U.S. Army Corps of Engineers
South Atlantic Division

FINAL
Quality Control Plan
Remedial Investigation/Feasibility Study
or the Former Incinerator
Former Richmond Naval Air Station
Miami, Miami-Dade County, Florida
FUDS ID #: I04FL003806

In Support of:
FUDS Program Category: HTRW Remedial Investigation Project

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Task Order: CS04

The views, opinions, and/or findings contained in this report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision, unless so designated by other documentation.

January 2015

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LIST OF ACRONYMS

Aerostar	Aerostar SES LLC
APP	Accident Prevention Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CO	Contracting Officer
COR	Contracting Officer Representative
DERP-FUDS	Defense Environmental Restoration Program-Formerly Used Defense Sites
DoD	Department of Defense
FBP	Federal Bureau of Prisons
FDEP	Florida Department of Environmental Protection
FTL	Field Team Leader
FSP	Field Sampling Plan
ITR	Independent Technical Review
ITRT	Independent Technical Review Team
NCR	Nonconformance Reports
NTP	Notice to Proceed
PA/SI	Preliminary Assessment/Site Investigation
PG	Professional Geologist
PM	Project Manager
POC	Point of Contact
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
QCP	Quality Control Plan
RI/FS	Remedial Investigation/Feasibility Study
SHO	Safety and Health Officer
SSHP	Site Safety and Health Plan
SSHO	Site Safety and Health Officer
TPOC	Technical Point of Contact
TPP	Technical Project Planning
USACE	U.S. Army Corps of Engineers
UST	Underground Storage Tank
WP	Work Plan

1.0 INTRODUCTION

Aerostar SES LLC (Aerostar) has prepared this Quality Control Plan (QCP) for the U.S. Army Corps of Engineers (USACE)-Jacksonville District under contract W91278-14-D-0017, Task Order CS04 to conduct a Remedial Investigation/Feasibility Study (RI/FS) for the former Incinerator located at the former Richmond Naval Air Station (NAS), Miami, Miami-Dade County, Florida. This QCP has been prepared pursuant to the revised Performance Work Statement (PWS) provided to Aerostar by the USACE on September 5, 2014. A site location map is presented in **Figure 1**.

As stated in the PWS, the former Richmond Naval Air Station HTRW project was evaluated under the requirements of the Defense Environmental Restoration Program – Formerly Used Defense Sites (DERP-FUDS) Standard Operating Procedures for Performing Preliminary Assessments at a Potential Waste Site. Based on that evaluation the former Richmond NAS was determined to have been formerly used by the Department of Defense (DoD) and eligible for site investigation and remediation under the FUDS program. The Florida Department of Environmental Protection (FDEP) recently conducted a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Site Investigation that reported elevated levels of chemicals of concern at this facility. The USACE evaluated the report and initiated the remedial investigation/feasibility study (RI/FS) process to move toward site closure.

2.0 PROJECT PURPOSE

This QCP presents the policy and specific actions that will be implemented on this project to ensure that high quality products are produced on time and within budget. It defines the roles and responsibilities of the Project Team and Independent Technical Review Team (ITRT) members. Guidelines for preparing a QCP are outlined in the USACE document ER-1110-1-12 (July 2006).

Aerostar recognizes that a comprehensive QCP is critical to the overall success of the project. The framework for project quality review and assessment is established within the QCP. Additional reviews or assessments will be conducted, as needed, to ensure that the project is being successfully executed and delivered in accordance with the revised PWS dated September 5, 2014, Aerostar standards, and the specific contract requirements of the USACE. The QCP consists of the following elements:

- Introduction
- Project Purpose
- Quality Control Management
- Organizational and Technical Interface
- Project Team Members and Responsibilities
- Scope of Work
- Project Schedule
- Project Deliverables
- Independent Technical Review Team
- Points of Contact

3.0 QUALITY CONTROL MANAGEMENT

Aerostar will perform a range of ongoing quality assessments designed to identify and correct deficiencies or potential problems in a project or in work products. Generally, assessments are classified according to their focus. For example, a management assessment focuses on the functioning of overall management and the quality of the project system or Quality Program. Technical assessments are aimed at specific technical products, such as deliverable documents.

Personnel performing or directly supervising the work perform self-assessments. Personnel who have no direct responsibility for the work being assessed perform independent assessments. As a result, management and technical assessments fall into four categories: management self-assessment, technical self-assessment, management independent assessment, and technical independent assessment.

The Project Manager (PM) typically performs management and technical self-assessments. The planning, scheduling, performance and reporting activities with respect to these two types of assessments are similar. Management self assessments are intended to examine overall quality systems such as training, document control, and procurement control to determine if they are functioning properly. Technical self-assessments are intended to measure compliance with plans and procedures on a specific work effort, frequently a field activity. These items are reviewed during an assessment:

- Overall assessment effort authorized by the client
- Previous assessment coverage
- Information from the Project Director or other management personnel on the importance of the technical activities being performed
- Areas of concern indicated in quality documentation, such as deficiency and corrective action reports
- Consequences of failure of an item

The Project Director and PM also schedule management and technical independent assessments of subcontractors, consultants, and vendors, as necessary, to evaluate the effectiveness of their internal quality programs and measure the quality of their products.

3.1 Management Quality Assessments

The Program Quality Assurance/Quality Control (QA/QC) Manager periodically assesses the scope, adequacy, status, and effectiveness of the QCP. The Program QA/QC Manager also selects other senior level personnel from the firm and subcontractors or consultants, as necessary, to assist in the assessment of quality documents (e.g., QCP).

The PM will perform both management and project technical assessments. The management assessments are intended to assess overall quality systems such as training, document control, and procurement control, to determine if they are functioning properly. The project technical assessments are intended to measure compliance with specific plans and procedures on a specific work effort, including field activities. The PM will schedule management and technical assessments of subcontractors, consultants, and vendors, as necessary, to evaluate the effectiveness of their internal quality programs, and to measure the quality of their product. The PM will inspect subcontractor materials, PWS compliance, and/or work product in

accordance with the approved specifications. The PM will perform random management and technical assessments at least once a month.

The PM will also determine the need for performance evaluations on the project. The PM will, at a minimum, hold internal bi-weekly progress meetings with staff members involved with the project to receive updates on project progress, budget, and scheduling issues. Aerostar will have monthly progress meetings with the USACE.

3.2 Technical Quality Assessments

Each project team member is responsible for ensuring that a quality product in their functional area is produced through internal checks, project reviews, and interaction with the ITRT members. The project is undertaken with full communication between project team members so that the development of one discipline's project features does not interfere with other disciplines.

The Project Team will attend a "Good-To-Go" meeting upon completion of both draft and final reports. The meeting will be led by the PM. Once the project team determines that the documents meet the scope of the project and accurately represent the objective of the deliverable, they will be sent to the ITRT. The ITRT will complete a thorough review of the documents prior to their formal submittal to the USACE. The ITRT will evaluate each report for editorial content, technical accuracy, compliance with applicable laws and regulations, and compliance with project objectives. The ITRT will provide the Project Team with comments on the document. The Project Team and ITRT will then meet to discuss the resolution of significant ITRT comments. The Project Team will then respond to the ITRT comments and revise the document, as needed.

3.3 Version Control

In order to maintain version control of documents, specific electronic and hard copy controls will be implemented. For electronic and hard copy submittals the following document controls will be used:

- In accordance with the PWS, the initial submittal of the planning documents (QCP and Site Safety and Health Plan [SSHP]) will be designated "Draft" and the date of production will be placed on the front cover
- The revised QCP and SSHP will be designated "Final" and the date of production will be placed on the front cover
- The initial submittal of the Remedial Investigation Report to the USACE will be designated "Draft" and the date of production will be placed on the front cover
- After USACE review and revisions to the document, the "Draft Final" document will be submitted to the regulators/stakeholders for review
- Following regulator/stakeholder review, conclusion of the USACE response process, and approval, the Remedial Investigation Report will be designated "Final" for distribution and will have the date of production placed on the front cover

In addition to these rules, electronic submittals will be designated in the following form:

- Initial submittals to USACE will be designated accordingly as "Draft (document name) " in the

filename with the date after it in the form mmddyyyy, dd is day, mm is month, and yyyy is year

- Revised documents approved for release to regulators/stakeholders will have "Final" (document name) in the filename with the date after it in the form mmddyyyy

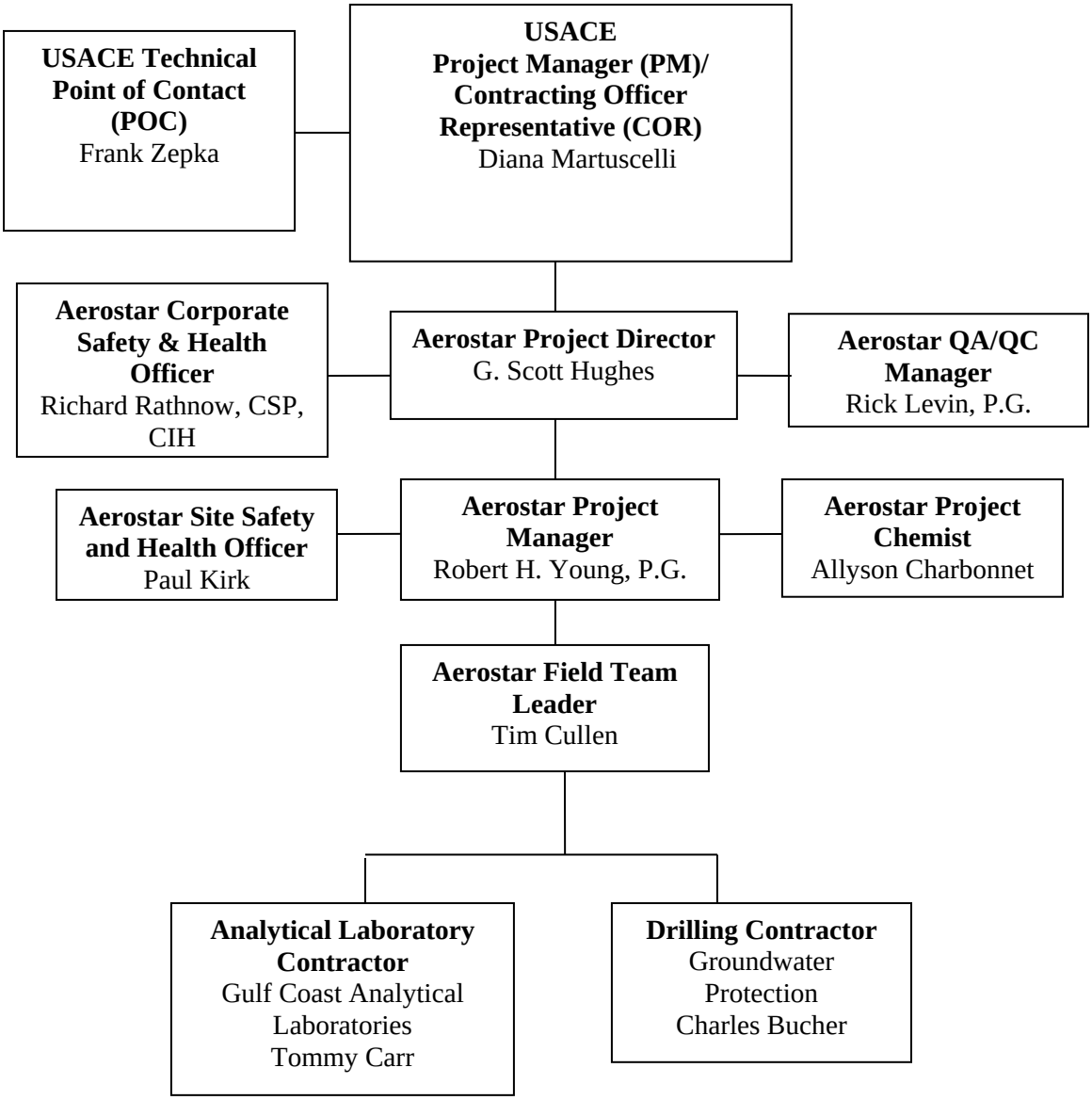
4.0 ORGANIZATIONAL AND TECHNICAL INTERFACE

