

**U.S. Environmental Protection Agency
Performance Work Statement**

REGIONAL OVERSIGHT CONTRACT

REGION II

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I. BACKGROUND

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly referred to as “Superfund,” was enacted in 1980 to provide U.S. Environmental Protection Agency (EPA) with the necessary authorities to respond to releases of hazardous substances that have or might have occurred. CERCLA was amended in 1986 by the Superfund Amendments and Reauthorization Act (SARA), and again in 1992 by the Community Environmental Response Facilitation Act (CERFA). Additionally, EPA has the responsibility for assuring compliance with and corrective action under the Resource Conservation and Recovery Act (RCRA) and the Federal Facilities Compliance Act (FFCA) at all Federal facilities. RCRA was amended in 1986 by the Hazardous and Solid Waste Amendments (HSWA). (All references to CERCLA and RCRA in this Statement of Work (SOW) are meant to be inclusive of amendments.)

The U.S. government operates thousands of facilities across the country that promote the security and welfare of American citizens, such as nuclear weapons plants, military bases, and fuel distribution stations. After years of vital service and operation, many of these Federal facilities are contaminated with military munitions, hazardous substances, hazardous waste, radioactive waste, and other toxic substances.

To address the challenges posed by contamination at these facilities, the EPA works with the U.S. Department of Defense (DoD), Department of Energy (DOE), and other Federal entities to develop solutions to their environmental problems. The mission of EPA’s Federal facilities program is to facilitate faster, more effective, and less costly cleanup and reuse of these properties. This is accomplished through numerous national and regional agreements governing the cleanup of Federal facilities, such as Interagency Agreements (IAGs), Federal Facility Agreements (FFAs), settlement documents, and Memorandums of Understanding (MOUs), as well as applicable Federal, state, and local laws, regulations, guidance, and policies.

II. PURPOSE

The primary purpose of this contract is to provide technical support to EPA in fulfillment of its responsibilities for oversight and enforcement of both CERCLA and RCRA activities at active, closing, or former Federal facilities, including Base Realignment and Closure (BRAC) installations, Formerly Used Defense Sites (FUDS), and Formerly Used Site Remedial Action Program (FUSRAP) sites. To a much lesser extent, this contract may be used to provide technical support to EPA at non-Federal potentially responsible party (PRP)-lead (i.e., privately-owned) sites.

III. SCOPE

The Contracting Officer will issue task orders for all work required under this contract in accordance with the contract terms and conditions. The recurring phrase, “The contractor shall,” means that the firm selected for this procurement will, in accordance with all applicable Federal, state, and local laws, regulations, guidance, and policies, furnish the necessary personnel,

services, products, materials, equipment, knowledge, and expertise to successfully complete the tasks required under this contract.

The contractor shall submit all analyses, recommendations, reports, and other materials required under this contract for critical review by the Contracting Officer's Representative (COR). EPA will make all final regulatory, policy, and interpretive decisions resulting from contractor-provided technical support under this contract, including contractor-provided recommendations. The contractor shall perform all contract administration responsibilities in accordance with the terms and conditions of this contract. All work products resulting from the performance of this contract are the property of EPA. The contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this contract without obtaining EPA's express written approval. The contractor shall not provide any legal services to EPA under this contract, nor will the contractor make any decisions on behalf of EPA with respect to deliberations, programmatic matters, inherently governmental functions, or compliance determinations. In all contact with the public and Government officials, contractor personnel shall identify themselves as contractor employees working under contract to EPA. Contractor identification badges/visitor badges shall be prominently displayed at all times and clearly visible in all public settings.

IV. PERFORMANCE BASED APPLICATION

This document is a performance-based service SOW. There are associated Performance Requirements and Performance Standards for each of the four Tasks listed below. There are also associated Monitoring Methods and Incentives/Disincentives associated with each of the four Tasks. They are as follows:

Monitoring Method:

EPA will evaluate and monitor the contractors performance for the Tasks in accordance with the Quality Assurance Surveillance Plan (QASP) - Performance Requirements Summary (Attachment D). EPA retains the right to change the monitoring or surveillance methods consistent with the "Inspection of Services" clause in Section E of the contract.

Incentives/Disincentives:

Incentives and disincentives associated with the work performed by the contractor for the four Tasks are described in Section H of the contract.

V. TECHNICAL REQUIREMENTS

Task 1 – Technical Reviews

Performance Requirement:

The contractor shall conduct technical review of documents or other materials (e.g., videos, databases, etc.) prepared by or associated with the facility or site. The types of documents the contractor can expect to review are listed in Attachment A. Technical reviews may include documents involving environmental activities under CERCLA and RCRA and/or support related

to specific EPA initiatives. Although reviews are accomplished through an interactive review, comment, and approval process among the facility, state, and EPA, EPA (or an authorized state) has the ultimate authority on remedial or corrective action decisions. In addition, the contractor may be requested to review available facility or site information to prepare EPA for an upcoming event. This may include providing a summary or analysis to EPA.

Descriptions of the different categories of technical reviews are listed below.

1) Comprehensive Level Reviews: Comprehensive level reviews will require a senior level contractor to conduct reviews of extremely complex technical documents pertaining to sites with an extensive history of site environmental restoration activities or may have a variety of complex or innovative technical remedies. These reviews will focus on ensuring that all the technical information as presented is accurate, complete and in regulatory compliance with Federal and State guidance, federal facility agreements and meets acceptable technical standards. The sites to be dealt with may have multiple contaminants or contaminants which require specific expertise (such as UXO sites and radionuclide contaminated sites). There may be complex ecological or human health risk assessment issues associated with the sites, community or environmental justice issues at the site that require experienced personnel, or complex hydro-geological issues that require a specific expertise. It will be expected that experienced contractor personnel not only provide expert technical reviews, but also provide innovative input regarding assessment strategies and remedies.

2) Detailed Level Reviews: Detailed level reviews will require a mid level contractor with occasional assistance from a senior level contractor to conduct reviews of moderately technically complex documents. These reviews will focus on in-depth review of text, charts and remedies, as well as, ensure that the technical information as presented is accurate, complete and in regulatory compliance. Often, these sites will be dealing with only one contaminant or one suite of similar contaminants. This level of review will mainly deal with known and accepted technologies that are commonplace. A thorough knowledge of EPA guidance will be expected to be demonstrated during these reviews.

3) Cursory Level Reviews: Cursory level reviews will require a junior level contractor to conduct reviews of technical documents with little complexity in content and technical sophistication. These reviews will focus on a cursory review of the text or may provide a double check of content or may use a pre-approved review "template" to ensure that the technical information as presented is accurate, complete and in regulatory compliance. In general, it is not expected that this level of review will be used for innovative technologies or complex sites.

