

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
			J	1 2
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 26-Mar-2004	4. REQUISITION/PURCHASE REQ. NO. W22W9K-3328-9154		5. PROJECT NO.(If applicable)
6. ISSUED BY U. S. ARMY ENGINEER DISTRICT, LOUISVILLE 600 DR. MARTIN LUTHER KING, JR. PLACE ROOM 821 LOUISVILLE KY 40202-2230	CODE W912QR	7. ADMINISTERED BY (If other than item 6) CIVIL/OPS/ENVIRONMENTAL TEAM 600 DR. M. L. KING, JR. PL., RM 821 ATTN: B. J. DURRETT LOUISVILLE KY 40202-2230		CODE DACW27
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. W912QR-04-R-0009
			X	9B. DATED (SEE ITEM 11) 01-Mar-2004
				10A. MOD. OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The Solicitation for up-to Five (5) Set-aside for Small Business 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 C, delete pages 20 thru 35 and replace with the enclosed Section C pages. (NOTE: Section C's Appendix A and B remain unchanged). Changes are in bold lettering and underlined. b. Section L, delete in its entirety and replace with the enclosed Section L (changes are in bold lettering and underlined). There was a deletion to Section L; CONTRACTUAL REQUIREMENTS, paragraph e, the paragraph "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" is deleted.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	26-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:

AMENDMENT 0002

- c. Section M, delete in its entirety and replace with the enclosed Section M (changes are in bold lettering and underlined). A deletion for Section M; A.2 Example Project, wording “Successful closure(s) with State or Federal Environmental Protection Agencies may be rated more favorably” was deleted from TAB A.2.
- d. The date for receipt of proposals remains 4:30 p.m. (local time), 15 April 2004.

(End of Summary of Changes)

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 minimum of a Bachelor of Science in Chemistry from an accredited college or university.

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 **geotechnical** investigations required for the work effort. **Professional registration and/or certification are preferred, although not required.**

5.1.1.17 REGARDING ALL POSITIONS: 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.

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 offerors 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 quality 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/OSHA/USCG/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 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, and Cost 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.
- 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: B.J. Durrett, 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 The government may award up to five (5) small business 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 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, 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 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 contracts, 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 emphasize 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 Tab E, the cost information described below. Tab E 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.

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

E.2.7. 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.2.8. 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.2.9. 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.2.10. 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.

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 or if the G&A expenses are combined with other expenses, how the G&A expenses can be separately identified.

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.

E.6. Residual Expenses

E.6.1. Provide supporting documentation to verify that the residual expenses are allocated over a base that represents the total activity of the segments.

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.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.10. Pricing and Negotiation

E.10.1. 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.11. Direct Labor Rates

E.11.1. Provide for review the Existing labor accounting policies and procedures.

E.12. Provide a copy of the most recent audit of policies, procedures and internal controls of your existing cost accounting system, as defined in " Audit of Policies, Procedures, and Internal Controls Relative to Accounting and Management" DCAA Contract Audit Manual (CAM) DCAAM 7640.1 January 2004 Edition Chapter 5 and Incurred Costs Audit DCAA Contract Audit Manual (CAM) DCAAM 7640.1 January 2004 Edition Chapter 6, performed by any of the following (listed in order of preference)

- 1. DOD Audit agency**
- 2. Federal Audit Agency**
- 3. State Government Audit Agency**
- 4. Other Government Audit Agency**
- 5. Private Audit Agency**

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.**

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, and Cost. 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 show they are capable of producing a defensible, 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 defensible, 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 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.
- **Successful closure(s) with State or Federal Environmental Protection Agencies may be rated more favorably.**

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.

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 Control

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. **Proven or documented project successes using innovative or patented technologies may 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.

END OF SECTION M