Based on the PWS necessary to perform the RI/FS for the former Incinerator located at the former Richmond Naval Air Station, Miami, Miami-Dade County, Florida, the following individuals have been assigned the responsibility of producing a quality product; on time, and within budget for the project:

TABLE 1 – Key Project Personnel

Member	Project Roles	Phone Number/Email Address
G. Scott Hughes (Aerostar)	Project Director	904-565-2820 shughes@aerostar.net
Rick Levin, P.G. (Aerostar)	QA/QC Manager	904-565-2820 rlevin@aerostar net
Richard Rathnow, CSP (Aerostar)	Safety and Health Officer	904-565-2820 rrathnow@specproenv.com
Allyson Charbonnet (Aerostar)	Project Chemist	904-565-2820 acharbonnet@aerostar.net
Frank Redway (Aerostar)	ITRT Team Leader	904-565-2820 fredway@aerostar.net
Paul Kirk (Aerostar)	Site Safety and Health Officer	904-565-2820 pkirk@aerostar.net
Robert H. Young, P.G. (Aerostar)	Project Manager	904-565-2820 ryoung@aerostar net
Tim Cullen (Aerostar)	Field Team Leader	904-565-2820 tcullen@aerostar.net
Diana Martuscelli (USACE)	USACE Project Manager/ Contracting Officer Representative (COR)	904-232-3459 Diana.M.Martuscelli@usace.army.mil
Frank Zepka (USACE)	USACE Technical Point of Contact (TPOC)	904-232-2799 Frank.P.Zepka@usace.army mil
Marie Lopez (USACE)	USACE Project Chemist	904-232-3484 Marie.C.Lopez@usace.army.mil
John Keiser (USACE)	USACE Program Manager	904-232-1758 John.Keiser@usace.army.mil
Philip Mauldin (USACE)	USACE Contracting Officer (CO)	904-232-1240 Philip.M.Mauldin@usace.army.mil

Chart 1 - Project Organization Chart



5.0 PROJECT TEAM MEMBERS AND RESPONSIBILITIES

All personnel are responsible for continuous adherence to the health and safety procedures outlined in the SSHP during the performance of their work. No person may work in a manner which conflicts with the intent of, or the inherent safety and environmental precautions expressed in these procedures. All onsite personnel will be trained in accordance with this document.

All fieldwork will be under the supervision of the Aerostar PM. The Aerostar PM will oversee normal and emergency work and will perform any required emergency notification. **Chart 1** identifies the individuals who are planned to fill key roles for the project field activities. In the event personnel other than those presented in **Chart 1** are assigned to the project, Aerostar will provide the names and certifications/qualifications of those new individuals to the USACE Technical Point of Contact (POC) for approval prior to mobilization for fieldwork.

5.1 Aerostar Project Director

G. Scott Hughes
11181 St. Johns Industrial Parkway North
Jacksonville, FL 32246
(904) 565-2820

The Aerostar Project Director is responsible for ensuring conformance with Aerostar Corporate and USACE policies and procedures.

Specific responsibilities of the Project Director include:

- Ensure that projects have the necessary resources to operate safely
- Ensure that the PM satisfies both Aerostar and USACE safety and health requirements
- Ensure that project staff implement the project SSHP
- Ensure that project personnel have the appropriate regard for safe job performance

5.2 Aerostar Safety & Health Officer

Richard Rathnow, CSP, CIH
1006 Floyd Culler Court
Oak Ridge, TN 37830
(904) 565-2820

The Safety & Health Officer (SHO) is responsible for developing and coordinating the site specific SSHP and addenda, as required. The SHO will issue addenda to the SSHP if warranted by changed conditions. The SHO and his designee report to the PM for operational matters. The SHO is the contact for regulatory agencies on matters of safety and health.

Other SHO responsibilities include:

- Administer the General Health and Safety program
- Determine the level of personnel protection required
- Investigate significant accidents and illnesses and implement corrective action plans

- Perform regular site inspections
- Develop site-specific employee/community emergency response plans as required based on expected hazards

The SHO has the ultimate responsibility to stop any operation that threatens the health or safety of the team or surrounding population, or causes significant adverse impact to the environment.

The Aerostar SHO reports directly to the Aerostar Project Director, but will inform the Aerostar PM of all information and decisions reported.

5.3 Aerostar Quality Assurance/Quality Control Manager

Rick Levin, P.G.
11181 St. Johns Industrial Parkway North
Jacksonville, FL 32246
(904) 565-2820

The Aerostar Quality Assurance/Quality Control (QA/QC) Manager is responsible for maintaining the project QA/QC in accordance with the requirements of the QCP and appropriate management guidance.

This person, in coordination with the Aerostar SHO, will be responsible for:

- Participate in the project field activity readiness review
- Approve variances during field activities before work continues
- Approve, evaluate, and document the disposition of Nonconformance Reports (NCRs)
- Oversee and approve any required project training
- Design audits/surveillance plans followed by supervision of these activities

The Aerostar QA/QC Manager reports directly to the Aerostar Project Director, but will inform the Aerostar PM of all information and decisions reported.

5.4 Aerostar Project Manager

Robert H. Young, P.G.
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
(904) 565-2820

The Aerostar PM is ultimately responsible for ensuring that all project activities are completed in accordance with requirements set forth in this plan. The Aerostar PM has been given the authority to administer all instructions from the USACE.

In addition, the following are the responsibilities of the Aerostar PM:

- Accomplish contractual obligations including cost, schedules, and technical performance
- Ensure contractual requirements are in order
- Prepare and submit project plans for review by the USACE
- Prepare and submit monthly progress reports to the USACE PM

- Coordinate work flow and outputs, manpower allocation and deliverables
- Review all invoices and cost details
- Track project performances; and maintain frequent direct communication with the USACE POC and provide information regarding project status

5.5 Aerostar Field Team Leader

Tim Cullen
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
(904) 565-2820

The Aerostar Field Team Leader (FTL) is ultimately responsible for ensuring that all project field activities are completed in accordance with requirements set forth in this plan. The Aerostar FTL has been given the authority to administer all Aerostar requirements under the project.

In addition, the following are the responsibilities of the Aerostar FTL:

- Oversee technical performance of field investigations
- Prepare the Daily Quality Control Reports (DQCR)
- Oversee daily subcontractors operations
- Provide monthly progress reports to Aerostar PM
- Coordinate work flow and outputs, manpower allocation and deliverables
- Review all invoices and cost details before submission to Aerostar PM
- Track project performances; and maintain frequent direct communication with the Aerostar's PM and provide information regarding project status

5.6 Aerostar Site Safety & Health Officer

Paul Kirk
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
(904) 565-2820

The Aerostar Site Safety & Health Officer (SSHO) supervises all project activities at the site and is responsible for field implementation of the SSHP. This includes communicating site requirements to all personnel, ensuring field supervisors and subcontractors enforce all provisions of the plan, and consulting with the Aerostar SHO regarding changes to the SSHP.

Other responsibilities include:

- Read and become familiar with the SSHP
- Enforce the SSHP and other safety regulations
- Determine evacuation routes, establish and post local emergency telephone numbers, and arrange emergency transportation
- Ensure that all site personnel and visitors have received the proper training and medical clearance prior to entering the site
- Present daily safety meetings and maintain attendance logs and records

- Ensure that there is a person qualified in first aid onsite
- Discuss potential health and safety hazards with the Aerostar PM
- Implement changes as directed by the Aerostar SHO and Aerostar PM
- Implement all safety procedures and operations onsite
- Observe work party members for symptoms of onsite exposure or stress
- Upgrade or downgrade the levels of personal protection based upon site observations and monitoring results

5.7 Aerostar Project Chemist

Allyson Charbonnet
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
(904) 565-2820

The Aerostar Project Chemist is responsible for verifying that the laboratories are DoD certified and reviewing all laboratory data packages to ensure compliance with the appropriate laboratory and analytical method Standard Operating Procedures (SOPs).

Other responsibilities include:

- Reject laboratory results if they fail to comply with SOPs.
- Responsible for the UFP-QAPP
- Verify that the laboratories use the appropriate methods outlined in the UFP-QAPP

5.8 Aerostar Field Technicians

The Aerostar Field Technicians are responsible for coordinating and facilitating the daily operations of Aerostar forces. Specific responsibilities also include:

- Ensure daily production goals are met
- Coordinate the use of resources to optimize production
- Enforce safety and health provisions relative to daily operations
- Remain vigilant to changing conditions which may affect production, health and safety or environment
- Alert the PM as appropriate, of such changes and provides recommendations for remedial actions
- Provide input on work management practices

6.0 SCOPE OF WORK

The objective of this task order is to conduct a CERCLA RI/FS, i.e., a physical investigation including the gathering and analysis of supplemental data and information to determine the nature and extent of contamination attributable to past DoD actions at the former Incinerator.

Aerostar will provide the services necessary to execute the required tasks outlined in the PWS. The scope of services consists of the following major tasks:

Task 1 Technical Project Planning (TPP)
Task 2 Preparation of Plans
- Work Plan – UFP QAPP, Data Management Plan, Quality Control Plan, Accident Prevention Plan (APP), and Site Safety and Health Plan (SSHP)

Task 3 Field Investigation
- Conduct Baseline work as outlined in Aerostar's Proposal and if necessary, perform additional work as outlined in proposal

Task 4 Perform data evaluation and prepare Remedial Investigation Report
Task 5 Prepare Feasibility Study (FS) Report and Proposed Plan
Task 6 Prepare a Decision Document
Task 7 Provide Community Relations Support
Task 8 Prepare a Community Relations Plan (CRP)
Task 9 Prepare and Maintain the Administrative Record File

7.0 PROJECT SCHEDULE

A project schedule is provided in Section 8. The project schedule includes preparation of this QCP and SSHP with appropriate ITRT review. The schedule also includes the elements of the PWS and preparation and review of the Summary Reports. A copy of the revised PWS is included in **Appendix A**.

8.0 PROJECT DELIVERABLES

Each of the deliverables will be reviewed by the ITRT. A schedule of major milestones including project submittals and final start dates from the PWS is provided below. Dates are estimated based on the number of days to complete each task. If a task schedule is extended, such as, to provide additional review time, then the remaining tasks are affected and the dates will likely change. Aerostar will not change durations or dates for Aerostar tasks without USACE approval. Aerostar cannot guarantee schedule commitments for tasks not within our responsibility.

The proposed schedule for significant project milestones and report deliverables is presented on the following table. Changes to the schedule with justifications will be included in the monthly progress report to the USACE.