EPA will specify in the individual task order the documents or other materials to be reviewed, the due date for receipt of deliverable, and the level of detail required. Every review, regardless of level of detail, shall satisfy all of the elements specified in the performance standards below.

Performance Standards:

Deliverables, which document the findings from the technical reviews, shall demonstrate that the reviewed items are: (1) in compliance with most recent agreements and orders (e.g., Federal

Facility Agreement (FFA), Interagency Agreement (IAG), or Order (Unilateral or Consent Decree)), CERCLA or RCRA, Federal and state guidance, the National Contingency Plan (NCP), where applicable, and other programmatic/Federal facility guidance; (2) conducted in accordance with general industry or professional standards; and, (3) conducted in accordance with written direction provided by EPA in an individual task order. The deliverable shall also demonstrate that appropriate relevant documentation was considered when developing the comments (e.g., state documents, comments from other regulators, other documentation affecting the technical review, etc.). Attachment B provides a listing of typical Federal guidance documents, references, and standards that may be used during technical reviews.

Deliverables shall focus on the technical adequacy of the reviewed item and shall identify any deficiencies of major or critical importance (e.g., failure to identify all applicable or relevant and appropriate requirements (ARARs), a certain technology not addressed by the facility, incorrect engineering assumptions, or data gaps involving environmental pathways, etc.). The contractor's deliverable shall include the rationale behind any recommended changes to the item reviewed (e.g., facility failed to comply with certain EPA guidance or ineffective design or implementation of the selected corrective action). If appropriate, recommendations for additional work to be performed by the facility shall be included with the comments.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the task, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Task 2 – Meeting Support

Performance Requirement:

The contractor shall provide technical support to EPA during meetings/conference calls either internal to EPA or with other Federal, state, non-Federal PRP, or facility contractor personnel. The contractor may be called upon to defend, clarify, or explain any comments it offered related to a project. This may entail the contractor delivering a formal presentation using visual aids such as maps, computer programs (e.g., PowerPoint), or overhead transparencies.

In addition to technical support, the contractor may be required to provide logistical support to EPA at designated locations in the planning and facilitation of meetings/conference calls, and may be required to submit meeting minutes or summaries of discussions for which the contractor was present.

Performance Standards:

Contractor-supported meetings/conference calls shall demonstrate that the contractor provided the support in accordance with professional standards and in accordance with any written direction given by EPA in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel

performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the task, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Task 3 – Field Activities and Data Review

For purposes of this contract, field activities and data review entail field audits and inspections, field sampling, and data review. Successful accomplishment of Task 3 might involve the use of certain activities under Tasks 1, 2, or 4.

Performance Requirement:

Field Audits and Inspections

The contractor shall conduct field audits and inspections to evaluate facilities' compliance with Preliminary Assessment(PA)/Site Inspection (SI), Remedial Investigation(RI)/ Feasibility Study (FS), treatability study, Remedial Design(RD)/Remedial Action (RA), and removal and operation and maintenance (O&M) activities, as specified in CERCLA, as well as activities related to RCRA Facility Assessment (RFA), RCRA Facility Investigation (RFI), underground storage tanks (USTs), off-site treatment, storage, and disposal (TSD) requirements, multi-media inspections, and land disposal restriction (LDR) inspections under RCRA. The contractor may conduct a site visit as part of an orientation to the facility to view its physical and environmental setting.

This activity includes the implementation of work plans, sampling and analytical plans, and quality assurance project plans (QAPjPs) in the field. It can also include: (1) preparing a Field Audit Plan/Split Sample Plan which explicitly describes field audit activities the contractor will undertake, including a checklist of such activities; (2) observing sampling activities for compliance with the FFA, IAG, or settlement documents, approved sampling and analysis plan, and quality assurance program plan (QAPP); and (3) maintaining a diary or log of detailed observations at the site, including interactions with all parties, results of field tests, observations about conformance with the approved plans, FFAs, IAGs, and settlement documents. Deviations from the approved plans shall be noted as well. Diaries and logs may be supplemented by photographs and/or videotaping. Letter reports documenting the field audit or inspection activities performed may be required. Attachment C presents the Quality Assurance Requirements applicable to this activity.

Field Sampling

The contractor shall provide technical support to EPA in collecting samples from the facility. In general, activities the contractor shall conduct can include: (1) developing and submitting a sampling and analysis plan to EPA for critical review, comment, and approval; (2) preparing a QAPP and site Health and Safety Plan (HSP); (3) providing coordination support to EPA through the EPA Contract Laboratory Program, Regional EPA laboratories, and private laboratories; (4) procuring private analytical support, if necessary; (5) conducting sampling activities in accordance with the QAPP; (6) providing sample management (e.g., FORMS II Lite, SCRIBE,

Chain-of Custody sample tracking, sample retention, and maintenance of sample integrity); and (7) managing investigative derived waste (IDW). Attachment C presents the Quality Assurance Requirements applicable to field sampling activities.

Data Review (Validation, Evaluation, and Reporting)

The contractor shall provide data validation on the usability of the data.

The contractor shall compile analytical data. Typical activities shall include data reduction, tabulation, and evaluation. If required, the contractor shall format the data for input into a Regional or other database.

The contractor shall verify and report to EPA that adequate sample management was performed and the appropriate EPA tracking software was used. If required, the contractor shall format the data for input into a Regional or other database.

Attachment C presents the Quality Assurance Requirements applicable to data review activities.

Performance Standards:

The contractor shall provide field activities and data review support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the task, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Task 4 – Other Technical Support

The contractor shall provide the following types of other technical support at the facilities or sites covered under this contract.

Subtasks

- 4.1 CERCLA Site Assessment Support
- 4.2 RI/FS Support
- 4.3 Removal Support
- 4.4 RD Support
- 4.5 Post-Record of Decision (ROD) Activities
- 4.6 Community Involvement and Outreach Activities
- 4.7 Data Management Support
- 4.8 Military Munitions Response Support
- 4.9 Radiation Support
- 4.10 Negotiations Support
- 4.11 EPA Initiative and/or Project-Specific Support

In some cases, execution of activities in Task 4 may involve technical review, meeting support, field activities and data review, and/or other Task 4 activities.

Subtask 4.1 – CERCLA Site Assessment Support

Performance Requirement:

The contractor shall provide oversight of CERCLA site assessment activities at a Federal or non-Federal facility. The contractor may be tasked to conduct CERCLA site assessment activities. Site assessment activities can include: Preliminary Assessment/Site Inspection, Expanded Site Inspection (ESI), pre-Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS) screening, and Hazard Ranking System (HRS) scoring.

