.

8.10 Submittals

8.10.1 Annotated Comments

The Contractor shall use Design Review and Checking System (DrChecks) in accordance with Corps of Engineers Engineering Regulation, ER 1110-1-8159, DrCHECKS, for the review and feedback of all submittal and project review documents. DrChecks shall be used to document and track Environmental Regulator reviews, Independent Technical Reviews (ITRs), Quality Control (QC) reviews, Value Engineer (VE) studies, Quality Assurance (QA) reviews and Constructability/Operability reviews. The role of the Reviewer is to review the document and enter comments into the DrChecks system. The role of the Contractor is to evaluate and respond to the comments entered by the Reviewer (s) and take the appropriate action as deemed necessary by their response. The final role of the Reviewer is to verify that the Contractor's response is acceptable. The review is completed when there are no pending comments to be evaluated and there are no pending or open comments under back-check.

Written comments presented by the reviewers of the project work plans, project reports, conferences, and other similar reports shall be attached to each final submittal with the action noted. Annotated comment action shall be "A" for an Approved comment, "D" for a Disapproved comment, "W" for a comment that

has been Withdrawn, and "E" for a comment that has an Exception noted. In addition, brief written responses to comments shall be added where appropriate.

8.10.2 Technical and Regulatory Reports

Technical and regulatory reports and plans such as, but not limited to, work plans, sampling and analysis plans, completion reports, etc. shall be prepared in Draft, Draft Final and Final form and submitted by the Contractor to the government designee (i.e. COR, Technical Manager, etc.) for each project. All reports shall have a title page/header identifying the Contract and Task Order number; Contractor name; project name; location of project; report type; and date of submittal. The task order statement of work will further specify the submittals for each project.

8.10.3 Partial Submittals

Partial submittals will not be accepted without prior approval from the Contracting Officer's Representative.

8.10.4 Revisions and Addenda

The Contractor shall incorporate approved review comments and revise and reissue affected pages. If major revisions are necessary, the entire document shall be resubmitted. Addenda sheets may make minor changes affecting only a few pages. The affected pages shall have the revision number and date of correction on the bottom-right corner of the page. Any changes to the work plan shall be submitted under a cover sheet with a list of pages that have been revised. The revised pages the Contractor issues shall cover any additions or changes to the plans or reports. The addendum for the project plan shall be issued prior to the commencement of work for that phase.

8.10.5 Review of Progress and Technical Adequacy

At any appropriate time, representatives of the Contracting Officer may review the progress and technical adequacy of the Contractor's work. Such review shall not relieve the Contractor from performing all contract requirements, except as may be waived by written instructions.

8.10.6 Distribution

Distribution requirements will be established with the scope of services on a Task Order basis, but generally, the Contractor is responsible for reproduction and distribution of all documents. Documents shall be mailed via regular mail, overnight service, electronic distribution, etc., as specified in the task order.

9.0 ENVIRONMENTAL PROTECTION REQUIREMENTS

The Contractor shall perform all work in a manner that minimizes the pollution of air, water or land and develop contingency measures for cleanup of any spills that may occur during performance of this contract. The Contractor shall control noise and dust within reasonable limits or limits established by applicable federal, state, and local laws and regulations. A site survey may be required to identify any wetlands, endangered species, special habitat or other protected areas. Task Orders may include specific environmental protection requirements.

10.0 MANIFESTING, TRANSPORTATION, AND DISPOSAL REQUIREMENTS

The Contractor shall review and/or develop information and implement the necessary manifesting, transportation and disposal criteria, procedures, and practices sufficient to protect personnel, the environment, and potential receptors from the chemical, physical, and/or biological hazards. All information necessary to file the Annual and/or Biennial reports for each project shall be prepared and submitted by the Contractor. The Contractor is responsible for certification of all manifests and total management of their transportation and disposal procedures including scheduling, control, and reporting. The Contractor's on-site person responsible for certification shall be trained as per 49 CFR 172.700. Task Order may include additional manifesting, transportation and disposal requirements. OE shall be transported off site in accordance with the requirements specified in EP 1110-1-18, Ordnance and Explosives Response, and paragraph 1-9, TB 700-2.

10.1 Off-Site OE Disposal

The Contractor may be required to move OE off-site in order to accomplish final disposition. If other than on-site disposal is required, then a Disposal Feasibility Report shall be submitted in accordance with DD Form 1423 and DID OE-040.01, and the subsequent Work Plan prepared accordingly.

11.0 SECURITY

11.1 Physical Security

The Contractor shall provide site security as required by each individual Task Order. However, at a minimum, the Contractor shall maintain the site and all other Contractor controlled areas in such a manner as to minimize the risk of injury or accident to site personnel or others who may be in the area. Work on or near roadways shall be marked with lights and barricades meeting State and local regulations. Where such regulations are not applicable or adequate, the Contractor shall minimize the risk of an accident. Special consideration shall be given to site security/safety needs near residential areas where there maybe children. When working at BRAC or active installations, there may be additional, installations-specific, security requirements that shall be followed.

11.2 Security at Military Installations

When work is performed at a military installation the Contractor shall comply with all security requirements of that installation.

12.0 COST-REIMBURSABLE TASK ORDER REQUIREMENTS

When a cost reimbursable task order is issued, the Contractor's daily cost tracking form shall be submitted periodically as specified in the task order. The Contractor shall maintain an electronic copy, showing daily cost tracking. The electronic copy shall be provided to the USACE Contracting Officer Representative (COR) as requested. The electronic copy shall be in a format that is compatible with software currently in use by the task order issuing District, Corps of Engineers or the Contractor shall supply USACE with a copy of the software needed to access the files at no cost to the Government. The Cost Tracking shall be a real time, up to date compilation of all costs incurred/obligated for the date(s) covered.

The form shall include but is not limited to a complete listing of the work expected to be performed **for** the period covered. It shall list all the plant, labor, and materials to be used and the estimated cost to complete the work planned for the next period. The Contractor shall also provide to the USACE COR for approval, the projected home office/professional and management hours to be used on a task order for the following period. Cost control should be part of the execution of task orders. Problems and cost overruns should be addressed immediately and correction proposed to the Contracting Officer.

(End of Section C)

SECTION C
Appendix A
SAFETY AND HEALTH

1. SAFETY AND HEALTH

The most important consideration to be regarded throughout all aspects of MARC activities is the safety and health of affected on-site personnel, potential off-site receptors, and the protection of the environment. Accordingly, detailed safety and health criteria, practices, and procedures shall be developed and implemented to provide proper control of and protection against the unique safety, chemical, physical, radiological and biological hazards. This subsection describes, in general terms, the minimum Contractor safety, health and emergency response requirements associated with this contract.

The Contractor shall have an ongoing Safety and Health Program (SHP) meeting the most current requirements of federal, state, and local laws, regulations, and guidance. Once a facility SSHP is written, additional SSHPs for the individual WADs (for specific sites, areas or projects) may be written as addenda to the facility-wide SSHP. The Contractor shall ensure that all safety and health provisions are followed by their subcontractors, suppliers and support personnel.

1.1 DEVELOPMENT AND IMPLEMENTATION OF THE SAFETY AND HEALTH PROGRAM.

When required, the Contractor shall prepare a written SSHP, or addendum, as appropriate. The contractor shall review all information provided and develop the necessary documents which contain the health and safety criteria, procedures, and practices sufficient to protect on-site personnel, the environment, and potential off-site receptors from chemical, physical, radiological, and biological hazards. The Contractor shall utilize the services of qualified personnel, as defined in Appendix B of ER 385-1-92, regulatory requirements for asbestos and lead-based paint, and this subsection, to oversee the development and implementation of required safety and health documents. In addition to hazardous, toxic, and radioactive waste (HTRW) operations, this subsection includes ordnance and explosive waste (OEW) avoidance, and asbestos and lead-based paint (LBP) abatement.