TABLE 2 – Project Schedule

Calendar Weeks from Notice to Proceed (NTP)	Events
0	Award and Notice to Proceed (NTP) September 15, 2014
8	Submit Draft TPP Materials
10	Government Comments
11	Submit Revised TPP Materials
13	TPP Meeting
14	Submit Draft TPP Minutes
15	Government Comments on Draft TPP Minutes
16	Revised TPP Minutes
16	Submit Draft Work Plan (all components)
19	Government Comments on Draft WP
21	Submit Draft Final WP
26	Regulatory Review of Draft Final WP
29	Government Acceptance of Final Work Plan
30	Commence Field Work (assumes 26 weeks)
54	Submit Draft Materials for Tentative TPP-2 Meeting
56	Completion of Field Investigation
58	Tentative TPP-2 Meeting
60	Submit Draft RI Report
63	Government Comments on Draft RI
65	Submit Draft Final RI Report
70	Receive Regulatory Comments on Draft Final RI Report
72	Submit Final RI Report
77	Tentative TPP-3 Meeting
80	Submit Draft FS Report
83	Government Comments on Draft FS Report
85	Submit Draft Final FS Report
90	Receive Regulatory Comments on Draft Final FS Report
92	Submit Final FS Report
94	Submit Draft Proposed Plan
95	Government Comments on Draft Proposed Plan
96	Submit Draft Final Proposed Plan
99	Public Meeting on Proposed Plan – Tentative
101	Receive Public and Regulatory Comments on Proposed Plan (see Note below)
104	Submit Draft Decision Document (DD)
106	Government Comments on Draft DD

107	Submit Draft Final DD
112	Regulatory Review and Concurrence
114	Contract Close-out

Notes:
1. This proposed Schedule is subject to negotiation at the time the basic Task Order is being negotiated.
2. Public comment period may be extended 30 days at the request of the public.
3. Not all actions and deliverables appear in this schedule, e.g., public notices, meetings, community relations support and Administrative Record actions, etc.
4. NTP is assumed to be Friday of the week this Task Order is awarded, therefore all due dates will fall on Fridays.

9.0 INDEPENDENT TECHNICAL REVIEW TEAM

Independent Technical Review (ITR) is a review by a qualified person or team not involved in the day-to-day production of a project/product, for the purpose of confirming the proper application of clearly established criteria, regulations, laws, codes, principles and professional practices. All products will be subjected to an ITR. ITR is a holistic, comprehensive review of the project. While ITR is a critical component of quality control, it will not replace checks or other quality control processes. Each ITR team member should review each product for consistency across the various disciplines of the project. ITR team members must also review his/her discipline's elements and how they impact and align with the project's functions. Comments will be limited to those that are required to ensure adequacy of the product; it will not be the reviewer's prerogative to dictate matters based solely on personal preferences. Aerostar will follow the guidance for the ITR outlined in USACE document ER-1110-1-12, *Quality Management* (July 2006), Chapter 3.

The ITRT is managed by the ITRT Leader. The ITRT Leader will select individuals, as necessary, to assist in the ITR of each project deliverable. The ITRT Leader for the project is Mr. Frank Redway.

Table 3 lists the professionals that have been assigned to the ITRT. These personnel are responsible for conducting the ITR for the project deliverables. The technical discipline of each ITRT member is summarized below.

TABLE 3 - ITRT Member, Roles, and Disciplines

Member	Responsibility	Discipline/Roles	Office Location	Phone Number/Email Address
Frank Redway (Aerostar)	ITRT Team Leader	Deliverable Technical Review	Jacksonville, FL	904-565-2820 fredway@aerostar.net

9.1 ITRT Leader

Frank Redway
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
(904) 565-2820

The Aerostar ITRT Leader is responsible for ensuring conformance with USACE policies and procedures as outlined in the USACE document ER-1110-1-12, *Quality Management* (July 2006).

The ITRT Leader will:

- Coordinate all Aerostar ITRT activities including selection of individual team members
- Coordinate review activities with the PM
- Review in-house ITRT comments to ensure that all comments are value-added
- Be responsible for an overall comprehensive readability and consistency review of the product
- Assemble and consolidate review comments into one document to be forwarded to the PM for resolution
- Ensure conformance with applicable policies, regulations, and standards
- Verify that the appropriate parameters and assumptions were incorporated into the work
- Verify that proper tools, such as computer programs, were correctly applied
- Make an overall assessment that the final recommendations are appropriate and that all results are reasonable
- Certify that the review has been completed

9.2 Internal Checks and ITRT Procedures

Each project team member is responsible for ensuring a quality product in his/her functional area through internal checks, project reviews, and seamless interaction with the ITRT member representing his/her function area. The project is conducted with full communication between project team members so that the development of one discipline's project features does not interfere with other disciplines.

Aerostar has developed the QCP to specify the roles and actions of the project and ITRT members. This QCP has been prepared by the project staff, and internally reviewed by the PM. In addition, the ITRT leader has performed independent technical assessments of this version of this document.

Aerostar project team members will be responsible for writing the QCP, SSHP, and Summary Reports. Each project team member's review will focus on his/her area of expertise. The ITRT will then follow the protocol outlined in this QCP.

The draft, check copy, and final deliverables (QCP, SSHP, and RI/FS Report) will be submitted to the Aerostar ITRT for a thorough review prior to being submitted to the USACE.

Prior to review by the ITRT, the project team will attend a "comprehensive review" meeting. The meeting will be led by the PM. Once the project team determines the deliverable meets the scope of the project, they will be sent to the Aerostar ITRT who will review the RI/FS Report.

10.0 POINTS of CONTACT

The project POCs for the USACE are:

Diana M. Martuscelli, Project Manager (PM)
U.S. Army Corps of Engineers
701 San Marco Blvd
Jacksonville, FL 32207
Tel: 904-232-3459
Email: **Diana.M.Martuscelli@usace.army.mil**

Frank Zepka, Technical Point of Contact (TPOC) and Contracting Officer Representative (COR)
U.S. Army Corps of Engineers
701 San Marco Blvd
Jacksonville, FL 32207
Tel: 904-232-3484
Email: **Frank.P.Zepka@usace.army.mil**

Philip Mauldin, Contracting Officer (CO)
U.S. Army Corps of Engineers
701 San Marco Blvd
Jacksonville, FL 32207
Tel: 904-232-1240
Email: **Philip.M.Mauldin@usace.army.mil**

The project POCs for Aerostar are:

G. Scott Hughes
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
Phone: (904) 565-2820
Fax: (904) 565-2830
Email: **shughes@aerostar.net**

Robert H. Young, P.G.
11181 St. Johns Industrial Parkway North
Jacksonville, Florida 32246
Phone: (904) 565-2820
Email: **ryoung@aerostar.net**

FIGURE

FIGURE 1 – SITE LOCATION MAP

AerostarSES LLC	Former Richmond Naval Air Station Hangars 1 & 2 and Maintenance Buildings 12450 SW 152nd Street Miami, Miami-Dade County, Florida	Drawn By: BY Reference: Google Maps

APPENDIX A

Performance Work Statement

PERFORMANCE WORK STATEMENT (PWS)

REMEDIAL INVESTIGATION/FEASIBILITY STUDY at the FORMER RICHMOND NAVAL AIR STATION MIAMI, FLORIDA
DERP-FUDS PROPERTY NO. I04FL0038
DERP-FUDS HTRW PROJECT NO. I04FL003805
(Hangers 1 & 2, and the related Maintenance Buildings)
June 3, 2014

PART 1
GENERAL INFORMATION

1. **GENERAL:** This is a performance-based, non-personal services contract to perform a Remedial Investigation/Feasibility Study (RI/FS) for the former Hangars 1 and 2 and Maintenance Buildings at the Former Richmond Naval Air Station (NAS), in Miami-Dade County, Florida. The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to design, plan, and perform field based analytical activities, securing all permits and notification with regulatory offices, sampling of soil, sediment, surface water and ground water, as appropriate to prepare the CERCLA RI/FS report, as well as all activities identified in this PWS to obtain a Decision Document which addresses the impacts identified as a result of former Department of Defense (DoD) activities except for those items specified as Government furnished property and services. More detailed information is provided in Section 5.0, specific Tasks.

1.2 Background: The Former Richmond Naval Air Station (NAS) has been evaluated under the requirements of the Defense Environmental Restoration Program, (for) Formerly Used Defense Sites (DERP-FUDS). Based on that evaluation, the Former Richmond NAS has been determined to have been formerly used by the Department of Defense, and therefore, is eligible for site investigation and remediation, as necessary, under the FUDS program. The Florida Department of the Environmental Protection (FDEP) recently conducted a CERCLA Site Investigation report raising concern for elevated levels of contaminants of concerns at this former DoD site. Under the FUDs program, the Government will evaluate this report and initiate the RI/FS process: conducting site delineation, remedial options, proposed plan and ultimately obtaining a decision document to move this Site to Closure.

1.2.1 Property History: In 1942, the Navy acquired approximately 2,108 unsurveyed acres to be utilized as a Naval Air Training Facility. The Navy constructed a complete air training facility at the site, including housing and support facilities, and utilized the facilities for air training purposes. The NAS remained active until the early 1960's, when most of its functions were no longer required. Between 1961 and 1981, the Navy reassigned, conveyed, or excessed a total of 2,107.71 acres, of which 344.58 acres were transferred or reassigned to other DoD agencies. The other 1,763.13 acres were disposed of to various non-DoD agencies, and therefore this portion has been determined as FUDS eligible. The site is now jointly owned by the Federal Bureau of Prisons, Miami-Dade County Department of Parks and Recreation, University of Miami, General Services Administration, Miami-Dade Public Schools and the U.S. Coast Guard.

1.2.2 Existing Site Remedial Action–Petroleum project: USACE, as the designated federal agent for execution of the FUDS program, has removed six 50,000 gallon underground storage tanks (USTs) on the prison property; an air-sparging system is currently being installed at that location to address residual petroleum contamination in groundwater.

1.2.3 In 2011, the Florida Department of Environmental Protection (FDEP) performed a CERCLA Site Inspection at several areas of concern (AOCs) on the property. The SI revealed contamination at two former DoD sites which has led to the approval of two new FUDS Hazardous, Toxic, and Radioactive Waste (HTRW) projects. Project 05

will build on the results of the SI and further investigate contamination in the area of former Hangars 1 and 2 and related maintenance buildings (AOC 1 in the SI). FUDS Project 06 will further investigate contamination associated with a former incinerator location (AOC 2) on the federal prison property. This contract/task order will perform the RI/FS for Project 05.

1.3 Objectives: The objectives of this task order are: 1) to perform a Remedial Investigation (RI) pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the FUDS program, with regulatory coordination as appropriate, of the FDEP, the United States Environmental Protection Agency (USEPA) and local/county authorities; 2) based on the results of the RI, develop and screen potential remedial actions, and prepare the Feasibility Study (FS) report which presents the Proposed Plan; 3) prepare and present the Proposed Plan for Regulatory and Public review; provide related Community Relations logistics and support; 4) prepare the Decision Document (DD) which adequately documents selected plan and regulatory approval. It will be necessary to achieve regulatory acceptance for each of the stated objectives.

1.4 Scope: The Contractor shall prepare and perform all work, investigations, and reporting necessary to complete the tasks presented herein. Work shall be completed in accordance with the base contract, this PWS, CERCLA, USACE Engineer Regulation 200-3-1 (FUDS Program Policy) and other applicable USACE guidance documents, applicable State guidance, and local/county ordinances.

1.5 Period of Performance: The period of performance for the task order will be thirty (30) months from Notice to Proceed (NTP).

1.6 General Information: The Contractor shall:

a. Follow and utilize Government regulations, principles, guidelines, and design standards as necessary. b. In general, the Government will secure Rights of Entry for properties identified by the Contractor. Should it become necessary in the performance of work and services for the Contractor to secure the right of ingress and egress to perform any of the work on properties not owned or controlled by the Government, the Contractor shall secure the consent of the owner, his representative, or agent, prior to effecting entry on such property.

1.6.1 Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Contractor shall present a copy of his Quality Control Plan, which is applicable to multiple Task Orders under the contract, within 30 days of the TO award (ref: ER 1110-1-12).

1.6.2 Quality Assurance: The Government shall evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.3 Recognized Holidays: The Contractor will not be required to work on holidays indicated below.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.6.4 Hours of Operation: The Contractor is responsible for conducting business on his own set schedule. The Contractor must maintain an adequate workforce to accomplish all tasks defined within this PWS in accordance with the negotiated schedule.

1.6.5 Place of Performance: The work to be performed under this contract will be performed at the Contractor's office in Jacksonville, Florida and at the project site in Miami-Dade County, Florida.

1.6.6 Type of Contract: The Government expects to award this Task Order under the Indefinite Delivery, Indefinite Quantity (IDIQ) Environmental Services Contract, W91278-14-D-0017.