Performance Standards:

The contractor shall provide CERCLA site assessment support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order. Attachment C presents the Quality Assurance Requirements applicable to this activity.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.2 – RI/FS Support

Performance Requirement:

The contractor shall provide oversight of RI/FS activities at a Federal or non-Federal facility. RI/FS activities can include: developing an RI or FS report, performing a treatability study, investigating remedial alternatives, providing administrative record support (generally, for non-Federal facilities only), and providing support required for preparation of a ROD.

Performance Standards:

The contractor shall provide RI/FS support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order. Attachment C presents the Quality Assurance Requirements applicable to this activity.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.3 – Removal Support

Performance Requirement:

The contractor shall provide oversight support of time-critical and/or non-time critical removals at a Federal facility or non-Federal facility.

Performance Standards:

The contractor shall provide removal support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order. Attachment C presents the Quality Assurance Requirements applicable to this activity.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.4 – RD Support**Performance Requirement:**

The contractor shall provide oversight of RD activities at a Federal or non-Federal facility. RD activities can include: developing technical requirements in the preparation of preliminary designs or bid packages for requests for proposals, describing variances with the ROD, identifying land acquisition and easement requirements, applying value engineering (VE) screening, and documenting VE modifications.

Performance Standards:

The contractor shall provide RD support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.5 – Post-ROD Activities**Performance Requirement:**

The contractor shall provide oversight of the effectiveness of the implemented remedy and provide technical support at a Federal or non-Federal facility. Post-ROD activities can include: RA construction oversight, post-construction RA evaluations, O&M oversight, performing or overseeing Five-Year Reviews, closeout, and site deletion.

Performance Standards:

The contractor shall provide post-ROD activities support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.6 – Community Involvement and Outreach Activities

Performance Requirement:

The contractor shall provide oversight and/or conduct community involvement and outreach activities at a Federal or non-Federal facility. Community involvement/outreach activities can include: soliciting community comments on recommended or alternative remedies, preparing general or site-specific fact sheets, writing and/or placing newspaper notices regarding the availability of site-specific related documents, or answering technical questions at public meetings.

Performance Standards:

The contractor shall provide community involvement and outreach support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.7 – Data Management Support

Performance Requirement:

The contractor shall conduct data management activities to support EPA's internal management of the Superfund program and related projects. Any software used must be compatible with that used by EPA. Furthermore, any applications (i.e., databases) developed in the performance of activities under this contract will become the property of the EPA upon contract closeout. Data management activities can include: developing automated or written management information systems and record management systems; developing and maintaining regional tracking systems, databases, spreadsheets, and reporting systems; developing document inventory lists; manipulating information from various sources to create unique reports for EPA; converting existing data between systems; and developing and modifying draft geographical information systems (GIS) or geospatial reports for Superfund sites.

Performance Standards:

The contractor shall provide data management support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.8 – Military Munitions Response Support

Performance Requirement:

The contractor shall conduct oversight of military munitions response support activities at a Federal or non-Federal facility. Munitions response activities can include: unexploded ordnance (UXO) detection and avoidance; safety escorts for initial site characterizations; identifying demilitarization vs. open burn (OB)/open detonation (OD) options for waste munitions and UXO; RCRA Munitions Rule compliance; independent QA for clearance operations for munitions response actions; archival search report review and summarization; analysis of the potential for environmental release and persistence of munitions constituents; evaluation of chemical warfare agents, detection, and decontamination; and risk assessments for UXO and residual chemicals.

Performance Standards:

The contractor shall provide military munitions response support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order. Attachment C presents the Quality Assurance Requirements applicable to this activity.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.9 – Radiation Support

Performance Requirement:

The contractor shall provide oversight of radiation support activities at a Federal or non-Federal facility. The contractor may be tasked to conduct radiation support activities. Radiation support can include: field surveys, sampling, and analytical procedures; safety escorts for site characterizations; radiation site characterization support; evaluation of remediation options and volume reduction methods; independent QA; archival search report review and summarization; analysis of the potential for environmental release of radionuclides; radionuclide fate and transport groundwater modeling; design and evaluation of radiation survey/sampling strategies; and maintenance and calibration of specialized equipment.

Performance Standards:

The contractor shall provide radiation support using the guidance listed in Attachment B, other

applicable guidance, and/or direction provided in an individual task order. Attachment C presents the Quality Assurance Requirements applicable to this activity.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.10 – Negotiations Support

Performance Requirement:

The contractor shall provide negotiations support services at a Federal or non-Federal facility, including negotiations support for FFAs/IAGs, consent decrees, administrative orders on consent, etc. Negotiation support activities can include: obtaining expert witnesses and subject matter experts; providing litigation and administrative/alternative dispute resolution support; and maintaining and tracking correspondence, reports, interviews, and records.

Performance Standards:

The contractor shall provide negotiations support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

Subtask 4.11 - EPA Initiatives and/or Project-Specific Technical Support

Performance Requirement:

The contractor shall provide technical support of EPA Federal facilities program initiatives and project-specific activities (including Region-specific projects) not mentioned elsewhere in the SOW. Activities can include: information gathering and summation of various topics directly or indirectly associated with other activities in the SOW; preparing “stand alone” technical deliverables; indexing references; providing specialized expertise; participating in Federal facility and non-Federal facility workgroups and partnership sessions; researching the latest technological remedies and software; and utilization of state-of-art project management tools.

Performance Standards:

The contractor shall provide initiative/project-specific technical support using the guidance listed in Attachment B, other applicable guidance, and/or direction provided in an individual task order.

Deliverables shall meet the schedule and cost presented in the task order. Contractor personnel performing under the task order shall meet the standards of the position as described in the contract schedule. The integration and coordination of all activity needed to execute the subtask, (e.g., problem identification/resolution strategy; responses to inquiries, and/or technical, service, administrative issues, etc.) shall be timely, complete and effective.

ATTACHMENT A

LIST OF DOCUMENTS THAT MAY REQUIRE TECHNICAL REVIEW

CERCLA-Type Documents

PA and/or SI Work Plans, RI and/or FS Work Plans, Field Sampling Plans, QAPjPs, laboratory data and analysis, data validation documentation, Monitoring Report, Community Involvement Plans, RI Reports, FS Reports, Proposed Plans, RODs, RD Work Plans, Preliminary and Final RDs, RA Work Plans, Construction Quality Assurance Plans, Contingency Plans, O&M Plans, Interim and Final RA Reports, Five-Year Review Reports, Preliminary and Final Closeout Reports, Engineering Evaluation/Cost Analysis (EE/CA) for Removals, Action Memoranda for Removals, Site Characterization Summaries, Sampling and Data Results, Treatability Study Work Plans, Treatability Study Reports, Initial Screenings of Alternatives, Baseline Risk Assessments, Ecological Risk Assessments, Human Health Risk Assessments, well closure methods and procedures, Cost-Benefit Analyses, BRAC documents (e.g., FOSSL, FOST, etc.), UXO, radiation, technical memorandums, and Operating Properly and Successfully (OPS) Determinations.