1.2 REFERENCES:

a. United States Army Corps of Engineers (USACE), Safety and Health Requirements Manual, EM 385-1-1, 3 November 2003.
b. USACE, Safety and occupational Health Document Requirements for Hazardous, Toxic, and Radioactive Waste (HTRW) and Ordnance and Explosive Waste (OWE) Activities, ER 385-1-92, March 18, 1994.
c. Occupational Safety and Health Administration (OSHA) Standards 29 CFR 1910, Occupational Safety and Health Standards.
d. Occupational Safety and Health Administration (OSHA) Standards 29 CFR 1926, Safety and Health Regulations for Construction.
e. Occupational Safety and Health Administration (OSHA) 29 CFR 1926.65, Hazardous Waste Operations and Emergency Response.
f. Occupational Safety and Health Administration (OSHA) 29 CFR 1926.62, Lead Exposure in Construction.
g. Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1101, Asbestos.
h. Occupational Safety and Health Administration (OSHA) 29 CFR 1910.132, Personal Protective Equipment, General Requirements.
i. Federal Acquisition Regulation, F.A.R. Clause 52.236-13: Accident Prevention.
j. Nuclear Regulatory Commission Standards (NRC), 10 CFR 20, Standards for Protection Against Radiation.

k. NIOSH/OSHA/USCG/EPA, Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, October 1985.
l. EPA, "Standard Operating Safety Guides", July 1988.
m. American Conference of Governmental Industrial Hygienists (ACGIH), "Threshold Limit Values and Biological Exposure Indices" for (1995 – 1996.
n. Other State, local, and regional safety and health requirements.
o. EM 385-1-1, Appendix A, Accident Prevention Plans .

1.3 DEFINITIONS. The following definitions are provided to help Offerors to fully understand the various requirements of this SOP.

a. *Asbestos Activities*. Asbestos activities include those activities undertaken for the removal or encapsulation of materials containing asbestos. Asbestos activities include, but not limited to, construction, alteration, repair, maintenance or renovation of structures. Activities include Class I, Class II, Class III, and Class IV work involving asbestos containing materials (ACM).

b. *Asbestos Hazard Abatement Plan*. A detailed plan of the response actions to be taken and the control procedures to be used in the abatement of asbestos containing material.

c. *Emergency Response Plan*. A written plan, which becomes part of the SSHP, to handle anticipated emergencies.

d. *HTRW Activities*. HTRW activities include those activities undertaken for the Environmental Protection Agency's (EPA) Superfund program, the Defense Environmental Restoration Program (DERP), including Formerly Used Defense Sites (FUDS) and Installation Restoration Program sites at active DOD facilities, HTRW actions associated with Civil Works projects, and any other work performed at HTRW sites.

e. *Lead-Based Paint (LBP) Activities*. LBP activities include construction work undertaken for the removal, construction, alteration and repair of materials containing LBP and personnel who may be occupationally exposed.

f. *L*ead Compliance Plan. A detailed plan that identifies the work procedures, and health and safety measures to be used to minimize exposure to lead in construction and ensure compliance with the elements of 29 CFR 1926.62. A lead compliance plan for lead abatement can be viewed as covered within the *Lead Management Plan*.

g. *LBP Management Plan*. A detailed plan that identifies the work procedures, and health and safety measures to be used in lead abatement.

h. *Protective Action Plan*. An ordnance and explosive waste (OEW) plan developed to document and communicate hazards to the public and the specific procedures and actions to be taken to protect public safety and health in the event of emergency conditions.

i. *Radiation Activities*. Radiation activities include those activities undertaken for the removal, handling, storage, transportation and disposal of radioactive materials and

ionizing radiation producing devices. This includes radioactive material and radiographic devices.

2.0 ACTIVITY HAZARD ANALYSIS REQUIREMENTS

Instructions for use and preparation of the Activity Hazard Analysis, CELRL Form 1259, dated 1 November 2001. For work in the Louisville District, this format is provided for general information for AHA development.

1. General Information: Applicable references from the Corps of Engineers *Safety and Health Requirements Manual*, EM385-1-1, are as follows:

A. The Corps of Engineers *Safety and Health Requirements Manual*, EM385-1-1, section 01.A.07, requires an Accident Prevention Plan, written by the Prime Contractor for the specific work and hazards of the contract. This plan shall be developed by a qualified person. The plan shall also be signed by a competent person and a representative of the Prime Contractor's project management team (for the contract). The plan will provide detailed information on how the Contractor will implement pertinent requirements of the Corps of Engineers *Safety and Health Requirements Manual*, will be job specific, will address work to be performed by subcontractors, and will address measures to be taken by the Contractor to control hazards. This document will be reviewed and found acceptable by the Government before initiation of work at the job site.

B. The Corps of Engineers *Safety and Health Requirements Manual*, EM385-1-1, section 01.A.09, requires our contractors to prepare an Activity Hazard Analysis (AHA) for each work activity (feature of work) involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform the work.

C. The Corps of Engineers *Safety and Health Requirements Manual*, EM385-1-1, section 01.B.02, requires the Contractor and the Corps of Engineers to provide indoctrination and training to their respective employees, which includes (in paragraph f.) job hazards and the means to control/eliminate those hazards, including applicable position and/or activity hazard analyses.

Activity Hazard Analysis Requirements: The Activity Hazard Analysis (AHA) is a documented process by which the steps (procedures) required to accomplish a work activity are outlined, the actual or potential hazards are identified, and measures for the elimination or control of those hazards are developed. The AHA should be included as a portion of the APP or SSHP, as appropriate.

Work will not begin on the work activity (feature of work) until the AHA for that activity has been accepted by the Government and discussed with all who are engaged in the performance of that activity. The AHA would initially be reviewed during the Preparatory Phase meeting to ensure it adequately addresses the work to be performed. If changes or additions are necessary they are incorporated into the document at that time. The AHA should then be discussed with all workers actually performing the work. This can be accomplished as part of a tailgate safety meeting prior to commencing the work. The Initial Phase inspection would then verify all actions needed to eliminate or minimize the hazards are being implemented. If not then corrective actions would be taken. Daily follow up inspections are then used to verify the work is being performed in accordance with the accepted AHA and any additional agreements/changes made during the preparatory and initial phase inspections.

3. CELRL Form 1259: CELRL Form 1259 is the Activity Hazard Analysis Form to be used by all contractors and government personnel performing work under this contract.

SECTION C
Appendix B
CONTRACTOR QUALITY CONTROL (CQC)

1 General - The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract Clause entitled "Inspection of Construction". The quality control system **incorporates pre-remediation activities**, construction and chemical data quality assurance, and shall consist of plans, procedures, and organizations necessary to produce an end product that complies with the contract requirements. The system shall cover all construction operations, both on-site and off-site and specific requirements shall be included in individual Task Orders. USACE Guide Specification 01451, dated Jan 2003, provides requirements for construction QA.

2 Quality Control Plan

2.1 General - The Contractor shall furnish for review by the Government, not later than 20 days after receipt of notice to proceed with a Task Order, the Contractor Quality Control (CQC) Plan proposed to implement the requirements of the Contract Clause entitled "Inspection of Construction". The plan shall identify personnel, procedures, control, instruction, test, records, and forms to be used. Operations will be permitted to begin only after acceptance of the CQC Plan or acceptance of an interim plan applicable to the particular feature of work to be started. Work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a CQC Plan or another interim plan containing the additional features of work to be started. This plan will be reviewed and accepted at the time of the task order.

2.2 During the course of the contract, the Contractor will receive various Quality Assurance comments from the Government that will reflect correction needed to Contractor activities, or that will reflect outstanding or future items needing the attention of the Contractor. The Contractor will acknowledge receipt of these comments by specific number reference on their Daily CQC Report and will also reflect on their Daily CQC Report when these items are to be completed, once completed or corrected to permit Government verification.

2.3 The Contractor's schedule system shall include, as specific and separate activities, all Preparatory Phase Meetings (inspections); all O&M Manuals and all Test Plans of electrical and Mechanical Equipment or Systems that require validation testing or instructions to Government representatives.

2.4 Content of the CQC Plan - The CQC Plan shall include, as a minimum, the following to cover all construction operations, both on-site and off-site, including work by subcontractors, fabricators, suppliers, and purchasing agents:

- A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three phase control system for all aspects of the work specified. **The staff shall include a QC Manager who shall report to someone higher than the Project Manager in the Contractor's organization.** Project Manager in this context shall mean the individual with responsibility for the overall management of the project including **all product** quality and production, chemical data quality and construction quality aspects. See also Paragraph titled "Control", below.

The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a QC function.

A copy of the letter to the QC Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions

of the QC Manager, including authority to stop work which is not in compliance with the contract. The QC Manager shall issue letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities. Copies of these letters will also be furnished to the Government.

- Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, off-site fabricators, suppliers, and purchasing agents. These procedures shall be in accordance with the procedures as listed above.

- Control, verification, and acceptance testing procedures for each specific test, feature of work to be tested, test frequency, and person responsible for each test. Laboratory facilities will be approved by the Contracting Officer.

- Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.

- Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures will establish verification that identified deficiencies have been corrected.

- Reporting procedures, including proposed reporting formats.

- A list of the definable features of work. A definable feature of work is a task that is separate and distinct from other tasks and has separate control requirements. It could be identified by different trades or disciplines, or it could be work by the same trade in a different environment. Although each section of the specifications may generally be considered a definable feature of work, there are frequently more than one definable feature under a particular section. This list will be agreed upon during the coordination meeting.

2.5 Acceptance of Plan - Acceptance of the Contractor's plan is required prior to the start of construction. Acceptance is conditional and will be predicated on satisfactory performance during the construction. The Government reserves the right to required the Contractor to make changes in the CQC plan and operations including removal of personnel, as necessary, to obtain the quality specified.

2.6 Notification of Changes - After acceptance of the CQC plan, the Contractor shall notify the Contracting Officer in writing a minimum of seven calendar days prior to any proposed change and provide qualifications of proposed replacement if requested. Proposed changes are subject to acceptance by the Contracting Officer.

3 Coordination Meeting - After the Pre-construction Conference, before start of construction, and prior to acceptance by the Government of the CQC Plan, the Contractor shall meet with the Contractor's quality control system personnel. During the meeting, a mutual understanding of the system details shall be developed, including the forms for recording the QC operations, control activities, testing, administration of the system for both on-site and offsite work, and the interrelationship of Contractors Management and control with the Government's Quality Assurance personnel. Minutes of the meeting shall be prepared by the Contractor and signed by both the Contractor and the Contracting Officer or designated representative. The minutes shall become part of the contract file. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the QC system or procedures that may require corrective action by the Contractor.

4 Quality Control Organization

4.1 QC Manager - The Contractor shall identify an individual within his organization at the worksite who shall be responsible for overall management of QC and have the authority to act in all QC matters for the Contractor. **The QC Manager** shall be on the site at all times during construction and will be employed by the Contractor, except as noted herein. An alternate for the **QC Manager** will be identified in the plan to serve in the event of the **QC Manager's** absence. The requirements for the alternate will be the same as for the designated **QC Manager**.

4.2 QC Organizational Staffing - The Contractor shall provide a QC staff, which shall be at the worksite at all, times during progress, with complete authority to take any action necessary to ensure compliance with the contract.

4.2.1 QC Staff - Following are the minimum requirements for the QC staff. These minimum requirements will not necessarily assure an adequate staff to meet the QC requirements at all time during construction. The actual strength of the QC staff may vary during any specific work period to cover the needs of the work period. This listing of minimum staff in no way relieves the Contractor of meeting the basic requirements of quality construction in accordance with contract requirements. All QC staff members shall be subject to acceptance by the Contracting Officer.

4.2.2 QC Manager - **The on-site QC Manager for small jobs may have other duties such as project superintendent in additional to quality control, as determined by the Contracting Officer. On large or complex projects, the QC Manager shall not be a dual-hatted position with the Site Supervisor or site manager for autonomy of operation. In most situations, the QC Manager shall report to someone higher in the organization, (ex. Corporate Level) other than the Project Manager. The responsibilities of the QC Manager shall include:**

- Review and approval of Contractor submittals.
- Inspection of materials and equipment received on-site to assure compliance with contract requirements.
- Inspection of on-site laboratory equipment to include verification of proper calibration and safety and health equipment to assure proper operation and accuracy.
- Inspection of Field Activities.
- Supervision of Quality Control testing as required by the contract documents.
- Authority to immediately implement changes to correct deficiencies discovered as a result of above inspections.
- Complete Corps of Engineers Quality Control class.

4.2.3 Supplemental Personnel - The Contractor shall provide as part of the QC organization, whenever the complexity of the work warrants, specialized personnel for the following areas: geological, hydrogeological, chemical, safety, health, health physics, electrical, mechanical, civil, structural, environmental, and architectural. These personnel shall assist and report to the **QC Manager**. Each person will be responsible for assuring the activity complies with the contract requirements for their area of specialization.

5.0 Submittals - Submittals shall be made as specified above. The QC organization shall be responsible for certifying that all submittals are in compliance with the contracts requirements.

6.0 Control - Contractor Quality Control is the means by which the Contractor ensures that the work, to include that of subcontractors and suppliers, complies with the requirements of the contract. The controls shall be adequate to cover all operations, including both on-site and offsite activities, and will be keyed to the proposed work sequence. The controls shall include at least three phases to be conducted by the **QC Manager** for all definable features of work, as follows:

6.1 Preparatory Phase - This phase shall be performed prior to beginning work on each definable feature of work and shall include:

- A review of each paragraph of applicable specifications.
- A review of the contract drawings.
- A check to assure that all materials and/or equipment have been tested, submitted, and approved.
- A check to assure that provisions have been made to provide required control inspection and testing.
- Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- A review of the appropriated activity hazard analysis to assure safety requirements are met.
- Discussion of procedures for constructing the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that phase of work.
- A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
- The Government shall be notified at least 48 hours in advance of beginning any of the required action of the preparatory phase. This phase shall include a meeting conducted by the **QC Manager** and attended by the superintendent, other QC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the **QC Manager** and attached to the daily QC report. The Contractor shall instruct applicable workers as to the acceptable level workmanship required in order to meet contract specifications.

6.2 Initial Phase - This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

- A check of preliminary work to ensure that it is in compliance with contract requirements. Review minutes of the preparatory meeting.
- Verification of full contract compliance. Verify required control inspection and testing.
- Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with sample panels is appropriate.

- Resolve all differences.

- Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.

- The Government shall be notified at least 48 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the Contractor and attached to the daily QC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.

- The initial phase should be repeated for each new crew to work on-site, or any time acceptable specified quality standards are not being met.

6.3 Follow-Up Phase - Daily checks shall be performed to assure continuing compliance with contract requirements, including control testing, until completion of the particular feature of work. The checks shall be made a matter of record in the QC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work that may be affected by the deficient work. The Contractor shall not build upon or conceal non-conforming work.

6.4 Additional Preparatory and Initial Phases - As determined by the Government, additional preparatory and initial phases may be conducted on the same definable features of work if the quality of on-going work is unacceptable, if there are changes in the applicable QC staff, on-site production supervision or work crew, of work on a definable feature is resumed after a substantial period of inactivity, or if other problems develop.

7.0 Tests

7.1 Testing Procedures - The Contractor shall perform specified or required tests to verify that control measures are adequate to provide a product that conforms to contract requirements. Testing includes operation and/or acceptance tests when specified. The Contractor shall procure the services of a Corps of Engineers approved testing laboratory or establish an approved testing laboratory at the project site. The Contractor shall perform the following activities and record and provide the following data:

- Verify that testing procedures comply with contract requirements.

- Verify that facilities and testing equipment are available and comply with testing standards.

- Check test instrument calibration data against certified standards.

- Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.

- Results of all tests taken, both passing and failing tests, will be recorded on the QC report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test will be given. If approved by the Contracting Officer, actual test reports may be submitted later with a reference to the test number and date taken. An information copy of tests performed by an off-site or commercial test facility will be provided directly the Contracting Officer. Failure to submit timely test reports as stated may result in nonpayment for related work performed and disapproval of the test facility for this contract.

7.2 On-Site Laboratory - The Government reserves the right to utilize the Contractor's control testing laboratory and equipment to make assurance tests and to check the Contractor's testing procedures, calibration, techniques, and test results at no additional costs to the Government.

7.3 Furnishing or Transportation of Samples for Testing - Samples of materials for test verification and acceptance testing by the Government shall be delivered to the Corps of Engineers Quality Assurance Laboratory, f.o.b., at the following address:

Chemistry and Materials Quality Assurance Laboratory (CMQAL)
420 South 18th Street
Omaha, Nebraska 68102

Coordination for each specific test, exact delivery location, and dates will be made through the Area Office.

8 Completion Inspection - At the completion of all work or any increment thereof established by a completion time stated in the Task Order, the **QC Manager** (Construction) shall conduct an inspection of the work and develop a "punch list" of items which do not conform to the approved drawings and specifications. Such a list of deficiencies shall be included in the QC documentation, as required by paragraph DOCUMENTATION below, and shall include the estimated date by which the deficiencies will be corrected. The **QC Manager** shall make a second inspection to ascertain that all deficiencies have been corrected and so notify the Government. These inspections and any deficiency corrections required by this paragraph will be accomplished within the time stated for completion of the entire work or any particular increment thereof if the project is divided into increments by separate completion dates.