1.6.7 Security Requirements: Security clearances are not required for this contract action.

1.6.7.1 PHYSICAL Security: The Contractor shall be responsible for any and all owned, leased, or rented property and equipment on the project site, including during non-work hours. Additionally, the Contractor shall be responsible to secure the work site, thereby preventing inadvertent access or deliberate trespass by non-authorized individuals who may injure themselves, steal or vandalize equipment, or compromise site integrity and the investigation.

1.6.7.2 Key Control: The Contractor will furnish the Government with a duplicate set of keys for all monitoring wells.

1.6.7.3 Lock Combinations: Not applicable to this task order.

1.6.8 Special Qualifications: The Contractor is responsible for ensuring all employees possess and maintain current 40 hours HAZWOPER training and 8 hour refresher certification during the execution of this task order as appropriate.

1.6.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer (KO), Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the KO will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.10 Contracting Officer Representative (COR): The Government's COR will be appointed by separate letter from the Contracting Officer. The Contractor will be notified by letter of the person appointed as COR for this task order.

1.6.11 Key Personnel:

1.6.11.1 The Contractor has identified the following persons as Contract Manager and Alternate for the base contract:

Philip E. Elson, P.E.
Aerostar SES LLC
11181 St. Johns Industrial Pkwy., N
Jacksonville, FL 32246
Tel: 904-565-2820
Fax: 904-565-2830
Email: pelson@aerostar.net

Scott Hughes
Aerostar SES LLC
11181 St. Johns Industrial Pkwy. N
Jacksonville, FL 32246
Tel: 904-565-2820
Fax: 904-565-2830
Email: shughes@aerostar.net

1.6.12 Qualifications: No change from the base contract Section 7, Contract Personnel and Qualifications.

1.6.13 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.6.14 Contractor Travel: Contractor will be required to travel within the jurisdiction of the Task Order PWS during the performance of this contract to execute the work of the Task Order, including related meetings. Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires advanced notification to the COR.

1.6.15 Other Direct Costs: Other direct costs associated with the Task Order execution, such as sampling equipment, boat, truck, and equipment rentals will be represented in the Contractor's proposal for negotiation.

1.6.16 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.6.17 Organizational Conflict of Interest: Not applicable to this Task Order.

1.6.18 Phase In/Phase Out Period: In the event that the Contractor cannot complete the requirements of this Task Order within the period of performance, including any extensions authorized by the Contracting Officer, the KO and the Contractor will negotiate a Phase In/Phase Out Period not to exceed 30 days in which to transition the work to another service provider.

1.6.19 Waste Management: The Contractor shall follow proper waste management procedures for all types of waste generated during the execution of the tasks. Waste disposal shall fully comply with appropriate Federal and State regulations controlling hazardous waste classification/disposal, land disposal restrictions, and RCRA and CERCLA waste management.

1.6.20 Laboratory Audits: Laboratories working under this PWS must agree to be audited by the Government at the discretion of the Government. Audits may take the form of a desk audits, on-site audits and/or a request that performance evaluation samples be analyzed or submittal of such data.

1.6.21 Discrepancies: The Contractor shall advise the Corps of any discrepancies, ambiguities, or lack of clarity noted in the information furnished by the Corps, for use in connection with the Contractor's responsibilities under this PWS.

1.6.22 Invoices and Payment: Refer to clause 52.212-4 of the base contract. Submit invoices electronically to address in block 15 of SF 1449 for this task order award. Invoices may be submitted no more frequently than monthly, in amounts of $2,500 or greater. Billing shall be based on the percentage of work completed, and shall be in agreement with, and supported by the Contractor's monthly progress reports. Invoices must be submitted with the monthly report(s) covering the period invoiced.

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:** Refer to Definitions and Acronyms in base contract. Additional acronyms specific to this task order are presented below.

2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor having a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER (KO). A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The KO is only individual who can legally bind the Government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered but may include non-physical things such as meeting minutes.

2.1.6. KEY PERSONNEL. Contractor personnel, when listed in the PWS, that are evaluated in a source selection process and may be required to be used in the performance of a contract. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment for the persons that are listed in the proposal.

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of Contractor performance.

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR. One that enters into a contract with a prime Contractor. The Government does not have privities of contract with the Subcontractor.

2.1.12. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK. Is defined as Monday through Friday.

2.2. ACRONYMS:

APP	Accident Prevention Plan
DD	Decision Document
DoD	Department of Defense
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
COR	Contracting Officer's Representative - USACE
CRP	Community Relations Plan
DERP-FUDS	Defense Environmental Restoration Program-Formerly Used Defense Site
ELAP	DoD Environmental Laboratory Accreditation Program
EPA	United States Environmental Protection Agency
e-QAPP	electronic Quality Assurance Project Plan
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FS	Feasibility Study
FSP	Field Sampling Plan
GCTL	Groundwater Cleanup Target Levels
KO	Contracting Officer - USACE
OSHA	Occupational Safety and Health Administration
PDWS	Primary Drinking Water Standards
QA	Quality Assurance
QC	Quality Control
QCP	(Contractor's) Quality Control Plan
RI	Remedial Investigation
SCTL	Soil Cleanup Target Levels
SDWS	Secondary Drinking Water Standards
SEDD	Staged Electronic Data Deliverable
SI	Site Inspection
SQAGs	Sediment Quality Assurance Guidelines
SSHP	Site-specific Safety & Health Plan
TE	Technical Exhibit
TPP	Technical Project Planning
UST	Underground Storage Tank
USACE	U.S. Army Corps of Engineers
UFP-QAPP	Uniform Federal Policy for Quality Assurance Project Plans
WP	Work Plan

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

Rights of Entry: The Contractor will identify properties where he will require access to perform the investigation and USACE will secure the necessary Rights of Entry (RoE).

Site Inspection Report: The Government will furnish an electronic copy of the Site Inspection Report, prepared for FDEP by MACTEC Engineering & Consulting, July 2011.

Inventory Project Report: The Government will furnish an electronic copy of the July 2013 INPR which describes the authorized Project 05.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: This is a performance-based, non-personal services contract to perform a Remedial Investigation/Feasibility Study (RI/FS) for the area formerly occupied by Hangars 1 and 2 and five maintenance shop buildings at the Former Richmond NAS. Being a performance-based contract, the Government will identify the basic requirement, i.e., to successfully complete a CERCLA RI/FS, and the Contractor shall be responsible to scope the level of effort, design, plan, and execute the investigation, prepare the reports (RI, FS, Proposed Plan, and Decision Document) in sufficient detail and quality to achieve regulatory concurrence.

The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

4.2 Secret Facility Clearance: Not applicable to this task order.

4.3. Materials : At a minimum, the Contractor shall provide: 1) the necessary bottles, coolers, preservatives, and packing material for completing the required sampling and shipping; 2) the necessary labor for collecting and shipping the primary and quality control samples associated with these parameters; and 3) be responsible for shipping the samples to the designated laboratories.

4.4. Equipment : The Contractor shall furnish tractors, cranes, loaders, pumps, lighting, sampling equipment, containers, etc. to meet the requirements under this task order.

4.5. Access to Private property: The Contractor shall have in his possession all necessary permits and RoE permissions from appropriate property owners to access necessary properties prior to the start of any field activities.

4.6. Insurance: Refer to Base Contract, page 48.

4.7. CONTRACTOR MANPOWER REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address: https://Contractormanpower.army.pentagon mil. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also known as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of

Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country).

As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

PART 5
SPECIFIC TASKS

5.0 Specific Tasks: This is a performance based task order. The performance objectives and standards included herein are the basis of the task order requirements. In order to facilitate negotiation, the Contractor's Fee Proposal shall be itemized along the major tasks listed below.

5.1 General Objective/Overview of Services: The Contractor shall review the Site Investigation report titled, Site Inspection Report, U.S. Navy Richmond Naval Air Station Site prepared by FDEP, dated, July 2011, (electronic copy provided) and other available site or property data reports in order to prepare the appropriate work plans to determine the nature and extent of environmental contamination caused by former DoD activities in the area of the former Hangars 1 and 2 and related maintenance buildings. The Contractor shall provide environmental services to satisfy the actions and requirements to conduct a remedial investigation at the site in accordance with CERCLA and FUDS policy and guidance in order to obtain a decision document based on potential remedial options. This PWS will include activities such as conducting TPP meetings, preparing all associated work plans, revising documents to include comments from various 3 rd party reviewers, implementing field activities, evaluating and comparing data with appropriate cleanup levels, preparing required reports, conducting community relations/public meetings , developing a proposed plan and ultimately achieving a Decision Document.

The technical approach and level of effort expended to achieve the task order objectives and standards are solely up to the Contractor to select and adjust as necessary through the life of the task order. For example, the Contractor will plan and present, during the first TPP meeting their proposed approach for sampling that will determine the nature and extent of contamination at the site. However, if the TPP determines that additional sampling or alternate methods are necessary to achieve the data quality objectives (DQOs), the Contractor will adjust their plan accordingly, without further negotiation or cost adjustments.

The Government recognizes the Contractor's right to change the technical approach and level of effort from that proposed with the understanding that the Contractor shall still meet all project objectives and gain Government's Quality Assurance acceptance in order to receive payment.

The Contractor will be evaluated periodically during performance of this task order to ensure compliance with the proposed and accepted performance goals, regulations and guidance, and to document that acceptance criteria, delivery schedule, and the overall completion date are being met. This evaluation will be performed according to a Quality Assurance Surveillance Plan (QASP). Failure to adequately complete any service or submittal to at least a satisfactory level of quality or timeliness may result in a repeat of the work, or a poor performance evaluation, or both.

Performance requirements are addressed in each task and summarized in the Performance Requirements Summary (PRS) provided as Exhibit 1. If discrepancies or ambiguity exists between the documents, the order of precedence is 1) the PWS and Task narrative; 2) Performance Requirements Summary.

5.1 Task 1- <u>Technical Project Planning (TPP)</u>:

Objective: Implement the four-phase TPP process (FUDS EM200 1-2).

Performance Standard*:* Achieve the objectives of each TPP phase as addressed in EM 200-1-2, and all applicable Federal and State Guidance Documents such as but not limited to CERCLA and EPA Order CIO 2105.0. Facilitate meetings in a professional and organized manner.

Specific Task Requirements: The Contractor shall utilize the four phase TPP process to obtain consensus with stakeholders on specific data needs and Data Quality Objectives that the Contractor intends to achieve in pursuit of the established performance requirement for each phase of the field work. The Contractor shall plan for three meetings to occur, as follows: the first TPP meeting will occur prior to submission of the draft Work Plan. In the first meeting, the Contractor will review the overall knowledge of the site, present a Conceptual Site Model (CSM),

identify data gaps, and propose the minimum data needed to define the nature and extent of contamination. The Contractor shall coordinate the TPP meetings for Projects 05 and 06 to occur within the same travel event.

The TPP process will identify a path or paths forward leading to the objective of site close-out; the condition at site close-out (e.g., unrestricted future land use) will be considered. TPP members will discuss and identify the minimum data needs and Data Quality Objectives (DQOs), including the number of samples, locations and frequency of samples, parameters to be analyzed, EPA (or other) test methods and required detection limits. The Contractor will propose the number and location of temporary and/or permanent monitoring wells for consideration of the TPP and the number of GW monitoring events.

The Contractor will conduct a site visit conjunction with the first TPP meeting to provide site orientation and resolve questions raised during the TPP meeting. At the conclusion of the meeting, the Contractor will prepare a memorandum (draft, draft-final, and final) which summarizes the TPP meeting and specifically documents agreement on sampling requirements and DQOs to be achieved. Information gained and decisions reached by the TPP team will allow the Work Plan to be finalized with greater certainty of the requirements and regulatory concurrence. A second TPP meeting will be used to support the Remedial Investigation (RI) report. The PM may adjust the timing of this meeting based on project issues or needs (e.g., prior to release of the draft RI report to seek early regulatory input on results, or later to address comments and concerns following regulatory review of the draft-final RI report).