RCRA/HSWA-Type Documents

RCRA Facility Assessments (RFAs), RCRA Facility Investigation/Remedial Investigation (RFI/RI) Work Plans, RFI/RI Reports, Site Investigation/Confirmation Study (SI/CS) Work Plans, SI/CS Reports, Interim Stabilization Measures (ISM)/Removal Work Plans, ISM/Removal Reports, Corrective Measures Study (CMS)/Feasibility Study (FS) Work Plans, Corrective Measures Implementation (CMI) Reports, Risk Assessment Work Plans, Risk Assessment Reports, Site Evaluation Reports, Site Management Plans, Operable Unit (OU) Program Plans, OU Scoping Plans, Site Closeout Plans, and other technical documents such as Treatability Studies, Statements of Basis, responses to public comments, draft permit modifications, RODs, Field Sampling Plans, QAPjPs, and other RCRA program documents.

Reviews of Existing Data and Other Program Documents

Background/historical data and other information related to Federal environmental restoration/cleanup programs at Federal facilities, BRAC documents (e.g., FOSSL, FOST, etc.) and guidance, radiological guidance from DOE or the Nuclear Regulatory Commission (NRC), DOE demolition and destruction guidance, DOE delisting guidance, Field Sampling Plan, QAPjP, laboratory data and analysis, data validation documentation, Monitoring Report, Community Involvement Plan, RI Report, FS Report, Proposed Plan, ROD, RD Work Plan, Preliminary or Final RD, RA Work Plan, Construction Quality Assurance Plan, Contingency Plan, O&M Plan, Interim and Final RA Report, Five-Year Review Report, Preliminary and Final Closeout Report, EE/CA for removals, action memoranda for removals, site characterization summaries, sampling and data results, Treatability Study Work Plan, Treatability Study Report, Initial Screening of Alternatives, Baseline Risk Assessment, Ecological Risk Assessment, Human Health Risk Assessment, well closure methods and procedures, cost-benefit analysis, UXO, radiation, technical memorandums or other technical documents, OPS determinations, and other CERCLA documents.

ATTACHMENT B

LIST OF GUIDANCE DOCUMENTS, REFERENCES AND STANDARDS

The following is a list of many of the guidance documents, references, and standards that apply to CERCLA assessment support, the RI/FS process, baseline human health risk assessments and human health and ecological risk assessments, quality assurance, community involvement activities, the RD/RA process, military munitions, radiation remediation, RCRA Compliance, Corrective Action, and Oversight activities, product quality, and performance-based service contracting. In addition, documents related specifically to Federal facilities can be found at www.epa.gov/swerffrr/policy.htm.

For a more comprehensive and up-to-date list, see also the following web page:
<http://www.epa.gov/epahome/lawregs.htm>.

➤ CERCLA Assessment Support

(see also <http://www.epa.gov/superfund/programs/siteasmt/index.htm>)

1. EPA Integrated Risk Information System (IRIS) and EPA Health Effects Assessment Summary Tables (HEAST)
2. Guidance for Performing Preliminary Assessments Under CERCLA, September 1991, (EPA 9345.0-01A)
3. EPA publication “Guidance for Performing Site Inspections Under CERCLA;” Interim Final, September 1992, (NTIS PB92-963375, EPA 9345.1-05), and the electronic scoring program known as PA-Score
4. OSWER Directive 9345.0-01A - Preliminary Assessment Guidance, PA/SI Checklist, Site Inspection Guidance, Regional Guidance, and other supporting documents
5. Integrating Removal and Remedial Site Assessment Investigations, OSWER Short Sheet 9345.16FS, September 1993
6. OSWER Directive 9345.1-15FS, Site Inspection Prioritization Guidance, August 1993, as amended
7. EPA OSWER Directive 9345.1-07, November 1992, “The Hazard Ranking System Guidance Manual”
8. OSWER Directive 9360.3-08, Superfund Removal Procedures/The Removal Response Decision: Site Discovery to Response Decision, and the National Contingency Plan (NCP)(40 CFR Part 300, September 1994)
9. Integrating Brownfields and Traditional Site Assessment, #9230.0-81, EPA 540-F-96-028, January 1997
10. Road Map to Understanding Innovative Technology Options for Brownfields Investigation and Cleanup, EPA 542-B-97-002
11. Brownfields Quality Assurance document (EPA 540-R-98-038)
12. Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, ASTM, E 1527-94
13. Environmental Site Assessments: Phase II Environmental Site Assessment Process,

ASTM, E 1903-97

➤ RI/FS Process

1. American National Standards Practices for Respiratory Protection. American National Standards Institute Z88.2-1980, March 11, 1981
2. ARCS Construction Contract Modification Procedures, September 1989, OERR Directive 9355.5-01/FS
3. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (draft), OSWER Directive No. 9234.1-01 and -02
4. Community Relations in Superfund -A Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B
5. A Compendium of Superfund Field Operations Methods, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, EPA/540/P-87/001a, August 1987, OSWER Directive No. 9355.0-14
6. Construction Quality Assurance for Hazardous Waste Land Disposal Facilities, U.S. EPA, Office of Solid Waste and Emergency Response, October 1986, OSWER Directive No. 9472.003
7. Contractor Requirements for the Control and Security of RCRA Confidential Business Information, March 1984
8. Data Quality Objectives for Remedial Response Activities, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/G-87/003, March 1987, OSWER Directive No. 9335.0-7B
9. Engineering Support Branch Standard Operating Procedures and Quality Assurance Manual, U.S. EPA Region IV, Environmental Services Division, April 1, 1986 (revised periodically)
10. EPA NEIC Policies and Procedures Manual, EPA-330/9-78-001-R, May 1978, revised November 1984
11. Federal Acquisition Regulation, Washington, D.C.: U.S. Government Printing Office (revised periodically)
12. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, U.S. EPA, Office of Emergency and Remedial Response, October 1988, OSWER Directive NO. 9355.3-01, October 1988 (or as amended)
13. Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potential Responsible Parties, U.S. EPA, Office of Emergency and Remedial Response, EPA/540/G-90/001, April 1990
14. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990
15. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA, Office of Emergency and Remedial Response (draft), OSWER Directive No. 9283.1-2
16. Guide for Conducting Treatability Studies Under CERCLA, U.S. EPA, Office of Emergency and Remedial Response, pre-publication version
17. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992

18. Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Research and Development, Cincinnati, QAMS-004/80, December 29, 1980
19. Health and Safety Requirements of Employees Employed in Field Activities, U.S. EPA, Office of Emergency and Remedial Response, July 12, 1982, EPA Order No. 1440.2
20. Interim Guidance on Compliance with Applicable or Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05
21. Interim Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Emergency and Remedial Response, QAMS-005/80, December 1980
22. Methods for Evaluating the Attainment of Cleanup Standards: Vol. 1, Soils and Solid Media, February 1989, EPA 23/02-89-042; vol. 2, Ground Water (July 1992)
23. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990
24. NIOSH Manual of Analytical Methods, 2nd edition. Volumes I-VII for the 3rd edition, Volumes I and II, National Institute of Occupational Safety and Health
25. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, National Institute of Occupational Safety and Health/Occupational Health and Safety Administration/U.S. Coast Guard/Environmental Protection Agency, October 1985
26. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03
27. Procedure for Planning and Implementing Off-Site Response Actions, Federal Register, Volume 50, Number 214, November 1985, pages 45933-45937
28. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A
29. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988
30. Remedial Design and Remedial Action Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1995, OSWER Directive No. 9355.5-22
31. Revision of Policy Regarding Superfund Project Assignments, OSWER Directive No. 9242.3-08, December 10, 1991 [guidance, p. 2-2]
32. Scoping the Remedial Design (fact sheet), February 1995, OSWER Publ. 9355-5-21 FS
33. Standard Operating Safety Guides, U.S. EPA, Office of Emergency and Remedial Response, November 1984
34. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration
35. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration
36. Structure and Components of Five-Year Reviews, OSWER Directive No. 9355.7-02, May 23, 1991 [guidance, p. 3-5]
37. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001
38. Superfund Remedial Design and Remedial Action Guidance, U.S. EPA, Office of Emergency and Remedial Response, June 1986, OSWER Directive No. 9355.0-4A
39. Superfund Response Action Contracts (fact sheet), May 1993, OSWER Publ. 9242.2-

08FS

40. TLVs-Threshold Limit Values and Biological Exposure Indices for 1987-88, American Conference of Governmental Industrial Hygienists
41. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992
- 41a. Treatability Studies: OSWER Directive 9380.3-10, NTIS Order Number: PB93-126787INX
42. USEPA Contract Laboratory Program Statement of Work for Inorganic Analysis, U.S. EPA, Office of Emergency and Remedial Response, July 1988
43. USEPA Contract Laboratory Program Statement of Work for Organic Analysis, U.S. EPA, Office of Emergency and Remedial Response, February 1988
44. User's Guide to the EPA Contract Laboratory Program, U.S. EPA, Sample Management Office, August 1982
45. Value Engineering (fact sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990

➤ Baseline Human Health Risk Assessments and Human Health and Ecological Risk Assessments (see also <http://www.epa.gov/superfund/programs/risk/index.htm>)

For Baseline Human Health Risk Assessments:

1. Risk Assessment Guidance for Superfund (RAGS), Volume I: Human Health Evaluation Manual: Part A, Baseline Risk Assessment. Interim Final, EPA 540/1-89/002, NTIS PB90-155581, December 1989
2. Part B, Development of Risk-Based Preliminary Remediation Goals, EPA 540/R-92/003, OSWER Directive 9285.7-01B. NTIS PB92-963333, December 1991
3. Part C, Risk Evaluation of Remedial Alternatives, EPA/540/R-92/004, OSWER Directive 9285.7-01C. NTIS PB92-963334, December 1991
4. Part D, Standardized Planning, Reporting and Review of Superfund Risk Assessments, EPA 540-R-97-033, OSWER Directive 9285.7-01D, NTIS PB97-963305, January 1998
5. Supplemental Guidance to RAGS: Calculating the Concentration Term, OSWER Directive 9285.7-08I, June 22, 1992
6. OSWER Directive No. 9355.0-30, Role of the Baseline Risk Assessment in Superfund Remedy Selection Decisions, April 22, 1991

For Human Health and Ecological Risk Assessments:

1. Ecological Risk Assessment Guidance for Superfund: Process for Designing and Conducting Ecological Risk Assessment, Interim Final, dated June 5, 1997
2. Risk Assessment Guidance for Superfund, Volume II, Environmental Evaluation Manual, Interim Final, dated March 1989
3. Guidance for Data Usability in Risk Assessment, Interim Final, dated October 1990
4. Region IX PRGs Table, latest update; guidance documents on toxicological profiles for various contaminants
5. Standard Default Exposure Factors, Interim Final, OSWER Directive 9285.6-03, March 25, 1991
6. Final Guidance Data Usability in Risk Assessment (Part A), OSWER Directive 9285.7-09A. NTIS PB92-963356, April 1992
7. Guidance for Data Usability in Risk Assessment (Part B), OSWER Directive 9285.7-09B.

- NTIS PB92-963362, May 1992
8. Dermal Exposure Assessment: Principles and Applications, EPA 600/8-91/011B, January 1992
 9. Exposure Factors Handbook, Volumes 1,2,3, EPA/600/P-95/002Fa., 1997; Air/Superfund National Technical Guidance Study Series, Volumes I, II, III, and IV (EPA 450/1-89-001,002,003,004, July 1989)
 10. Final Soil Screening Guidance, May 17, 1996. Soil Screening Guidance User's Guide, Office of Solid Waste and Emergency Response. EPA/540/R-96/018
 11. Soil Screening Guidance: Technical Background Document, EPA 540/R-94/126
 12. EPA Risk Characterization Program, Memorandum from Administrator Carol Browner, Office of the Administrator, Washington, D.C., March 21, 1995
 13. Revised Interim Soil Lead Guidance for CERCLA Sites and RCRA Corrective Action Facilities, OSWER Directive 9355.4-12, July 14, 1994
 14. Ecological Risk Assessment Guidance for Superfund, Process for Designing and Conducting Ecological Risk Assessments, EPA/540-R-97-006, June 1997
 15. Ecological Assessment of Hazardous Waste Sites: A Field and Laboratory Reference Document, EPA 600/3-89/013, March 1989
 16. EcoUpdate: Intermittent Bulletins, Supplemental Guidance to RAGS, Vol. II, EPA Publication 9345.0-051