9 Documentation - The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- Contractor/subcontractor and their area of responsibility.
- Operating plant/equipment with hours worked, idle, or down for repair.
- Work performed each day, giving location, description, and by whom. When Network Analysis (NAS) is used, identify each phase of work performed each day by NAS activity number.
- Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase should be identified (Preparatory, Initial, Follow-Up). List deficiencies noted along with corrective action.
- Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- Submittals reviewed, with contract reference, by whom, and action taken.
- Off-site surveillance activities, including actions taken.
- Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- Instructions given/received and conflicts in plans and/or specifications.
- Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. The original and one copy of these records in report form shall be furnished to the Government daily within 24 hours after the date(s) covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every seven days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the **QC Manager**. The report from the **QC Manager** shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

10 Notification of Noncompliance - The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the worksite, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken.

11 Deficiency Tracking System - The Contractor shall maintain a cumulative list of deficiencies identified for the duration of the project. Deficiencies to be listed include those identified by the Contractor's Quality Control observations, test failures, Government oral observations and notifications of Noncompliance. A current copy of he list shall be maintained at the project site at all times and shall be made available for review by Governmental personnel. Copies of updated listings shall be submitted to the CO at least every 30 days.

(End of Section C, Appendix B)

SECTION L - PROCEDURES FOR SUBMITTAL OF OFFERS

1. GENERAL REQUIREMENTS.

1.1 The intent of this solicitation is to select up to five (5) contractors for the Indefinite Delivery/Indefinite Quantity - Multiple Award Remediation Contracts (MARC), for broad-spectrum environmental services for the Louisville District, and all of the U.S. Army Corps of Engineers Mission Boundaries. Task orders will be competed between the five (5) contractors.

1.2 Offerors submitting proposals for these projects should limit submissions to data essential for evaluation of proposals so that a minimum of time and money will have been expended in preparing information required herein. However, in order to be effectively and equitably evaluated, the proposals must include information sufficiently detailed to clearly describe the offeror's Experience, Management, Past Performance, Safety, Cost, and Subcontracting Information to successfully complete the project. Proposals should follow in the order of sequence set forth in the RFP. Information provided out of sequence may not be evaluated and may result in the offeror's disqualification from award. Requirements stated in this RFP are minimums. Identify any innovative or Patented Remediation Technologies that you or your Joint Venture/Team Members possess. Any deviations from requirements should be clearly noted and justified

1.3 Clarifications of Provisions for this RFP. Any explanation desired by an offeror regarding the meaning or interpretation of the RFP shall be requested in writing and received by the Contracting Officer prior to the closing of this solicitation. Any interpretation made will be in the form of an amendment to the RFP, and will be furnished to all Prospective offerors. Receipt of all amendments must be acknowledged.

1.4 Offerors shall submit their proposals to the US Army Corps of Engineers, 600 Dr. Martin Luther King, Jr. Place, ATTN: Jan Lambert, CE-LRL-CT-C, Room 821, Louisville, KY 40202-2230 no later than the time and date specified in Block 9 of Standard Form 33.

1.5 Content of Proposals. The Government intends to make the award selection without discussions. The proposal must be complete and contain the offerors' most favorable terms. The proposal shall address and contain the information set forth in the solicitation. The information will be used by the Source Selection Board to evaluate each proposal. Offerors are advised that conciseness and relevance of the proposal is important and unrelated information that is not pertinent may reduce evaluation scores. Additionally, should the proposal include any standard company terms and conditions that conflict with the terms and conditions of the solicitation, the proposal may be determined to be "unacceptable" and thus ineligible for award.

1.6 Under this full and open procurement, the government may award up to five (5) firms based solely on Solicitation Submittal (Step II), or may choose to enter into a third step (Oral Presentations). Step III proposals will consist of an Oral Presentation. Only those offerors determined to be in the competitive range will be allowed to participate in Oral Presentations. Oral Presentation details will be provided at a later date, if used.

1.7 All evaluation factors and significant sub-factors other than cost, when combined, are significantly more important than cost.

1.8 Offerors are required to submit a proposal made up of a Technical Proposal and a Cost Proposal. All proposal materials shall be submitted in binders with a table of contents and tabbed section dividers. The sections should parallel the submission requirements identified below. TAB A through D shall be submitted in original and six (6) copies. TAB E and TAB F shall be submitted in original and one copy and shall be placed in a separate binder. **An electronic disk copy (ADOBE Acrobat) of all Tabs, except TAB E and F, is also required. There is a limit of 75 pages total (excluding Tab dividers, Title Page, Table of Contents, Organization Chart, List of Tables & Figures, List of Acronyms, Tab E, Cost Section which includes those documents stated as CONTRACTUAL REQUIREMENTS) using a minimum font size of 12 pt., 8-1/2" x 11", single-sided and a minimum margin size of one half inch on all sides. Pages are to be numbered consecutively throughout the submittal. Smaller font size is permissible for usage in charts and tables as long as it is easily readable. Letters, awards or other commendations do count toward the 75 page limitation. All pages other than the Organizational Chart must be 8 ½" by 11".** The Organizational Chart may be printed

on a larger sheet (maximum size 36”x 48”) and included in a pocket in the binder. Format restrictions will be strictly adhered to and enforced. Information submitted which exceeds the specified limit will not be evaluated.

NOTE: IF YOU DID NOT PARTICIPATE IN STEP I, PRESOLICITATION NOTICE, AND WISH TO PARTICIPATE IN STEP II SOLICITATION, YOU ONLY NEED TO SUBMIT A STEP II PACKAGE ADDRESSING ALL INFORMATION IDENTIFIED IN THESE INSTRUCTIONS

2. PROPOSAL SECTIONS AND SUB-SECTIONS

TAB A – EXPERIENCE
- A.1. Prime and Team Experience
- A.2. Example Project
- A.3. Individual Personnel Experience

TAB B – MANAGEMENT
- B.1. Management Plan
- B.2. Management Information System (MIS)
- **B.3. Chemical & Geotechnical Quality Control**
- B.4. Contractor Quality Control
- B.5. Acquisition Management Plan

TAB C – PAST PERFORMANCE

TAB D – SAFETY

TAB E – COST

TAB F – SUBCONTRACTING INFORMATION

TAB A - EXPERIENCE

A.1. Prime and Team Experience

The offeror shall provide summary descriptions of up to ten (10) physically completed or substantially completed projects of similar scope to this contract. **Projects, for purposes of this solicitation, are defined as contracts, including individual task order or even task order contract, that are substantially complete. In order for the work to be considered as substantially complete, a project must have all field work physically complete and at least have a draft completion report submitted.** The projects provided should best illustrate the qualifications and experience of the offeror; at a minimum each project should address the following information:

- Project name, location
- Brief Project description and technical approach (Projects should emphasis demonstrated proficiency and expertise in investigation and remediation of hazardous waste, site cleanups, OE, innovative technologies and value-engineering etc. under diverse geological types)
- Percentage of work performed by prime contractor
- Contract Type (Fixed fee, Cost Plus Fixed Fee, etc.)
- Customer (by name and type, i.e. government, private sector)
- Percent of project completion (if not completed) **and site closure status with regulator(s)**

A.2. Example Project

Submit the following additional details for one of the projects, submitted above, indicative of the breadth and complexity of this solicitation. This is including, but not limited to the following:

- **A Summary level of** the proposed negotiated cost estimate, Project Work Breakdown Structure, and actual cost (any significant difference between projected cost and the actual cost) provide any approved modifications / cost impacts.
- Proposed schedule and actual schedule

A.3. Individual Personnel Experience.

Provide resumes for key personnel including:

1. Program Manager
2. Project Manager(s)
3. Quality Control Manager(s)
4. Safety & Health Manager
5. Certified Industrial Hygienist
6. **Senior UXO Site Supervisor (SUXOS)**
7. **UXO Safety Officer (UXOSO)**
8. **UXO Quality Control Specialist (UXOQCS)**
9. Contract Manager
10. Senior Cost Engineer
11. Chemical Quality Control Manager
12. Risk Assessor/Toxicologist
13. Sr. Environmental Engineer
14. Hydrogeologist(s)
15. **Senior Geologist(s)**
16. **Geotechnical Scientist(s)**

NOTE: The identified personnel must be used on the contract. Any substitution of these persons will not be permitted without prior approval of the Contracting Officer. A format for Personnel Resume is included for your use in Section J, Exhibits. If you elect not to use the format, all information identified should be provided for evaluation of this item. **The positions are listed in priority order. You may submit as many resumes for the listed positions as you desire, however, we will evaluate your proposal on the basis of the least qualified individual submitted for a particular position.**

TAB B – MANAGEMENT

B.1. Management Plan.