A third TPP meeting will be used to support the Feasibility Study and Proposed Plan processes. Again, the PM may adjust the timing of this meeting based on project issues or needs (e.g., to discuss issues or findings from a pilot study, or later to allow for detailed discussions with regulators regarding alternative remedies and a tentatively selected plan.

For all TPP meetings, the Contractor shall organize and coordinate the meetings, identify and involve all stakeholders, and upon approval by the Government, be responsible for the logistics of these meetings to include, but not limited to, providing a facilitator, obtaining meeting location, and sending invitation letters (pending government review and acceptance). The Contractor shall also prepare meeting materials to include handouts and presentation, and TPP worksheets; provide a projector or other A-V equipment, as necessary. All meeting materials shall be provided to the Government for acceptance prior to the TPP meetings. After the meeting, the Contractor shall prepare, submit for review and gain acceptance of a TPP memorandum capturing the events and information conveyed, issues discussed or agreed to for each meeting.

If a site visit is planned prior to acceptance of a Work Plan, the Contractor shall prepare and submit for acceptance an Abbreviated Accident Prevention Plan (AAPP). Typically a site visit is conducted with the first TPP meeting to allow all parties to familiarize themselves with site conditions. The Contractor shall utilize statistical methods to support the decision making processes used to characterize the site.

A key to successful development of the project will be communication and coordination between the Government and the Contractor. To allow for interaction between the Contractor and the Government, this task will include monthly teleconferences. It is envisioned monthly half (0.5) hour teleconferences will be necessary. The Government and the Contractor will agree on a time and day for the teleconferences to be held. The Contractor will be responsible for providing a teleconference call-in number with enough call-in lines for the Contractor's personnel plus three (3) lines for Government personnel. The Contractor shall provide at least 3 days prior to the call, a '30 days look ahead' and a summary of the discussion from the previous teleconference calls including upcoming significant events or issues.

5.2 Task 2 – <u>Preparation of Plans:</u> Prepare a comprehensive Remedial Investigation/Feasibility Study Work Plan (WP) detailing the work to be performed, including the site specific Uniform Federal Policy for Quality Assurance Project Plan (UFP-QAPP), e-QAPP, , and an updated Site Safety and Health Plan (SSHP) / Accident Prevention Plan (APP).

Objective: Prepare, submit and gain acceptance of a Site Specific Work Plan (WP), UFP-QAPP, e-QAPP, and an updated Site-specific Safety and Health Plan (SSHP) / Accident Prevention Plan (APP), that are detailed and comprehensive, covering all aspects of the project planning, investigation, analysis, major reports, and itemized

support tasks (e.g., TPP and community relations), including content, methodology and execution. All copies (Draft, Draft-Final and Final) of the SSHP shall be certified by a Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP).

***Performance Standard**:* Prepare the UFP-QAPP and e-QAPP in accordance with DoD, EPA, and other applicable guidance: http://www2.epa.gov/fedfac/assuring-quality-federal-cleanups#ufp-qapp

Specific Task Requirements:
Work Plans – The Contractor shall prepare a site specific WP covering all facets of work to be performed under this task order. Incorporate all decisions pursuant to the TPP process. The WP is intended to demonstrate proper planning and preparation to efficiently and effectively perform the work associated with this project, while maintaining regulatory compliance (permitting requirements, environmental regulations, cleanup standards, reporting requirements, etc.). The Contractor shall provide the methods that will be used to conduct the field activities, and quality control measures that will be used to determine if information generated met the performance standards. The work plan should discuss the methodology that will be used to collect environmental samples. It shall include the Contractor's phased approach that will be used to collect environmental samples, address contaminants of interest, sample media (soil/groundwater/sediment/surface water/air), and methods that will be utilized to ensure that data generated are of an acceptable quality for its intended use. The Contractor shall discuss quantity, quality and the methods used to verify adherence to the PARCC (Precision, Accuracy, Representativeness, Completeness, and Comparability), parameters for sample collection, handling, laboratory analysis, verification and validation.

The Contractor shall include a data management plan (DMP) in the work plan. The DMP shall detail acceptable methods for the recording and presenting data collected during the field work. The DMP shall discuss the elements of the data record, the format for the tabular display of data, and the format for the graphical display of data. GeoSpatial geo-database is the preferred method.

Key personnel shall be identified in the WP and a work schedule shall be provided. The project organization for the Contractor and any subcontractors shall be clearly defined. The WP should list the applicable permits which the Contractor must obtain prior to beginning field work, any additional notification(s) to be provided, final reporting requirements, timing constraints, technical requirements, etc. Further, the WP shall outline the tasks to be performed, schedule, procedures, equipment, staffing, and precautions that will be employed to perform all physical tasks associated with this task order for this site.

Draft, Draft-Final and Final versions of the WP shall be submitted to the Government. The Contractor shall incorporate or respond to all comments from SAJ, CX, ITR, stakeholder, regulators, etc. received prior to submitting the final WP. Government acceptance of the final WP is required prior to the commencement of field work and all work must be performed according to the accepted plan. Key personnel shall be identified in the WP and a work schedule shall be provided. The project organization for the Contractor and any subcontractors shall be clearly defined. The WP should list the applicable permits which the Contractor must obtain prior to beginning field work, any additional notification(s) to be provided, final reporting requirements, timing constraints, technical requirements, etc.

Permit Applications - The Contractor shall obtain all permits (State and County) necessary to perform the tasks required by this PWS. Copies of all permits must be submitted to the Corps prior to conducting the tasks authorized under that permit.

Quality Control Plan (QCP). The Contractor shall also present to the COR a copy of his QCP, which is applicable to multiple Task Orders under the contract, within 30 days of the TO award (ref: ER 1110-1-12).

Health and Safety Plan - The SSHP/APP must be prepared in accordance with the requirements of EM 385-1-1. The Site-specific Safety and Health Plan (SSHP) / Accident Prevention Plan (APP) may be an updated version of the SSHP prepared by Aeorostar (February 2013) to address the groundwater remediation at the Former Richmond NAS, but should address specific issues to this Project Site. The SSHP must be signed and approved by the Contractor's Certified Industrial Hygienist before submittal.

In combination, the Plans will, at a minimum, specify:

(1) the lines of communication, responsibility and authority (by position title) of personnel working on the sites, including subcontractors;
(2) the intended approach to conduct the investigation, including required personnel, specialized equipment and duration of the activities;
(3) site safety and security measures that will be enforced, to include access control and protection of the public;
(4) utility clearances for any buried utility systems which may be encountered during intrusive work;
(5) a listing of permits or notifications which the Contractor must complete prior to initiation of field work;
(6) safety measures to be implemented when personnel are working within any proposed excavations or confined spaces;
(7) safety precautions arising from the storage, handling, or use of specific materials, chemicals or equipment;
(8) an emergency response plan including phone numbers and directions to the nearest hospital;
(9) calibration of test equipment;
(10) decontamination of equipment and personnel, waste management and disposal; and
(11) site restoration.

5.3 Task 3 – <u>Field Investigation</u>: Following Government acceptance of the Contractor's Plan(s) and receipt of the Government-furnished RoE for the properties being investigated, the Contractor shall begin mobilization according to the timetable in Technical Exhibit 3.

Objective:
Conduct a remedial investigation at the site in accordance with CERCLA and FUDS policy and guidance, building on the data and information from the FDEP SI (prepared by MACTEC for FDEP, July 2011), to determine the nature and extent of environmental contamination potentially caused by DoD activities in the area of former Hangars 1 and 2 and related maintenance buildings.

The Contractor's attention is drawn to the following statement from the SI Conclusions: "Based on the limited presence of contaminants in groundwater above the GCTLs or MCLs and the significant distance to potable water wells, the groundwater migration pathway is not a pathway of concern." While the Contractor should consider this statement in preparing their proposal, the full scope of any groundwater investigation may not be known until follow-up meetings with FDEP have been completed.

Performance Standard:
Successfully complete the field investigation as outlined in the approved WP.

- Demonstrate that the work was performed in accordance with the applicable laws, regulations, and guidance documents;
- Data produced shall meet the project Data Quality Objectives (DQOs) as defined by the TPP process.
- Field work, data quantity and quality, and analysis of data shall be performed in accordance with the applicable laws, regulations, and guidance documents;
- Field activities shall be performed in accordance with the accepted Work Plan and UFP-QAPP.
- Analytical analyses shall be performed in accordance with the requirements of the Department of Defense (DoD) Quality System Manual (QSM, version 5). Laboratories must be ELAP certified for the specific analysis and matrix being evaluated.
- As appropriate, the Contractor shall implement statistical methods for its sampling plan.

Specific Task Requirements:
The Contractor shall collect and analyze the stated quantity of environmental samples, applying the analytical methods and quality standards outlined in the approved WP. Verify adherence to the precision, accuracy, representativeness, completeness, comparability and sensitivity parameters for sample collection, handling, laboratory analysis, verification and validation.

- Sampling and monitoring data shall be collected, analyzed, validated, reported and retained in accordance with Chapter 62-160, F.A.C. All field and laboratory activities must follow all applicable procedures described in FDEP-SOP-001/01 and FDEP-SOP-002/01.
- Monitoring wells shall be installed, developed, sampled and abandoned per the WP, USACE, FDEP and EPA requirements.
- Water quality indicators shall be collected and recorded.
- Any laboratory test required by this field investigation shall be performed by a laboratory that has been certified under the National Environmental Laboratory Accreditation Program (NELAP) and DoD Environmental Laboratory Accreditation Program (ELAP). The laboratory must be accredited for all specific method/analyte combinations performed through DoD ELAP. One (1) hardcopy or one (1) electronic copy in PDF format of all laboratory certification documents required under ELAP for each analytical method, analytical parameter, and matrix (water, soil, and/or sediment) to be analyzed as part of this task order shall be provided.
- The sampling data shall be evaluated and compared to FDEP's Soil and Groundwater Cleanup Target Levels (SCTLs/GCTLs) as specified in Chapters 62-777, F.A.C., and EPA National Primary and Secondary Drinking/Groundwater Standards; FDEP's Primary and Secondary Drinking Water Standards as specified in Chapter 62-550, F.A.C shall be the basis of comparison only in situations where the State standard is more stringent/more protective than the Federal standard. Also the sampling data shall be evaluated and compared to the EPA Ecological Soil Screening Levels and EPA Region 4 Ecological Screening Values for fresh water, surface water, sediments and soil.
- Every batch of samples shall include blanks, laboratory spike, matrix spike, matrix spike duplicates, surrogates, and instrument calibration as per the method. Measurement quality objectives will be per the method. Blanks, surrogate recoveries and spike recoveries shall be reported for this project.
- All laboratory data for samples analyzed by commercial laboratories must be submitted in the Staged Electronic Data Deliverable (SEDD) format and as a MS Excel spreadsheet. Details on the SEDD format are provided in SEDD Version 5.2 (or most recent version) (http://www.epa.gov/fem/sedd htm). SEDD Version 5.2 is the minimum required submittal format for FUDS projects. The Project Specific library file (**e-QAPP**) shall be submitted with the WP for USACE review and acceptance prior to the commencement of field work. The Contractor can refer to the DoD – QSM – SEDD Master file for creating the project specific library file.
- The limit of detection (LOD) and/or method detection limits (MDL) for each chemical shall be the applicable soil cleanup target level (SCTL) or groundwater cleanup target level (GCTL) specified in Chapter 62-777, F.A.C. If the samples' Total Recoverable Petroleum Hydrocarbon (TRPH) concentration exceeds the SCTL, the different fractions comparing the individual fractions to the criteria specified in Chapter 62-780, F.A.C., shall be analyzed and reported to determine whether any further assessment or action is required. TRPH fractionation provides carbon-range specific concentrations for both aliphatic and aromatic hydrocarbons, which can be compared to carbon-range specific SCTLs, specified in "Technical Report: Development of Cleanup Target Levels for Chapter 62-777, F.A.C.", Table C-5. Fl PRO is the method that FDEP require for Petroleum Residual Organic according to the Memorandum Regarding Petroleum Methods at http://www.dep.state.fl.us/labs/library/flpro htm.
- All field notes, field instrument calibration and a chain of custody documentation shall be provided at the end of each week of sampling via electronic mail. Field data will be presented to USACE using the template found at Tech Exhibit 4.
- Any deviations from the accepted WP shall be documented in the Daily Quality Control Reports (DQCR) and conveyed to USACE personnel immediately.
- The Contractor and analytical laboratories shall institute the use of the Staged Electronic Data Deliverables (SEDD – Stage 2a) for reporting and performing data review. Electronic Data Deliverables shall include, but are not limited to Project Specific library file, DTD file, SEDD stage 2A or 2B XML file, Post-review file and Annotated error log. All electronic data submitted by the Contractor's laboratory shall be error-free, and in complete agreement with the hardcopy data from the laboratory. SEDD and Data Validation report shall be submitted to the USACE not more than 45 days after samples are collected.
- After the laboratory has delivered the analytical data (hard copy data and electronic data), the Contractor shall review the analytical data according to the project-specific QAPP and generate a post-review SEDD file (and an annotated error log if appropriate). The Contractor shall load the post-review SEDD file into

FUDSCHEM. The pre-review SEDD file and post-review SEDD file (and an annotated error log if appropriate) are the project deliverables, and shall be furnished to the District project chemist.