➤ Quality Assurance

(see also <http://www.epa.gov/quality>,
<http://www.epa.gov/superfund/programs/clp/f2lmandate.htm>, and
<http://www.epa.gov/superfund/programs/clp/ansets.htm>)

1. EPA QA/R-2 EPA Requirements for Quality Management Plans;
2. ANSI/ASQC-E4-1994 American National Standard Specifications; Guidelines for Quality Systems for Environmental Data Collection, and Environmental Technology Programs, or other applicable standards as identified with the assistance of the Regional Quality Assurance Manager
3. EPA QA/R-5 EPA Requirements for Quality Assurance Project Plans
4. EPA QA/G-5 Guidance on Quality Assurance Project Plans
5. EPA QA/G-4 Guidance for the Data Quality Objectives Process, and Regional data review policy
6. OSWER Directive 9429.0-38, FORMS II Lite

➤ Community Involvement Activities

(see also <http://www.epa.gov/superfund/action/community/index.htm>)

1. Public Participation Guidance for On-Scene Coordinators: Community Relations and the Administrative Record, OSWER Directive 9360-05, June 1992
2. Section 117 of SARA, the NCP, and
3. Superfund Community Involvement Handbook and Tool Kit, 2002, in the planning and implementation of community involvement activities.

➤ Time-critical and Non Time-Critical Removal Process

1. Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA, USEPA, Office of Emergency and Remedial Response 1993, EPA/540-R-93-057, American National Standards Practices for Respiratory Protection. American National Standards Institute Z88.2-1980, March 11, 1981
2. CERCLA Compliance with Other Laws Manual, Two Volumes, USEPA, Office of Emergency and Remedial Response, August 1988 (draft), OSWER Directive No. 9234.1-01 and -02
3. Community Relations in Superfund -A Handbook, USEPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B
4. A Compendium of Superfund Field Operations Methods, Two Volumes, USEPA, Office of Emergency and Remedial Response, EPA/540/P-87/001a, August 1987, OSWER Directive No. 9355.0-14
5. Construction Quality Assurance for Hazardous Waste Land Disposal Facilities, USEPA, Office of Solid Waste and Emergency Response, October 1986, OSWER Directive No. 9472.003
6. Contractor Requirements for the Control and Security of RCRA Confidential Business Information, March 1984
7. Data Quality Objectives for Remedial Response Activities, USEPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/G-87/003, March 1987, OSWER Directive No. 9335.0-7B
8. Engineering Support Branch Standard Operating Procedures and Quality Assurance Manual, USEPA Region IV, Environmental Services Division, April 1, 1986 (revised periodically)
9. EPA NEIC Policies and Procedures Manual, EPA-330/9-78-001-R, May 1978, revised November 1984
10. Federal Acquisition Regulation, Washington, D.C.: U.S. Government Printing Office (revised periodically)
11. Guide to Management of Investigation-Derived Wastes, USEPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992
12. Guidelines and Specifications for Preparing Quality Assurance Project Plans, USEPA, Office of Research and Development, Cincinnati, QAMS-004/80, December 29, 1980
13. Health and Safety Requirements of Employees Employed in Field Activities, USEPA, Office of Emergency and Remedial Response, July 12, 1982, EPA Order No. 1440.2
14. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, USEPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05
15. Interim Guidelines and Specifications for Preparing Quality Assurance Project Plans, USEPA, Office of Emergency and Remedial Response, QAMS-005/80, December 1980
16. Methods for Evaluating the Attainment of Cleanup Standards: Vol. 1, Soils and Solid Media, February 1989, EPA 23/02-89-042; vol. 2, Ground water (July 1992)
17. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990
18. NIOSH Manual of Analytical Methods, 2nd edition. Volumes I-VII for the 3rd edition, Volumes I and II, National Institute of Occupational Safety and Health
19. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities,

National Institute of Occupational Safety and Health/Occupational Health and Safety Administration/United States Coast Guard/Environmental Protection Agency, October 1985

20. OSWER Directive No. 9355.7-02, May 23, 1991 [guidance, p. 3-5]
21. OSWER Directive No. 9242.3-08, December 10, 1991. [guidance, p. 2-2]
22. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03
23. Procedure for Planning and Implementing Off-Site Response Actions, Federal Register, Volume 50, Number 214, November 1985, pages 45933-45937
24. Standard Operating Safety Guides, USEPA, Office of Emergency and Remedial Response, November 1984
25. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration
26. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration
27. TLVs-Threshold Limit Values and Biological Exposure Indices for 1987-88, American Conference of Governmental Industrial Hygienists
28. USEPA Contract Laboratory Program Statement of Work for Inorganic Analysis, USEPA, Office of Emergency and Remedial Response, July 1988
29. USEPA Contract Laboratory Program Statement of Work for Organic Analysis, USEPA, Office of Emergency and Remedial Response, February 1988
30. User's Guide to the EPA Contract Laboratory Program, USEPA, Sample Management Office, August 1982
31. Value Engineering (fact sheet), USEPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990
32. Guide to Documenting Cost and Performance for Remediation Projects, Publication EPA-542-B-95-002, March 1995

➤ RD/RA Process

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (draft), OSWER Directive No. 9234.1-01 and -02
2. Community Relations in Superfund -A Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B
3. The Data Quality Objectives for Process of Superfund: Interim Final Guidance, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993
4. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990
5. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (draft), OSWER Directive No. 9283.1-2
6. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992
7. Interim Guidance on Compliance with Applicable or Relevant and Appropriate

- Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05
8. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990
 9. Permits and Permit Equivalency Processes for CERCLA On-site Response Actions, February 19, 1992, OSWER Directive 9355.7-03
 10. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A
 11. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988
 12. Remedial Design/Remedial Action (RD/RA) Handbook, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995
 13. Scoping the Remedial Design (fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS
 14. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration
 15. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration
 16. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001
 17. Superfund Response Action Contracts (fact sheet), May 1993, OSWER Publ. 9242.2-08FS
 18. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992
 - 18.a Treatability Studies: OSWER Directive 9380.3-10, NTIS order number 9B93-126787INX
 19. Guide for Conducting Treatability Studies Under CERCLA, EPA/540/R-92/071A OSWER DIRECTIVE-9380.3-10, NTIS Order Number: PB93-126787INX
 20. Value Engineering (fact sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990
 21. Comprehensive Five-Year Review Guidance, June 2001, OSWER Directive No. 9355.7-03B-P
 22. OSWER Directive 9200.1-37FS, Operating and Maintenance in the Superfund Program (fact sheet), May 2001
 23. OSWER Directive No. 9355.7-04, Land Use in the CERCLA Remedy Selection Process, May 25, 1995