The Offerors shall provide a Management Plan for work under this contract. The details will include, but are not limited to the following items:

- General Project Planning, Recruiting and Staffing

- Discuss procedures for how labor, resources, subcontractor and suppliers will be coordinated to assure successful completion of a project.

- Discuss management and oversight of major subcontractors

- Organizational Chart for this contract delivery team (show on site management structure and offsite support structure in chain, names and disciplines of personnel, etc.).

- Illustrate contractors' ability for quick response and mobilization (i.e. for Time Critical Removal Actions, or Emergency Response.)

B.2. Management Information System (MIS)

Management Information System (MIS) - MIS requirements are specified in Section C, Paragraph 6.2.1, of this solicitation. The information to be provided shall include but is not limited to the following:

- Describe the proposed contract team members (key management personnel's) experience with MIS system.

- Describe how the task order estimates will be tracked against actual costs for cost reimbursable task orders.

- Describe MIS system lag times, in success of managers in forecasting estimates to completion.

B. 3. Chemical & Geotechnical Quality Control

Chemical Quality Management requirements are specified in Section C, Paragraph 6.3.1 & Geotech testing requirements are specified in paragraph 8.4.2, of this solicitation. Offeror shall describe their Chemical Quality Control Plan for assuring data quality, including but not limited to:

- Overview of Chemical Quality Control Plan.

- Offeror's preferred list of approved laboratories.

- Discuss on-site laboratory sources and availability.

- Experience with automated data management systems [i.e. Environmental Data Management System (EDMS), Automated Data Management System (ADMS) etc]

- Prior experience in the government with USACE guidelines for data quality assurance.

B.4. Contractor Quality Control.

Contractor Quality Control requirements are specified in Section C, Para 6.4. of this solicitation. Contractor QC should address three aspects; (1) **Pre-Remediation Activities** QC (2) Construction QC and (3) Data Quality QC. Chemical Data Quality Control, the third aspect, is often addressed individually in the Chemical Data Quality Control Plan (CDQC). Successful offerors will be required to develop, upon task order awards, site specific QC and possibly CDQC plans for each project, consistent with the Corporate level documents addressed as Contract Management Procedures (CMPs).

- Provide any previous QC audits and corrective actions which resulted from that audit

B.5. Acquisition Management Plan

The Offerors shall submit in the proposal the requested information regarding purchasing and property management specified below. Information should include, but is not limited to the following:

- Discuss your procurement system and procedures for acquisition and control of equipment, supplies, material, and labor resources.

- Discuss how competition (i.e. best value) will be achieved.

- **Discuss your purchasing system, and if applicable, identify which agency approved it.**

- Describe your procedures for identification and control of Government property.

- **Describe any relevant innovative or patented technologies, per Section L, paragraph 1.2.**

TAB C - PAST PERFORMANCE

Past Performance: Provide references for all of the project experience identified in Tab A, Paragraph A.1. Reference information should include project name, location, and owner's name, point of contact and telephone number. Also include any ratings, letters, awards, etc which support past performance on these projects.

TAB D - SAFETY

Safety and Health requirements are specified in Section C, Para 7.0, of this solicitation. The offeror shall provide a narrative description of the following, at a minimum:

- A description of the offerors' Safety and Health Program and planning process.

- Provide a summary of the offeror's overall accident history for the past 3 years.

- Experience Modification Rates, Frequency and Severity Rates (past 3 years) and types of accidents experienced.

TAB E - COST

The Offeror shall submit, in Volume V, the cost information described below. Volume V will not be point scored but will be evaluated to determine if the information is sufficient to support a conclusion that the Offeror is capable of producing consistent, validated and defensible (auditable) cost information.

This submission will be used ensure that each contractors policy, procedure, practices and philosophy used in estimating costs for a proposal are consistent with cost accounting practices used by the same contractor in accumulating and reporting costs. Consistency in the application of cost accounting practices is necessary to eliminate errors of double costing and/or omission and to enhance the likelihood that comparable transactions are treated alike. With respect to individual contracts, the consistent application of cost accounting practices will facilitate the preparation of reliable cost estimates used in pricing a proposal and their comparison with the costs of performance of the resulting contract.

If the Offeror is non-exempt from CAS (Cost Accounting Standards) submit the most recent copy and all amendments of Form CASB DS-1 for all units that will be involved in the execution of this action.

E.1. General Description of the Contractor's Organization and Operations

E.1.1. Provide current organization charts, description of product production capabilities, description of operations, department descriptions, and other data describing the functions, activities and responsibilities of your companies operations and the extent of authority and activities at each office.

E.1.2. Provide same as requested in item 1 above projected to reflect changes anticipated based on impact of receiving this award.

E.1.3. Explain the product production monitoring process; include supporting documents and any internal audit reports.

E.1.4. Explain any product delivery system identified deficiencies which may have been discovered during audits within the past two years and the related follow-up actions taken to correct these deficiencies.

E.1.5. Discuss any new developments with Project delivery system implications, e.g., joint ventures, teaming arrangements, partnerships, etc.

E.1.6. Discuss the implementation and execution of Employee Cost Accounting System awareness training programs.

E.2. Estimating System Survey

E.2.1. Submit published (written) estimating policies and procedures.

E.2.2. Provide information as to what standards were used to develop the estimating systems policies and procedures and what standards and procedures form the basis of cost system audits.

E.2.3. Provide documents to support establishment of periodic system reviews, execution methods reviews and formal audits and the execution of such by internal and external reviewers.

E.2.4. Provide copies of recent cost system formal audits with specific description of failure items and changes implemented to address these failures. Copies of audit information should include identification of Auditing Group.

E.2.5. Submit organization charts depicting the functional areas responsible for the processing of estimating related data.

E.2.6. Submit for evaluation estimating system flowcharts providing a pictorial overview of all manual and computerized processing steps.

E.2.7. Explain the methods of maintenance and validation of cost databases and source documents.

E.2.8. Provide information on the quality control process that covers the conversion of cost information from original development to other media as to correctness and usability.

E.2.9. Present the procedures and policies that explain the methods and validation activities that relate to the entering of actual cost information as gathered from field developed billing information into the cost estimating system. Discuss the issue of relevance and timeliness; the process of normalization of field data to account for variances from expected to actual and the methods of documenting and capturing the explanation and the cost such that estimators can utilize this data.

E.2.11. Description of process of populating Cost Estimating Databases; to include the development of original cost items and the validation process and the method of making corrective actions for cost items found to fail one of the previous analysis.

E.2.12. Explain the methods of maintenance and separation of cost and related subsidiary information from master files; the separation between working documents and final documents; and the separation of documents subject to Freedom Of Information Act requests from those excluded.

E.2.13. Listings of current government and private contracts estimating system audits.

E.2.14. Submit qualification statements for all estimating related personnel, this to include quantity development, cost development, reviewers, approvers, data system collectors and imputers, and historical

information analysis individuals. Provide sufficient supporting documentation such that an auditor could obtain an understanding of the following factors as relates to your estimating workforce:

(a) Integrity and ethical values.
(b) Commitment to competence.
(c) Philosophy and operating style.
(e) Organizational structure.
(f) Assignment of authority and responsibility.

E.2.15. Submit documentation and policy describing training given to personnel responsible for the preparation and/or review of cost products. Present training records of these same persons. Specifically explain how and when the training discusses the make-up and proper application of all Overhead Pool, ODC, residual overhead and G&A mark-ups. Describe the specific QC operation that validates that costs included in any indirect pool are not direct costed in any estimate.

E.2.16. Submit documentation describing the policy and methods used to develop Contingency costs. Explain in detail what is considered an allowable item to include in contingency instead of as a direct cost line item. Explain how a potential risk item is defined for inclusion in proposed costs.

E.2.17. Define the methods used to develop the level of cost risk associated with individual products. Explain how risk is defined, what risks items are considered allowable and what are unallowable. Define how the estimated cost development is governed by the standard assumptions on what is an acceptable risk.