- If the Contractor finds that there are any project technical requirements that are not achievable, the Contractor must notify the USACE in writing with suggested alternative goals prior to the sampling and analysis of any samples.

The Contractor shall backfill any excavations, restore all disturbed areas (including wheel and track ruts) to their original contours, and re-vegetate all disturbed areas for appearance and erosion control purposes. Use sod on lawns or in drainage swales, otherwise apply native grass seed and hay, with temporary erosion control fence or hay bales, as needed. All remaining trash, underbrush which has been cut, surplus materials, or other items introduced by the Contractor and his personnel will be removed from the work site and properly disposed at the time the investigation demobilizes from the site.

The Contractor shall arrange for the proper removal and disposal of the IDW in accordance with FDEP requirements. When IDW actions have been completed, the Contractor shall provide electronic notification to the PM and COR of completion; supporting documentation will be submitted as part of the final report.

5.4 Task 4 – <u>Data Evaluation and Remedial Investigation Report:</u> After all field work is complete, the Contractor shall prepare and submit a Draft, Draft-Final and Final CERCLA RI Report which summarizes the historical information reviewed including known or suspected waste handling practices, known hazardous substances and exposure pathways of concern, human and environmental receptors, results of sampling and analysis conducted during the investigation, information gained through interviews or additional research, and present the Contractor's conclusions and recommendations. The report shall follow the outline presented as Table 3-13 in EPA/540/G-89/004 (see below). The RI report will also begin the preliminary introduction of ARARs based on Federal laws; note that it is the State's responsibility to propose ARARs based on State laws and standards.

Objective: Prepare, submit and gain acceptance of a RI report in accordance with appropriate EPA Guidance, including but not limited to EPA/540/G-89/004, Interim Final Oct 1988 and Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA. Prepare a comprehensive report to summarize all previous characterization efforts and incorporating all new data generated by this PWS.

Performance Standard: The RI report shall document the result of the RI and be in accordance with EPA/540/G-89/004. Successful completion of the Final RI report, including regulatory concurrence, and as stated in the WP and all applicable Federal, State and local regulations.

Specific Task Requirements:
<u>RI Report</u>

- The sampling data shall be evaluated as it relates to applicable criteria and compared to EPA National Primary and Secondary Drinking/Groundwater Standards, and FDEP's SCTLs/GCTLs as specified in Chapter 62-777 or any other alternate site cleanup criteria as appropriate.
- F.A.C. To the extent that FDEP's Primary and Secondary Drinking Water Standards as specified in Chapter 62-550, FAC are more stringent than the federal standards, the State standards may become the basis of comparison. Also the sampling data shall be evaluated and compare to the EPA Ecological Soil Screening Levels and EPA Region 4 Ecological Screening Values for fresh water, surface water, salt water sediments and soil.
- The Report shall document any potential releases of contaminants to the environment and shall be prepared following the procedures and requirements of EPA/540/G-89/004 and USACE ER 200-3-1. The Contractor shall incorporate or respond to all comments received from SAJ, CX, ITR, stakeholder, regulators, etc. prior to submitting the final report.
- In the event that the report concludes that DoD-related contamination does not exist on any of the sites investigated, the conclusions must be adequately supported such that a definitive No Further Action conclusion will be made.

5.5 Task 5 -- Feasibility Study (FS) Report and Proposed Plan:

Objective: Conduct a CERCLA Feasibility Study and prepare, submit and gain acceptance of a FS report in accordance with EPA/540/G-89/004, ER 200-3-1 and other applicable USACE guidance.

Performance Standard: The FS report shall document the result of the feasibility study and be in accordance with EPA/540/G-89/004, and other USACE and EPA guidance, as appropriate.

Specific Task Requirements: In the FS, the Contractor will develop and screen potential remedial actions capable of advancing the site to closure. The Contractor is encouraged to identify and evaluate Innovative Technologies (IT) and Green and Sustainable Remedial (GSR) technologies. The array of alternatives will be broadly screened against the criteria of effectiveness, implementability, and cost. Subsequently, alternatives with the best potential will undergo a Detailed Analysis, which will take into further consideration additional factors, including (1) Protection of Human Health and the Environment, and (2) Compliance with ARARs. During the FS, the Contractor may elect to perform a pilot test to verify the effectiveness of a potential remedy or refine its cost or design criteria. The FS report shall be organized to follow the Suggested FS Report Format, Table 6-5 of EPA/540/G-89/004. The Contractor shall incorporate or respond to all comments received from SAJ, CX, ITR, stakeholder, regulators, etc. prior to submitting the final FS report.

Based on the detailed analysis, the Contractor shall prepare a separate report outlining the potential remedial action in the Proposed Plan. The Contractor shall present the Proposed Plan for Regulatory and Public review, and provide related Community Relations logistics and support.

5.6 Task 6 -- Decision Document:

Objective: Prepare, submit and gain acceptance of a Decision Document (DD) for the site.

Performance Standard: Prepare the DD in accordance with CERCLA, ER 200-3-1 and EPA 540-R-98-031.

Specific Task Requirements: The Contractor shall prepare the Decision Document that presents the government's selected remedy for the site, which was chosen in accordance with CERCLA, and all applicable Federal and State regulations such as but not limited to Superfund Amendments and Reauthorization Act of 1986, National Oil and Hazardous Substances Pollution Contingency Plan and A Guide to Developing Superfund Records of Decision (OSWER 9335.3-02FS-1, May 1990). The DD will summarize the investigations and any remedial activities that have occurred at the site and information supporting the selected remedial action for the site.

5.7 Task 7-- Community Relations Support:

Objective: Successfully complete two (2) public meetings (as needed, for any phase of work performed under this TO) and support the Jacksonville District with community relations activities for the Proposed Plan and Decision Document for the Former Richmond NAS, in accordance with EP 200-3-1. Solicit community members for participation in Restoration Advisory Board meetings.

Performance Standard: Contractor attends and participates in meetings. Meeting materials are accepted by the Government as required. Accurate meeting transcript will be provided for Community Relations Support.

Specific Task Requirements: Assist the Government with the completion of public relation activities, including public meetings, as needed to support any phases of work under this TO. The Contractor shall attend and participate in two (2) public meetings. The public meetings are different and in addition to TPP meetings. The meeting location will be proposed by the Contractor and accepted by USACE. The support shall include, but is not limited to: preparation and delivery of briefings, graphics, maps, posters, handouts, and other materials in support of question and answer sessions. The Contractor shall also obtain the meeting site, perform public notification and prepare any correspondence necessary to meeting the objectives of this task. The Government shall approve all correspondence, public notices and all other materials prior to being presented/distributed to the public. The meeting for the Proposed

Plan/ Decision Document shall be covered under this task. Transcripts of the public meeting for the Proposed Plan shall be prepared and submitted with the Final Proposed Plan. Solicit community members for participation in Restoration Advisory Board meetings.

5.8 Task 8 -- Community Relation Plan (CRP):

Objective: Prepare, submit, and gain Government acceptance of a CRP.

Performance Standard: The CPR will be prepared in accordance EP 200-3-1, ER 200-3-1, EM-CX IGD 06-04, guidance provided in the FUDS Public Involvement Toolkit and Denix website.

Specific Task Requirements: Prepare a CRP for review and acceptance by USACE, in accordance with EP 200-3-1. The Contractor should begin preparation of the CRP immediately following the first TPP meeting. Once approved, the CRP will be the basis for the Proposed Plan/Decision Document public meeting, as well as other required notifications to the public regarding the local repository, documents available for review, the Contractor's actions to maintain the local repository, etc. The initial CRP will be prepared in draft and final versions; however, because the CPR is intended as a living document, support for updates will be provided for the duration of the project.

5.9 Task 9- <u>Administrative Record File</u>:

Objective: Establish and maintain an exact copy of the Administrative Record File at the Public Information Repository for the site throughout the period of performance of this Task Order.

Performance Standard: Prepare in accordance with the guidance in ER 200-3-1 (most recent version), Chapter 8-2 (Administrative Record Requirements) and EP 200-3-1.

Specific Task Requirements: Secure a location such as a public library for a place to house the Local Repository in the local community of the site. Provide documents to the Repository to be made available for review by the public. Update the repository as new documents become available and assure that maintains the complete record. This task requires close coordination with the Jacksonville District (CESAJ) to secure all required documents to support the Local Repository for documents which were not produced by the Contractor. Provide copies of all final documents posted to the Administrative Record and the Local Repository on CD/DVD to CESAJ, 2 copies each. These files shall be suitable for placement on the PIRS web site.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures. At a minimum, The Contractor shall comply with the requirements of the following:

DoD I 4715.15	DoD Instruction: Environmental Quality Systems, May 10, 2011
	DoD Relative Risk Site Evaluation Primer, Revised Summer 1997 (via ftp)
ER 200-3-1	FUDS Program Policy
EM 385-1-1	Safety and Health Requirements Manual
EM 200-1-2	Technical Project Planning
EM 200-1-4	Risk Assessment Handbook: Volume I – Human Health Evaluation
	Risk Assessment Handbook: Volume II – Environmental Evaluation
EM 200-1-12	Conceptual Site Models
EP 200-3-1	Public Participation Requirements
EPA/540/G-89/004	Interim Final Oct 1988, Guidance for Conducting RI and FS under CERCLA

USACE Engineer Regulations (ER) and Engineer Manuals (EM) may be downloaded electronically from http://www.publications.usace.army.mil/