➤ Military Munitions

1. Used or Fired Munitions and Unexploded Ordnance at Closed, Transferring, and Transferred Military Ranges, EPA 505-R-00-01, April 2000
2. Data Quality Objectives Process for Hazardous Waste Site Investigations, EPA/600/R-00-007, January 2000
3. EPA guidance for Quality Assurance Plans, EPA QA/GE, February 1998
4. Institutional Controls and Transfer of Real Property Under CERCLA, Section 120(h)(3)(A), February 2002
5. UXO Handbook, Handbook on the Management of Ordnance and Explosives at Closed, Transferring, and Transferred Ranges and Other Sites, February 2002

➤ Radiation Remediation

(see also: <http://www.epa.gov/superfund/resources/radiation/>)

<http://epa-prgs.ornl.gov/radionuclides/>

<http://www.epa.gov/radiation>)

1. OSWER Radiation Guidance for CERCLA Cleanup Levels and ARARs Guidance: “Establishment of Cleanup Levels for CERCLA Sites with Radioactive Contamination” August 22, 1997
2. Headquarters Consultation for Radioactively Contaminated Sites, July 26, 2000, OSWER Directive 9200.1-33P
3. Clarification of the Role of Applicable or Relevant and Appropriate Requirements in Establishing Preliminary Remediation Goals Under CERCLA, August 22, 1997, OSWER Directive 9200.4-23
4. Use of Soil Cleanup Criteria in 40 CFR Part 192 as Remediation Goals for CERCLA Sites, February 12, 1998, OSWER Directive 9200.4-25
5. Remediation Goals for Radioactively Contaminated CERCLA Sites Using the Benchmark Dose Cleanup Criteria in 10 CFR Part 40 Appendix A, I, Criterion 6(6)" April 11, 2000, OSWER Directive 9200.4-35P
6. Interim Final Evaluation of Facilities Currently or Previously Licensed NRC Sites under CERCLA, February 17, 2000, “Interim Final Evaluation of Facilities Currently or Previously Licensed NRC Sites under CERCLA” February 17, 2000, OSWER Directive 9272.0-15P
7. Use of Uranium Drinking Water Standards under 40 CFR 141 and 40 CFR 192 as Remediation Goals for Groundwater at CERCLA sites, November 6, 2001, OSWER Directive 9283.1-14
8. Radionuclide Preliminary Remediation Goals (PRGs) for Superfund electronic calculator, includes transmittal memo entitled “Distribution of OSWER Radionuclide Preliminary Remediation Goals (PRGs) for Superfund Electronic Calculator” [PDF 4 pages, 98K], February 7, 2002, OSWER Publication 9355.01-83A, <http://epa-prgs.ornl.gov/radionuclides/>
9. Common Radionuclides Found at Superfund Sites, OSWER No. 9200.1-34, July 2002
10. Distribution of OSWER Common Radionuclides Found at Superfund Sites Booklet for the General Public, OSWER No. 9200.1-34b, August 20, 2002
11. Common Chemicals Found at Superfund Sites, OSWER No. 9203.1-17, August 1994
12. Memorandum of Understanding Between the Environmental Protection Agency and the Nuclear Regulatory Commission: Consultation and Finality on Decommissioning and Decontamination of Contaminated Sites, OSWER 9295.8-06
13. Simulating Radionuclide Fate and Transport in the Unsaturated Zone: Evaluation and Sensitivity Analyses of Select Computer Models, EPA/600/R-02/082, July 2002
14. Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)
15. Multi-Agency Radiological Lab Analytical Protocols [MARLAP] guidance

➤ RCRA Compliance, Corrective Action, and Oversight Activities

1. Permitting - Subtitle C of RCRA , 40 CFR Part 270.65, etc.
2. Corrective action permit provisions, closure, and post-closure plans, in accordance with 40

CFR Parts 264 and 270

3. Treatment, storage, and disposal (TSD) operations - Subtitle C of RCRA
4. Underground Storage Tanks (USTs) - 40 CFR 280.60, 40 CFR 280.70 to 280.73, 40 CFR 280.34, etc.
5. LDR regulations
6. Corrective Action Management Units (CAMUs) - 40 CFR Part 264, Subpart S, 264.552, etc.

➤ Product Quality

The following guidance could be used to measure the quality of a product:

1. The American Society of Civil Engineers' "Quality in the Constructed Project"
2. OERR's Remedial Design and Remedial Action Handbook
3. Federal Acquisition Regulation (FAR)
4. OSHA's Standards for General Industry, Part 1910
5. Standards of the Construction industry, Part 1926

➤ Performance-Based Service Contracting

1. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996
2. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998
3. Performance-Based Contracting (fact sheet), U.S. EPA, Office of Emergency and Remedial Response, February 1999 (draft)
4. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991

ATTACHMENT C

QUALITY ASSURANCE REQUIREMENTS

The following quality assurance (QA) requirements will apply to all task orders issued under this contract.

- ✓ Quality Management Plan (QMP) in accordance with the format and content specified in:

ANSI/ASQC E4 -1994: Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs, and

EPA QA/R-2: EPA Requirements for Quality Management Plans, dated 03/20/01 or latest revision.

- ✓ Review and update, as necessary, the QMP on an annual basis. Any updates shall be submitted for approval by the EPA Regional QA Officer.

- ✓ Prepare a site-specific Quality Assurance Project Plan (QAPjP) for tasks that involve environmental data collection activities, in accordance with the format and content specified in:

QA/G-2: EPA Guidance on Preparing Quality Assurance Program Plans, QA/R-5: EPA Guidance on Preparing Quality Assurance Project Plans, QA/G-4: EPA Guidance for the Data Quality Objectives Process, EPA QA/G-5: Guidance on Quality Assurance Project Plans, and/or any other specified national or regional guidance.

ATTACHMENT D

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The deliverables for each Task Order (TO) will be evaluated against the performance standards listed for each task under section V “Technical Requirements” of the Performance Work Statement (PWS) by the Contracting Officer’s Representative (COR) on an annual basis. The following performance categories will be rated for each TO:

- Quality
- Timeliness of Performance
- Cost Control
- Business Relations

Each category will be measured using the following performance ratings:

- 0 = Unsatisfactory
- 1 = Poor
- 2 = Fair
- 3 = Good
- 4 = Excellent
- 5 = Outstanding

Detailed information describing the performance categories and ratings are listed at the conclusion of the QASP.

The ratings for each category will be averaged to determine an overall rating for each TO. A TO for which no work has been performed during the period will not be rated. The COR will also perform an annual contract level evaluation using the same performance categories and ratings. The ratings for each category will be averaged to determine an overall rating at the contract level. Lastly, the ratings for each TO and the contract level rating given by the COR will be averaged to determine the final rating for that year.