E.3. Home Office

E.3.1. Provide information as to all business units directed or managed by the home office. Explain which business units (e.g. Field Office) receive any home office allocations or perform any home office functions. (Note: This item E.3.1 is not required if Form CASB DS-1 has been submitted)

E.3.2. Provide supporting documentation for direct allocation policies and practices. (FAR 9904.403.40(a)(1))

E.3.3. Provide verification from formalized policies and procedures that the expenses that benefit only one segment are allocated directly to that segment. (FAR 9904.403.40(a)(1))

E.3.4. From the most recent incurred cost submission, forward pricing rate proposal, or other supporting documentation, provide a detailed breakdown of your home office expenses properly classified within the following three categories {Reference (FAR 9904.403.40(a)(1) and FAR 9904.403.50(a)(1))}:

(a) Directly allocated to segments
(b) Separately grouped in logical and homogeneous pools
(c) As residual for those managing the organization as a whole.

E.3.5. For any unusual classification (not covered in FAR Part 99) of significant functions or cost centers, provide a rationale for the classification.

E.3.6. Provide formal Operating Standards that define specific methods and procedures that ensure no costs are allocated through a homogeneous pool or a residual pool if cost incurred for the same purpose have been allocated directly to a segment(s).

E.4. G&A

E.4.1. Provide from the most recent defensible documentation the following data as relates to G&A:

(a) Composition of the cost input base and the offeror's rationale for using a particular cost input base.
(b) Breakdown G&A expenses, including any expenses which do not

meet the definition of G&A.
(c) Computation of the G&A expense rate.

E.4.2. Show written policy and describe actual work practices that assure that G&A expenses are applied only to final cost objectives (FAR9904.410.40(a)) or if the G&A expenses are combined with other expenses, the G&A expenses can be separately identified (FAR9904.410.50(b)).

E.4.3. Demonstrate that if G&A expenses are allocated to final cost objectives then the cost input base (of the G&A) represents the total activity of the business unit for the cost accounting period (FAR 9904.410.40(b)(1)).

E.5. Homogenous Expense Pools

E.5.1. Provide a listing for all pools used in your accounting structure, provide detailed information for each pool to include the service and management functions covered by each pool and describe the specific cost items grouped in each expense pool. (Note: This item E.5.1 is not required if Form CASB DS-1 has been submitted)

E.5.2. For significant cost centers document which segments benefit from the cost (or cause the cost to be incurred). For example, if you group several accounts into a cost center described as "Payroll Processing", provide support to show if all payroll is processed through this center or just certain segments (such as the home office and the smaller segments). (Note: This item E.5.2 is not required if Form CASB DS-1 has been submitted)

E.5.3. Identify the homogeneous expense pools by the following categories (items a-e) (FAR 9904.403.40(b)). (Note: This item E.5.3 is not required if Form CASB DS-1 has been submitted)

(a) Centralized service functions,
(b) Staff management,
(c) Line management,
(d) Central payments or accruals,
(e) IR&D/B&P, and
(f) Staff management not identifiable with specific segments.

E.5.4. Central Payments or Accruals; Provide supporting documentation as to the details of each pool for indirect allocation. Provide support that the pooled costs do not include central payments or accruals (e.g., group insurance, state taxes, etc.) that can be identified specifically with individual segments. (FAR 9904. 403.40(b)(4)) (Note: This item E.5.4 is not required if Form CASB DS-1 has been submitted)

E.6. Residual Expenses

E.6.1. Provide supporting documentation that the expenses included in the residual pool are expenses incurred for managing the organization as a whole and have no readily measurable relationship to segments and cannot be allocated using one of the other FAR 9904.403 methods. (FAR9904.403.40(c)(1).

E.6.2. Provide supporting documentation to verify that the residual expenses are allocated over a base that represents the total activity of the segments (FAR9904.403.40(c)(1)).

E.7. Purchasing : Management of Purchasing

E.7.1. Provide organization matrix for the Purchasing Department.

E.7.2. Explain if and how the following purchasing file data is maintained:

(a) The purchase order.
(b) The purchase requisition.
(c) The request for quotation (RFQ).
(d) Copies of the vendors' quotes.
(e) A bid tabulation sheet that summarizes and compares vendor quotations.
(f) Certificates for the rent- free use of Government facilities.
(g) Vendor surveys or facilities capabilities reports.
(h) Source selection explanation.
(i) Price or cost analysis data.
(j) Negotiation summary.
(k) Basis for selection of contract type.
(l) Copies of technical data.
(m) Price predetermination or termination data.
(n) Correspondence between the purchasing department and the bidders.
(o) Evidence of Small and Disadvantaged Business enterprise consideration.
(p) Information concerning the use of special terms and conditions and approval thereof.
(q) Departmental and management approvals.
(r) Administrative Contracting Officer notification and consent.
(s) Certificate of current cost or pricing data if procurement meets the requirements.

E.7.3. Provide supporting policy and documentation as to the existence and procedures for a “make or buy” program. Provide documentation to show the program is active and working.

E.7.4. Demonstrate that you have a system of reports and controls that reflect performance and provide the means through which the purchasing department reports its performance to company management.

E.8. Subcontract Award and Administration

E.8.1. Provide for review the existing guidelines that describe the policy and procedures for determining the methods of subcontract procurement the process that determines the most appropriate type of subcontract and under what circumstances these actions occur. Provide auditable support to show that the policies are in-place and operational.

E.8.2. Demonstrate that subcontract language includes flow down of applicable prime contract terms and conditions in purchase orders and subcontracts.

E.8.3. Provide supporting policy and procedures that demonstrate effective management of financial and technical performance of subcontracts/intercompany orders.

E.9. Selecting the Source

E.9.1. Provide supporting policy and documentation to demonstrate that the most responsive sources are selected for furnishing required parts and materials and describe the procedures and methods used to promote competitive sourcing among established suppliers to obtain the most reasonable prices.

E.9.2. If available demonstrate the existence of and operation of a vendor performance rating system.

E.9.3. Provide policy and procedure that demonstrate the methods of collecting, cataloging and maintaining procurement files to ensure compliance with FAR requirements related to competition.

E.10. Pricing and Negotiation

E.10.1. Provide policy and documentation that demonstrate that the purchasing file contains appropriate cost/price analysis and technical evaluation

E.10.2. Provide policy and documentation that demonstrate that a system exists to negotiate and take advantage of quantity and prompt payments discounts. Provide auditable documentation to demonstrate that the system is operating.

E.10.3. Provide policy and documentation that demonstrate that guidelines are in place and being followed for determining that cost effective methods are used for processing repetitive services orders.

E.11. Direct Labor Rates

E.11.1. Provide for review the extent and results of self-governance activities, internal and external audits, coordinated audits, etc., related to the Labor System and development of Labor Rates.

E.11.2. Provide for review the Existing labor accounting policies and procedures.

E.12. Other Direct Costs (ODCs)

E.12.1. Complete items 3.10 – 3.2.3 of Form CASB DS-1 (pages III-1 – 3). Included as Appendix EA.

Appendix EA

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679	PART III - DIRECT VS. INDIRECT COSTS NAME OF REPORTING UNIT

Item No.	Item description

3.1.0 **Criteria for Determining How Costs are Charged to Federal Contracts Or Similar Cost Objectives.** Describe on a continuation sheet your criteria for determining when costs incurred for the same purpose, in like circumstances, are treated either as direct costs only or as indirect costs only with respect to final cost objectives.

3.2.0 **Treatment of Costs of Specified Functions, Elements of Cost, or Transactions.** (For each of the functions, elements of cost or transactions listed in Items 3.2.1, 3.2.2, and 3.2.3, enter one of the Codes A through F, or Y, to indicate how the item is treated. Enter Code Z in those lines that are not applicable to you. Also, specify the name(s) of the indirect pool(s) (as listed in 4.1.0, 4.2.0 and 4.3.0) for each function, element of cost, or transaction coded E or F. If Code E, Sometimes direct/Sometimes indirect, is used, explain on a continuation sheet the circumstances under which both direct and indirect allocations are made.)