PART 7
TECHNICAL EXHIBITS

TECH EXHIBIT 1
Performance Requirements Summary

The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Standard	PERFORMANCE THRESHOLD (THIS IS THE MAXIMUM ERROR RATE. IT COULD POSSIBLY BE "ZERO DEVIATION FROM STANDARD")	Method of Surveillance
PRS #1 The Contractor shall implement the four-phase TPP process.	The Contractor shall achieve the objectives of each TPP phase listed in EM 200-1-2, and applicable Interim Guidance Documents. Facilitate meeting in a professional and organized manner. Provide TPP meeting minutes which accurately capture key points of discussion and document concurrence of stakeholders on required actions.	Accept the TPP documents (meeting presentations, agenda, handouts, Conceptual Site Model (CSM) and memorandums) with up to one (1) revision. Meeting held are organized; accomplish requirements of the TPP process; and are conducted in a professional manner. Zero letters of reprimand, grievances, or formal complaints.	100 Percent Inspection and Validation by the USACE
PRS # 2 The Contractor shall provide the plans and permits specified in PWS paragraph number 5.2.	The Contractor provided the Work Plan, SSHP, UFP-QAPP, e-QAPP and Permits. Prepare the WP in accordance with federal, state and DoD and other applicable regulations. Prepare the SSHP/APP in accordance with EM 385-1-1.	Government's acceptance of WP, UFP-QAPP, e-QAPP and SSHP/APP with two revisions.	100 Percent Inspection and Validation by the USACE
PRS # 3 The Contractor shall perform requirements for the field investigation specified in PWS paragraph number 5.3.	The Contractor performed successfully completion of the field investigation as stated in the WP. Demonstrate that the work was performed in accordance with the applicable laws, regulations, and guidance documents.	Successful completion of the field investigation as stated in the WP.	100 Percent Inspection and Validation by the USACE

PRS # 4 The Contractor shall provide the Data Evaluation and Remedial Investigation Report specified in PWS paragraph number 5.4.	The Contractor provided the RI Report in accordance with EPA/540/G-89/004. Successful completion of the Final RI report, including regulatory concurrence, as stated in the WP and all applicable Federal, State and local regulations.	Acceptance of the RI (with two revisions) by the Project Team and FDEP.	100 Percent Validation by the USACE
PRS #5 The Contractor shall perform the FS and report specified in PWS paragraph number 5.5	The Contractor provided the FS Report in accordance with EPA/540/G-89/004, and other USACE and EPA guidance, as appropriate.	Acceptance of FS with no more than two revisions.	100 Percent Validation by the USACE
PRS #6 The Contractor shall prepare, submit and gain acceptance of a DD for the site as specified in PWS paragraph number 5.6.	The Contractor provided the DD for the site in accordance with CERCLA, ER 200-3-1 and EPA 540-R-98-031.	Acceptance of DD with two revisions.	100 Percent Validation by the USACE
PRS #7 The Contractor shall complete public meetings and support Jacksonville District with community relations for the site as specified in PWS paragraph number 5.7.	Contractor attends and participates in meetings. Meeting materials are accepted by the Government as required. Accurate meeting minutes will be provided for Community Relations Support.	Acceptance of meeting materials with two revisions and acceptance of meeting transcripts in one revision. Meetings held are organized; and professional in nature. Personnel are thoroughly familiar with the project. Zero letters of reprimand, grievances, or formal complaints.	100 Percent Validation by the USACE
PRS #8 The Contractor shall prepare, submit, and gain acceptance of a CRP as specified in PWS paragraph number 5.8.	The Contractor shall prepare, submit, and gain acceptance of a CRP for the site in accordance with EP 200-3-1 and ER 200-3-1.	Acceptance of CRP with four revisions. Contractor is responsible for maintaining CRP in Administrative Record	100 Percent Validation by the USACE

PRS #9 The Contractor shall establish and maintain the Administrative Record and Public Repository for the site throughout the period of performance of this Task Order as specified in PWS paragraph number 5.9.	The Contractor shall establish and maintain the Administrative Record and Public Repository for the site in accordance with the guidance in ER-200-3-1	Administrative record will be evaluated against guidance for compliance with requirements, accuracy and completeness of the record, with up to one uncorrected deficiency remaining during the period of performance.	100 Percent Validation by the USACE

TECH EXHIBIT 2
Deliverables

DELIVERABLE	# OF COPIES	MEDIUM/FORMAT	SUBMIT TO
Task 1: TPP Presentation	3	Electronic/ (e-mail/CD/ftp site).	PM and COR
Draft TPP Memorandum	4	Two (2) copies to be provided in paper (hard copy) and 2 CD in MS Word	PM specified in PWS Submittals (below the table).
Final TPP Memorandum	4	Two (2) copies to be provided in paper (hard copy) and 2 CD in MS Word	PM specified in PWS Submittals (below the table).
Task 2 – Draft WP, UFP-QAPP, e-QAPP & APP/SSHP.	Six (6) copies of the Draft WP & APP/SSHP. **One (1) copy of the e-QAPP.**	Four hard copies and 2 CDs in MS Word. **One electronic copy of the e-QAPP.**	PM specified in PWS Submittals (below the table).
Draft-Final WP, UFP-QAPP, e-QAPP & APP/SSHP	Six (6) copies of the Draft-Final WP & SSHP.	Three (3) hard copies and three (3) CDs in MS Word.	Same as above.
Final WP, UFP-QAPP, e-QAPP & APP/SSHP	Six (6) copies of the Final WP, APP/SSHP& Permits.	Three hard copies and 3 CDs.	Same as above.
Task 3 – Field Investigation	Report once.	Electronic/ (e-mail/CD/ftp site).	PM and COR
Task 4 – Draft RI Report.	Six (6) copies of the Draft RI report.	Three hard copies and 3 CDs in MS Word.	PM specified in PWS Submittals (below the table).
Draft-Final RI Report.	Six (6) copies of the Draft-Final RI report.	Five (5) hard copies and three (3) CDs in MS Word.	Same as above.

DELIVERABLE	# OF COPIES	MEDIUM/FORMAT	SUBMIT TO
Final RI Report	Six (6) copies of the Final RI report.	Three hard copies and 3 CDs.	Same as above.
Task 5 – Draft FS Report.	Six (6) copies of the Draft FS report.	Three (3) hard copies and three (3) CDs in MS Word.	PM specified in PWS Submittals (below the table).
Draft-Final FS Report.	Eight (8) copies of the Draft-Final FS report.	Five (5) hard copies and three (3) CDs in MS Word.	Same as above.
Final FS Report	Six (6) copies of the Final FS report.	Three (3) hard copies and three (3) CDs.	Same as above.
Task 6 – Decision Document	Six (6) copies of the Draft DD report.	Three (3) hard copies and three (3) CDs in MS Word.	PM specified in PWS Submittals (below the table).
Draft-Final Report.	Six (6) copies of the Draft-Final DD report.	Three (3) hard copies and three (3) CDs in MS Word.	Same as above.
Final Report	Six (6) copies of the Final DD report.	Three (3) hard copies and three (3) CDs.	Same as above.
Task 7 –Community Relations Support			
Task 8 – Draft Community Relation Plan	Two (2) copies of the Draft CRP.	One hard copy of each and one CD in MS Word.	PM specified in PWS Submittals (below the table).
Final-CRP	Two (2) copies of the Draft-Final CRP.	One hard copy of each and one CD.	Same as above.
Task 9- Administrative Record/Public	Two (2) copies of the Administrative Record and two (2)	One hard copy of each and one CD of each.	The Administrative of Record must be approved by the

DELIVERABLE	# OF COPIES	MEDIUM/FORMAT	SUBMIT TO
Repository	copies of the Public repository.		USACE PM before placement in the Public Repository, which will be at accessible location close to the site.

SUBMITTALS:

Even though draft and draft final submittals are requested, the term "draft" shall not reflect upon the quality of the submittal being provided by the Contractor. Submittals shall include all supporting materials including supporting data whether electronic or hardcopy. Submittals not meeting the requirements of referenced guidance or approved WP/UFP-QAPP or missing supporting data may be rejected and will be revised by the contractor at the contractor's expense.

The Contractor shall deliver the specified number of copies shown in Exhibit 2 of each report listed to the following addressees (addresses to be verified by Contractor):

Diana Martuscelli (PM)
U.S. Army Corps of Engineers
701 San Marco Blvd
Jacksonville, FL 32207
Tel: 904-232-3432
Mobile: 904-472-1723
Email: diana m.martuscelli@usace.army mil

PERIODIC PROJECT SUBMITTALS

Monthly Progress Reports: The Contractor shall prepare and submit monthly progress reports during the execution of this project. One copy of each report shall be submitted electronically to the USACE PM, USACE TM, and to the USACE COR by the 3rd work day of each month. The reports shall include a description of the work accomplished, any problems encountered, solution, summary of findings, and upcoming work. The report shall also track progress vs. the final negotiated schedule. If problems have been encountered which affect the project schedule, the Contractor shall also discuss the ability to recover from delays and complete the project in accordance with the negotiated schedule.

Daily Quality Control Reports: During the field investigation activities, the Contractor shall complete Daily Quality Control Reports. The reports shall be prepared and signed at the end of each day by an on-site professional. Reports shall be emailed to the USACE PM, to the USACE TM and to USACE COR at the end of each day. The reports shall describe all work being performed by the Contractor and any subcontractors. The reports need to list the personnel working on site and any visitors. Heavy equipment and the main instruments used should also be listed each day. The Contractor shall correct any errors or omissions in the reports, if required.

TECH EXHIBIT 3
Schedule

Weeks from NTP	Event
0	Award and NTP
4	Submit Draft TPP materials
6	Government Comments
7	Submit Revised TPP Materials
9	**TPP Meeting**
10	Submit Draft TPP minutes
11	Government Comments on Draft TPP Minutes
12	Revised TPP Minutes
12	**Submit Draft Work Plan (all components)**
15	Government Comments on Draft WP
17	Submit Draft Final WP
22	Regulatory Review of Draft Final WP
24	**Submit Final Work Plan**
25	Government **Acceptance of Final Work Plan**
26	Commence Field Work (assumes 26 weeks)
50	Submit Draft materials for Tentative TPP-2 meeting
52	Completion of Field Investigation
54	**Tentative TPP-2 meeting**
56	Submit Draft RI Report
59	Government Comments on Draft RI
61	Submit Draft Final RI Report
66	Receive Regulatory Comments on Draft Final RI Report
68	**Submit Final RI Report**
73	**Tentative TPP-3 meeting**
76	Submit Draft FS Report
79	Government Comments on Draft FS Report
81	Submit Draft Final FS Report
86	Receive Regulatory Comments on Draft Final FS Report
88	**Submit Final FS Report**
90	Submit Draft Proposed Plan
91	Government Comments on Draft Proposed Plan
92	Submit Draft Final Proposed Plan
95	**Public Meeting on Proposed Plan - Tentative**

97	Receive Public and Regulatory Comments on Proposed Plan (Note below)
100	Submit Draft Decision Document
102	Government Comments on Draft DD
103	Submit Draft Final DD
108	Regulatory Review and Concurrence
110	Contract Close-out