At the conclusion of year four of the Base Period, the contractor shall be evaluated for performance. The Region 2 COR will apply a straight average of ratings for years 1- 4 utilizing annual ratings. The contractor must achieve an average rating of 4.3 or greater for years 1-4 in order to be eligible for an award term. If at the end of year four it is determined that the Contractor shall be awarded a twelve month award term, the evaluation process will be repeated at the end of year five. The COR shall apply a straight average of ratings for years 1-5 utilizing annual ratings to determine if the contractor is eligible for a second, twelve month award term. The contractor must achieve an average rating of 4.3 or greater for years 1-5 in order to be eligible for a second award term.

Performance Categories and Ratings Description

Quality of Product or Service

Unsatisfactory: Non-conformance(s) are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.

Poor: Overall compliance requires significant Agency resources to ensure achievement of contract requirements.

Fair: Overall compliance requires minor Agency resources to ensure achievement of contract requirements.

Good: There are no, or very minimal, quality problems, and the Contractor has met the contract requirements.

Excellent: There are no quality issues, and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.

Outstanding: The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example for others, so that it justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Cost Control

Unsatisfactory: Ability to manage cost issues is jeopardizing performance of contract requirements, despite use of Agency resources. Recovery is not likely. The contractor consistently proposes higher cost labor mixes than are necessary to achieve contract objectives. The skill levels of personnel used are often inaccurately matched to the complexity of the work, resulting in substantially higher costs (ex. expert level staff are used for routine work). As a consequence, the contractor consistently exceeds the estimated TDD cost ceilings. If performance cannot be substantially corrected, this level of ability to manage cost issues constitutes a significant impediment in consideration for future awards.

Poor: Ability to manage cost issues requires significant Agency resources to ensure achievement of contract requirements. The contractor frequently proposes higher cost labor mixes than are necessary to achieve contract objectives. The skill levels of personnel used are often inaccurately

matched to the complexity of the work, resulting in substantially higher costs (ex. expert level staff are used for routine work). As a consequence, the contractor frequently exceeds the estimated TDD cost ceilings.

Fair: Ability to control cost issues requires minor Agency resources to ensure achievement of contract requirements. The contractor occasionally proposes higher cost labor mixes than are necessary to achieve contract objectives. The skill levels of personnel used are sometimes inaccurately matched to the complexity of the work, resulting in higher costs (ex. expert level staff are used for routine work). As a consequence, the contractor occasionally exceeds the estimated TDD cost ceilings.

Good: There are no, or very minimal, cost management issues and the Contractor has met the contract requirements. The contractor generally proposes low cost labor mixes that satisfactorily achieve contract objectives. The skill levels of personnel used are accurately matched to the complexity of the work (ex. expert level staff are used for complex technical work; entry level staff are used for routine work).

Excellent: The contractor consistently proposes low cost labor mixes that satisfactorily achieve contract objectives. The skill levels of personnel used are accurately matched to the complexity of the work (ex. expert level staff are used for complex technical work; entry level staff are used for routine work). There are no cost management issues and the Contractor has exceeded the contract requirements, achieving cost savings to the Government.

Outstanding: The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where the contractor achieved cost savings and performance clearly exceeds the performance levels described as "Excellent".

Timeliness of Performance:

Unsatisfactory: Delays are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.

Poor: Delays require significant Agency resources to ensure achievement of contract requirements.

Fair: Delays require minor Agency resources to ensure achievement of contract requirements.

Good: There are no, or minimal, delays that impact achievement of contract requirements.

Excellent: There are no delays and the contractor has exceeded the agreed upon time schedule.

Outstanding: The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Business Relations

Unsatisfactory: Response to inquiries and/or technical, service, and administrative issues are not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.

Poor: Response to inquiries and/or technical, service, administrative issues are marginally effective.

Fair: Response to inquiries and/or technical, service, administrative issues are somewhat effective.

Good: Response to inquiries and/or technical, service, administrative issues are consistently effective.

Excellent: Response to Inquiries and/or technical, service, administrative issues exceed Government expectation.

Outstanding: The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

ATTACHMENT E

ACRONYMS

AQL	Acceptable Quality Level
ARAR	Applicable or Relevant and Appropriate Requirement
BRAC	Base Realignment and Closure
CAMU	Corrective Action Management Unit
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERCLIS	Comprehensive Environmental Response, Compensation, and Liability Information System
CERFA	Community Environmental Response Facilitation Act
CFR	Code of Federal Regulations
CLP	Contract Laboratory Program
CMI	Corrective Measures Implementation
CMS	Corrective Measures Study
COR	Contracting Officer's Representative
DoD	Department of Defense
DOE	Department of Energy
EBS	Environmental Baseline Survey
EE/CA	Engineering Evaluation/Cost Analysis
EPA	Environmental Protection Agency
ESI	Expanded Site Inspection
FAR	Federal Acquisition Regulation
FFA	Federal Facility Agreement
FOST	Finding of Suitability to Transfer
FOSL	Finding of Suitability to Lease
FUDS	Formerly Used Defense Site
FUSRAP	Formerly Used Site Remedial Action Program
GIS	Geographical Information System
HRS	Hazard Ranking System
HSP	Health and Safety Plan
HSWA	Hazardous and Solid Waste Amendments
IAG	Interagency Agreement
ISM	Interim Stabilization Measures
LDR	Land Disposal Restriction
MOU	Memorandum of Understanding
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NPL	National Priorities List
NRC	Nuclear Regulatory Commission
OB/OD	Open Burn/Open Detonation
O&M	Operations and Maintenance
OE	Ordnance and Explosives
OPS	Operating Properly and Successfully
OSWER	Office of Solid Waste and Emergency Response
OU	Operable Unit

PA	Preliminary Assessment
PRP	Potentially Responsible Party
QA	Quality Assurance
QMP	Quality Management Plan
QAPjP	Quality Assurance Project Plan
QAPP	Quality Assurance Program Plan
QC	Quality Control
RA	Remedial Action
RCRA	Resource Conservation and Recovery Act
RD	Remedial Design
RFA	RCRA Facility Assessment
RFI	RCRA Facility Investigation
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Study
ROD	Record of Decision
SARA	Superfund Amendments and Reauthorization Act
SI	Site Inspection
SI/CS	Site Investigation/Confirmation Study
SIP	Site Inspection Prioritization
SOP	Standard Operating Procedure
SOW	Statement of Work
TSD	Treatment, Storage, and Disposal
UST	Underground Storage Tank
UXO	Unexploded Ordnance
VE	Value Engineering