Treatment Code

A. Direct material
B. Direct labor
C. Direct material and labor
D. Other direct costs
E. Sometimes direct/Sometimes indirect
F. Indirect only
Y. Other(s) 1/
Z. Not applicable

3.2.1

Functions, Elements of Cost, or Transactions Related to Direct Material	Treatment Code	Name of Pool(s)
(a) Cash Discounts on Purchases	___	_____
(b) Freight in	___	_____
(c) Income from Sale of Scrap	___	_____
(d) Income from Sale of Salvage	___	_____
(e) Incoming Material Inspection (receiving)	___	_____
(f) Inventory adjustment	___	_____
(g) Purchasing	___	_____
(h) Trade Discounts, Refunds, Rebates, and Allowances on Purchases	___	_____

1/ Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679	PART III - DIRECT VS. INDIRECT COSTS NAME OF REPORTING UNIT

Item No.	Item description	Treatment Code	Name of Pool(s
3.2.2	**Functions, Elements of Cost, or Transactions Related to Direct Labor**		
	(a) Incentive Compensation	___	_____
	(b) Holiday Differential (Premium Pay)	___	_____
	(c) Vacation Pay	___	_____
	(d) Overtime Premium Pay	___	_____
	(e) Shift Premium Pay	___	_____
	(f) Pension Costs	___	_____
	(g) Post Retirement Benefits Other Than Pensions	___	_____
	(h) Health Insurance	___	_____
	(i) Life Insurance	___	_____
	(j) Other Deferred Compensation 1/	___	_____
	(k) Training	___	_____
	(l) Sick Leave	___	_____

1/ Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679	PART III - DIRECT VS. INDIRECT COSTS NAME OF REPORTING UNIT

Item No.	Item description	Treatment Code	Name of Pool(s)
3.2.3	**Functions, Elements of Cost, or Transactions - Miscellaneous**		
	(a) Design Engineering (in-house)	____	_____
	(b) Drafting (in-house)	____	_____
	(c) Computer Operations (in-house)	____	_____
	(d) Contract Administration	____	_____
	(e) Subcontract Administration Costs	____	_____
	(f) Freight Out (finished product)	____	_____
	(g) Line (or production) Inspection	____	_____
	(h) Packaging and Preservation	____	_____
	(i) Preproduction Costs and Startup Costs	____	_____
	(j) Departmental Supervision	____	_____
	(k) Professional Services (consultant fees)	____	_____
	(l) Purchased Labor of Direct Nature (on premises)	____	_____
	(m) Purchased Labor of Direct Nature (off premises)	____	_____
	(n) Rearrangement Costs	____	_____
	(o) Rework Costs	____	_____
	(p) Royalties	____	_____
	(q) Scrap Work	____	_____
	(r) Special Test Equipment	____	_____
	(s) Special Tooling	____	_____
	(t) Warranty Costs	____	_____
	(u) Rental Costs	____	_____
	(v) Travel and Subsistence	____	_____
	(w) Employee Severance Pay	____	_____
	(x) Security Guards	____	_____

TAB F - SUBCONTRACTING INFORMATION (GO/NO-GO)

F.1. Past Performance on Utilization of Small, Small Disadvantaged, and Women-Owned Small Businesses. All firms must identify your efforts to comply with Clause 52.219-8, Utilization of Small Business Concerns. If you are a large business, provide copies of subcontracting plans, both initial and final, **for the past three (3) years,** which clearly represent your efforts to comply with FAR Clause 52.219-9, Small Business Subcontracting Plan. If you are a small business, provide details of efforts on previous projects that clearly represent your efforts to comply with FAR Clause 52.219-8. Information is to be limited to the projects identified under TAB A, Experience.

F.2. Subcontracting Plan for Large Business. Large business offerors shall submit a subcontracting plan in accordance with the above numbered FAR Clauses. To be acceptable, plans must adequately address the required statutory elements and provide sufficient information to enable the Contracting Officer to answer affirmatively questions A through H of Appendix DD, Part 2, AFARS 19.705. You may use the attached sample-subcontracting plan as a starting point. Percentage goals apply to the total amount being subcontracted. The current goals for the Louisville District are 57.2% to Small Business, 10.0% to Small Disadvantaged Business. 10.0% to Women-Owned Small Business, 3.0% for Hubzone Businesses, and 3.0% to Veteran Owned Small Business.

CONTRACTUAL REQUIREMENTS:

Please submit the following along with your Cost Information:

a. IF SUBMITTING AS A JOINT VENTURE, PROVIDE A COPY OF THE JOINT VENTURE AGREEMENT

b. The Offer (the SF33) duly executed with an original signature by an official authorized to bind the company.

c. Acknowledgement of all amendments to the solicitation in accordance with the instructions on the Standard Form 30 (amendment form).

d. The completed Section K of the solicitation (i.e. Representations, Certifications and Other Statement of Offerors).

e. **OFFERORS SHALL HAVE AN ACCOUNTING SYSTEM THAT IS ADEQUATE FOR DETERMINING COSTS APPLICABLE TO THE CONTRACT.**

If available, provide a copy of your most recent audit performed by the company's Federal cognizant audit agency showing all current indirect cost rates and their application to direct labor and other direct costs OR a current Forward Pricing Rate Agreement (FPRA) from the Federal cognizant audit agency giving the same information.

f. Provide documentation regarding the capability to obtain insurance for guaranteed fixed price contract actions (i.e. letter from insurance agency stating contractor's ability to obtain coverage).

The following Contract Management Procedures (CMP's) are anticipated and will be negotiated with the firms elected for award. Do not submit them with your proposal in response to this RFP.

#1 Personnel and Company Policies
#2 Indirect Cost Rates
#3 Logistics Management (Procurement) Plan and Procedures
#4 Overtime Policy
#5 Management Information System
#6 Contractor training
#7 Key Program personnel
#8 Fee Negotiation/Delivery/Task Order Type
#9 Manpower Utilization
#10 Hourly Labor Rates by Discipline
#11 Contract Closeout
#12 Environmental Compliance and Management Practices, policies and Procedures
#13 Payment
#14 Work Allocation Document/Work Item System (WAD/WI)
#15 Claims
#16 Insurance
#17 Government Property Management Plan
#18 Pre-Delivery/Task Order Costs
#19 Standard Operating Procedures
#20 Warranties
#21 Safety and Health Program
#22 Contractor Quality Control Plan
#23 Chemical Data Quality Management Plan
#24 Purchase Review, Notification, and Consent to Subcontract
#25 Value Engineering
#26 Technical Direction

SECTION M - EVALUATION FACTORS FOR AWARD

1.0 GENERAL. A Source Selection Evaluation Board (SSEB), comprised of representatives of the Corps of Engineers, and other required personnel, will evaluate the proposals. The SSEB will evaluate the Offeror's proposal based on the evaluation criteria listed below. The categories are listed in descending order of importance. Notwithstanding the above, the other provisions contained in this solicitation, proposals must conform to all terms and conditions contained in this solicitation in order to be considered for possible award. The identities of the SSEB personnel are confidential, and any attempt by Offerors to contact these individuals is prohibited.

2.0 EVALUATION PROCESS. The evaluation process essentially consists of four parts: proposal compliance review and responsibility determination, technical/quality evaluation, cost evaluation and cost/technical analysis.

2.1 PROPOSAL COMPLIANCE REVIEW: This is an initial check by Contracting Division on the basis of solicitation requirements. This review may eliminate those proposals, which fail to provide both a technical/quality proposal and a cost proposal.

2.2 TECHNICAL/QUALITY EVALUATION: The TEB, using technical advisors as necessary, will evaluate only those proposals passing the first review, above. Technical/quality evaluation consists of an evaluation and quality rating of: Experience, Management, Past Performance, Safety, Cost, and Subcontracting Information. All factors will be evaluated using an adjectival rating, except for Cost, and it will use a Cost Risk Assessment. During the evaluation, evaluators shall cite the strengths and weaknesses of each proposal associated with each factor and subfactor.

2.3 COST EVALUATION: Cost will be evaluated based on the information requested in Section L, TAB E, Cost Section 8.0. The information requested will be reviewed for sufficiency to support a conclusion that the Offeror provides high value assurance that shows they are capable of producing a defendable, timely and realistic cost estimate, provide for fair and reasonable procurement and develop exceptional documentation to support formal audits of this system. The CET, using price advisors as necessary will evaluate the cost history of the example projects submitted, as well as the cost realism analysis.

2.4 COST/TECHNICAL ANALYSIS: After the cost analysis and technical/quality evaluations are complete, the SSEB will compare the relative advantages and disadvantages of the technical/quality proposals and the proposed cost realism. The SSEB will conduct the analysis upon completion of the technical/quality and cost evaluations of Final Proposal Revisions, if discussions are necessary, or after evaluation of initial offers, if discussions are not necessary. Comparisons shall be based on cost realism analysis, provided it has been determined that the necessary system is in place to produce a defendable, realistic and reasonable estimate.

3. EVALUATION FACTORS. Proposal will be evaluated in accordance with the factors and sub-factors below, which are listed in relative order of importance. All evaluation factors, other than cost or price, when combined, are significantly more important than cost.

3.1 The major elements to be scored are as follows in the order of descending importance:

TAB A - EXPERIENCE
- A.1. Prime and Team Experience
- A.2. Example Project

A.3. Experience Resumes for Key Personnel

TAB B - MANAGMENT
B.1. Management Plan.
B.2. Management Information System (MIS)
B.3. Chemical & Geotechnical Quality Control
B.4. Contractor Quality Control
B.5. Acquisition Management Plan

TAB C – PAST PERFORMANCE

TAB D - SAFETY

TAB E – COST

TAB F – SUBCONTRACTING INFORMATION

TAB A – EXPERIENCE

A.1. Prime and Team Experience

Contractors who have successfully performed similar type scopes of work, demonstrating experience in HTRW, OE and the various contract types, will be rated more favorably. At a minimum the following will be considered for the rating. Those offerors demonstrating experience in the following listed areas may be rated more favorably:

- Experience with relevant contract types proposed for this contract (Cost Reimbursable, fixed price, GFPR, etc., will be rated more favorably.)

- Demonstrated remedial action field activities experience, engineering support services experience, ordnance and explosive investigation and removal experience, and experience in developing studies, analyzing impacts, and conducting investigations.

- Use of innovative technologies and value-engineering processes to successfully remove contaminants more effectively, efficiency or at a reduced cost / schedule to the customer.

- Specific project experience in complex geology, such as glacial till, karst systems, etc., indicative of conditions in one or more of the following states; Kentucky, Ohio, Illinois, Indiana or Michigan is a plus.

A.2. Example Project

The Example Project will be rated based on, but not limited to the following:

- Meeting of project objectives.

- Relative complexity of project (i.e. contaminant types, number of sites, etc.)

- Performance to negotiated budget and schedule.

- Successful closure(s) with State or Federal Environmental Protection Agencies may be rated more favorably.

Offerors who meets one or more of the above criteria may be rated more favorably.

A.3. Experience Resumes for Key Personnel

Government will evaluate this portion of the proposal based on the requirements set forth in Section C. Those contractors with projected staffing exceeding the minimum requirements in section C may be rated more favorably. Rating criteria for resumes of key personnel will include, but is not limited to the following:

- Diversity of project experience

- Years of experience in field

- Professional registration, educational or training requirements and other professional qualifications, where applicable in Section C.

- **Contractor teams with a designated Quality Control Manager, who has completed the "USACE construction Quality management for Contractors Course" may be rated more favorably**.

TAB B – MANAGEMENT

B.1. Management Plan.

The Government will rate the contractors' submission for management of the contract. Rating will be based on, but not limited to, the following factors:

- Organizational management plan (ex. Organizational Chart lines of authority, selection of project leads, and evidence of adequate corporate support to field operations to monitor and assure project success.)

- Processes in place for control of subcontractor costs and production, etc. Well-established plans and experience in managing labor, resources, large subcontractors and suppliers.

- Cost effectiveness and acceptability of Management Plan in explaining sufficient details of how staffing is based, selection of project managers, hiring of staff to support field operations, etc.

- Ability of offeror to handle fluctuations in workload with existing task orders or contracts.

- Description of contractors' ability for quick response and mobilization (i.e. for Time Critical Removal Actions, or Emergency Response.)

Those offerors with effective, well thought out, established, proposed plans would be rated more favorably.

B.2. Management Information System (MIS)

The government will be evaluating this section to verify those offerors experienced in management of a management information system. Proven experience in using this system to control and track costs as well as schedule milestones or major phases of work may obtain a higher rating. Rating will be based on information provided in support of the following areas:

- Established procedures for MIS management and application to control project costs, equipment, overhead costs, subcontractor costs, etc.

- Capability of MIS systems to record and track costs by separate project funds, in addition to work schedule items.

- Enhanced capabilities of the offeror's MIS beyond the minimum of planning and scheduling, cost estimating, and generation of budgeting and accounting reports.

- Ability to produce quality technical and regulatory reports and submittal capabilities.

B.3. Chemical & Geotechnical Quality Management

The Government values those offerors with experienced chemical data quality coordinators and direct access to chemistry professionals experienced in data validation, etc. Minimum requirements are provided in Section C. Those offerors with more experienced Chemical Quality Management plans and processes, including but not limited to, experience and / or education will be rated more favorably.

B.4. Contractor Quality Control

The Government places a higher value on practices and programs, which have resulted in demonstrated improvements in the quality of products and services provided by the offeror. The Government places a higher value on a well-defined and efficient QA/QC Program, which demonstrates data quality assurance measures are in place.

B.5. Acquisition Management Plan

The Government will assign a higher rating to those offerors with government-approved purchasing systems which document that procedures are in place for accuracy in purchasing and tracking government property. Those offerors with established and documented procedures for control of government property will be rated favorably. Effective processes for determination, and thoroughness of example Lease-Buy analyses decisions are of importance. Those offerors with experience in Cost-Plus contracts in regards to identification, tracking and control of government property will be rated more favorably.

TAB C – Past Performance

The SSEB will evaluate the degree of successful completion of all experience identified. Documentation of satisfactory performance of projects similar in size, scope, complexity and dollars will be favorably considered. The Government reserves the right to check any or all cited references to verify supplied information and to assess owner satisfaction. The Government may also use other tools such as CCASS, ACASS, PPIMS, Dun & Bradstreet, etc. to gather information regarding an offeror's qualifications and past performance.

TAB D – Safety

The Government places a significant value on those offerors displaying excellent safety performance. For proposals indicating teaming arrangements, these performance measures for safety and health shall be submitted for the team member organizations. The Government places a higher value on those with fewer reportable accidents and lost time injury numbers within the last 3 years.

TAB E – Cost

Cost will be evaluated and considered in the overall recommendation of successful contractors. The Government places a high value on those offerors with formal cost control and estimating systems. Government will review as a whole the information submitted as per the requirements of Section L, with the intent of this review to determine the Offeror's ability to develop and defend cost estimates and cost products that meet the requirements of a Government Estimate as defined in the following regulations: ER 1110-1-1300, ER1110-3-1301, and EI 01D010. The offeror's cost management structure will be evaluated for completeness of process and reasonableness of cost and accounting application.

The information provided by the offeror will be subjectively evaluated to determine the level of risk to the government posed by the contractor's cost accounting / estimating system and processes in producing a reasonable, defensible, cost estimate.

Cost representations and certifications will be reviewed.

Cost related information on projects submitted will be reviewed and those contractors that have displayed the ability to manage and control costs related to proposed costs will be rated more favorably.

TAB F – Subcontracting Information (Go/No-Go)

F.1. Past Performance on Utilization of Small Business. Submitted information for adequacy, capabilities and strengths of the offeror's past **three (3) years effort** to comply with FAR Clause 52.219-8, utilization of Small Business Concerns will be rated on a "go, no-go" basis. For large business firms, the rating will be based on the successes of meeting and/or exceeding the goals on previous projects containing subcontracting plans. If the large business firm has consistently met proposed goals. Lacking any extraordinary explained circumstances, the submitted information will be rated Go. For small business firms, the rating will be based on the efforts made on past projects to comply with FAR Clause 52.219-8. If the small business firm has consistently made efforts to subcontract in accordance with FAR Clause 52.219-8, the submitted information will rated Go.

F.2. Subcontracting Plan for Large Business. The plan will be evaluated for acceptability in accordance with AFARS 19.705. To be acceptable, subcontracting plans must:

- Adequately address the required statutory elements.

- Provide sufficient information to enable the Contracting Officer to answer affirmatively questions A through H of Appendix DD(AFARS 19.705).

- To be acceptable, subcontracting plans must a rated 71 percent of higher under the AFARS evaluation system. Any subcontracting plan that is rated 70 percent or less will be carefully considered for acceptability. If discussions will offerors are necessary, those areas where the plan is deficient will be reviewed with the offeror with the goal of correcting deficiencies.

END OF SECTION M

US Army Corps of Engineers®

Meeting Roster

Subject: MARC SOLICITATION W912QR-04-R-0008 and W912QR-04-R-0009
Location: U.S. Army Corps of Engineers Louisville District
Date/Time: Wednesday, 10 MARCH 2004

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