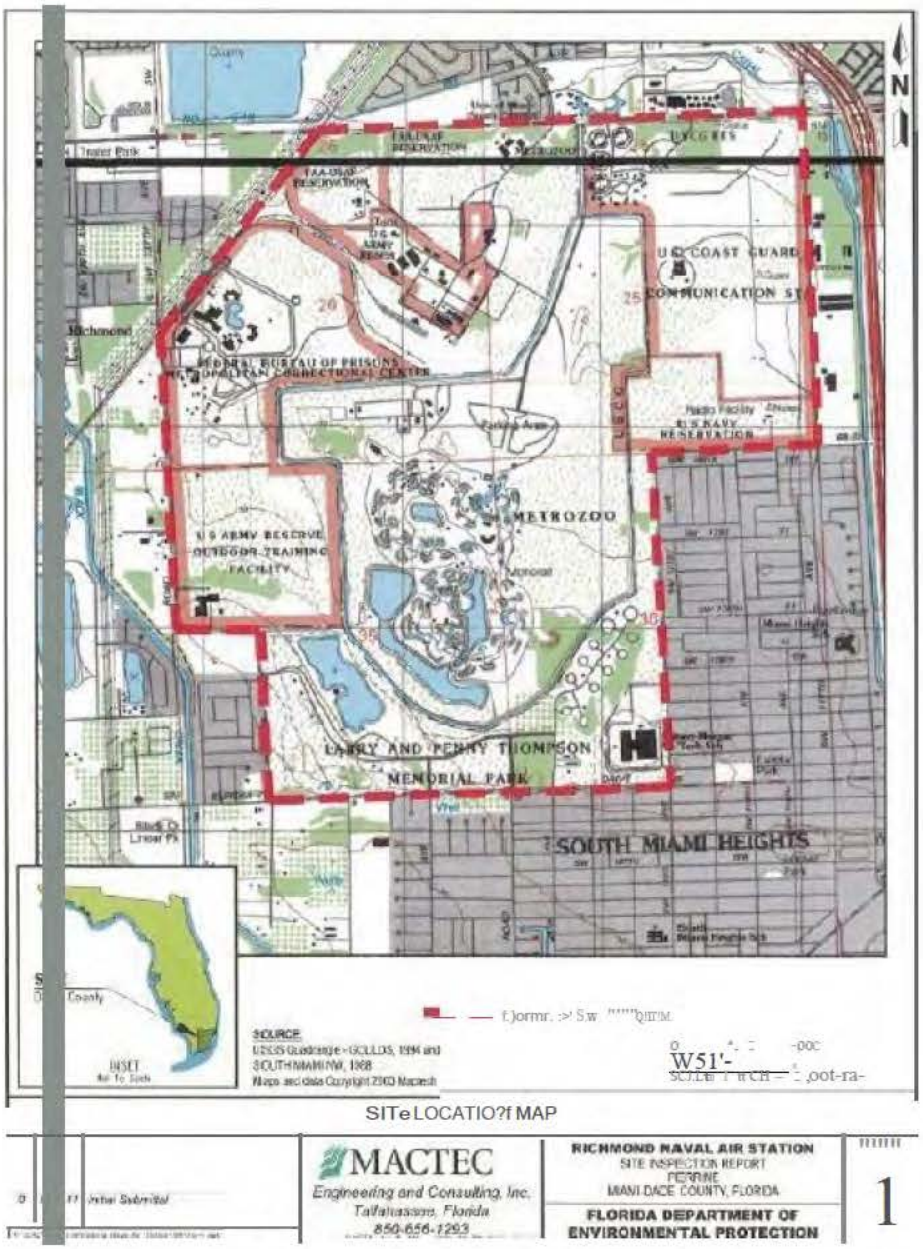
Notes:
1. This proposed schedule is subject to negotiation at the time the basic Task Order is being negotiated.
2. Public comment period may be extended 30 days at the request of the public.
3. Not all actions and deliverables appear in this schedule, e.g., public notices, meetings, community relations support and Administrative Record actions, etc.
4. NTP is assumed to be Friday of the week this Task Order is awarded, therefore all due dates will fall on Fridays.

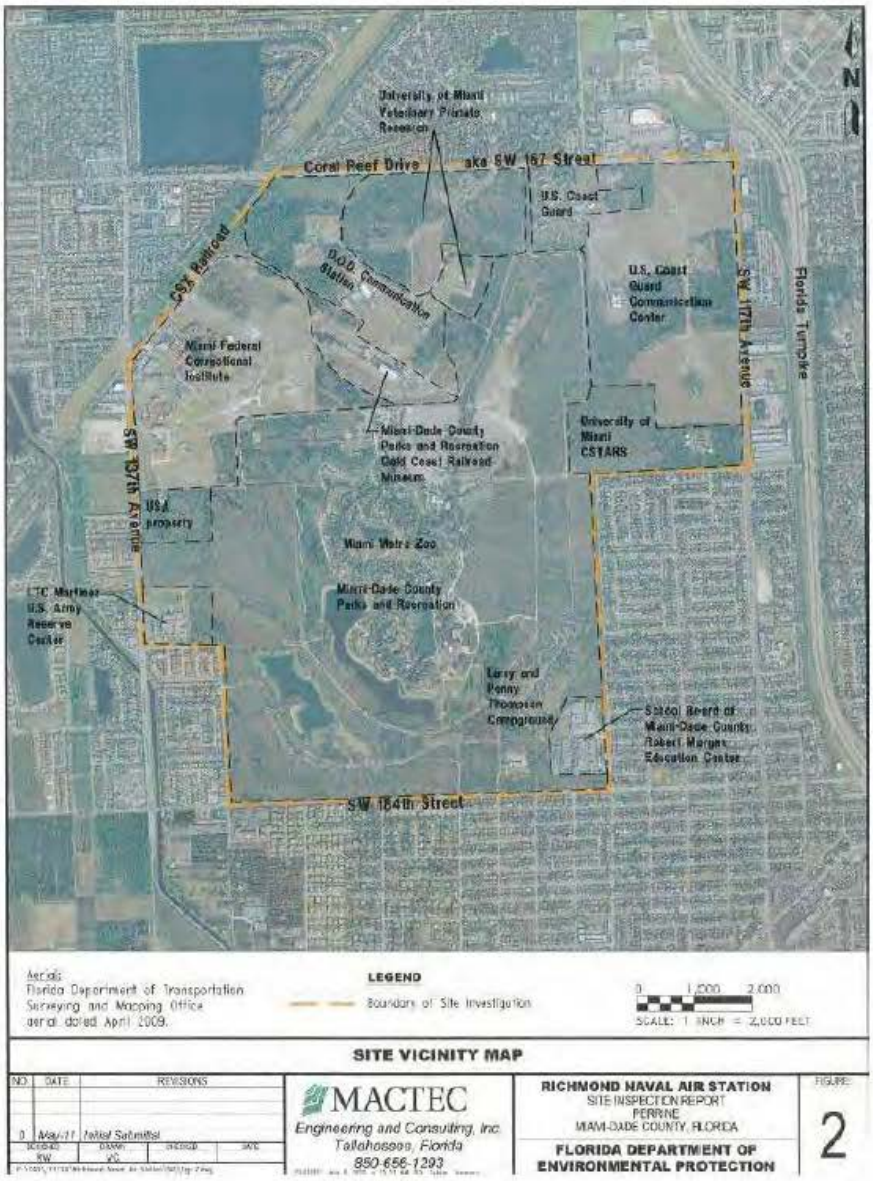
TECH EXHIBIT 4
Field Data Template

The Field Data Template provides the format required to upload field data to FUDSChem. The template is an Excel spreadsheet and will be provided electronically.

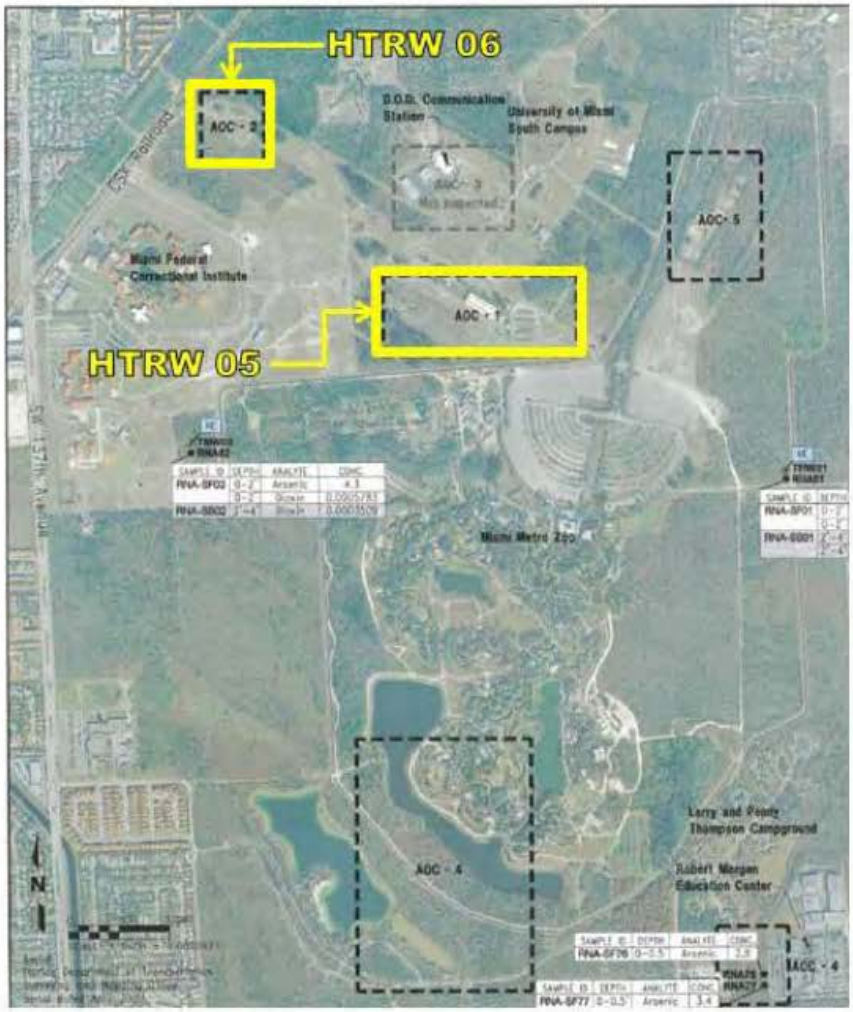
FIGURES

Vicinity and Property Maps





INPR-Richmond NAS, I04FL0038 (REVISED)
Section 3-Maps
Page 2


HTRW 06
AOC - 2
D.O.D. Communication Station
University of Miami South Campus
AOC - 3
AOC - 5
Miami Federal Correctional Institute
AOC - 1
HTRW 05
Miami Metro Zoo
Larry and Penny Thompson Campground
Robert Morgan Education Center
AOC - 4
N

APPENDIX B

Quality Control Checklists

CORPORATE OPERATION PROCEDURES FOR REVIEW OF CHAIN OF CUSTODY

CHAIN OF CUSTODY:

Chain of Custody reviewed by Project Manager and Field Leader within 24 hours of collecting the groundwater/soil/sediment/air or other appropriate sample (Including lead-based paint and asbestos) ____

Is chain of custody properly completed (refer to Standard Operating Procedures For Field Sampling protocol- Appendix D) ____
Chain of custody must include: Job Name and Number, signature of Project Manager and Field Leader verifying review of Chain of Custody including appropriate dates, check of sampling times and dates for accuracy, etc.

Requested analytical parameters agree with proposal, scope of work or work order ____
if not, explain:
_____
_____
_____.

Were changes discussed with regulator, client, and AEROSTAR's Project Director assigned to project, if not, explain: ____
_____
_____
_____
_____.

Samples were properly packed and iced (if applicable) ____

Samples submitted to Laboratory for analyses within 24 hours of sample collection ____

Signed form attached to copies of Chain of Custody and file ____

Note: Preferably, samples should not be stored at the office, except in properly packed coolers, ready to be picked up by the laboratory within the specified 24 hours. Do not bring contaminated soils, product, or any other waste to the office. AEROSTAR is not certified to store wastes.

Project Manager:_____
Field Scientist:_____
Project Name:_____
Project Number:_____
Date and Time:_____

CORPORATE OPERATION PROCEDURES FOR FIELD ACTIVITIES AND
REVIEW OF FIELD DATA

FIELD ACTIVITIES

Health and Safety Plan prepared ____

Pre-field activities meeting conducted ____
(Discussed in detailed between Project Manager and Field Leader the scope of work to be accomplished, sampling plans, work plans, etc.)

Field Leader contacted Project Manager at least twice during field effort ____

Deviations from Scope of Work discussed with Project Manager ____

Client or regulatory agency notified of changes in scope ____
Briefly discussed changes in scope and names of client/regulators contacted
_____
_____
_____.

Note: AEROSTAR does not generate waste. Transportation manifests for wastes (drums, bulk soils, etc.) should not be signed by AEROSTAR personnel. Contact generator or authorized agent to sign manifests prior to pickup. AEROSTAR may sign on behalf of generator only if authorized in writing by generator.

FIELD NOTES:

Project Manager reviewed field notes with Field Scientist or assigned field leader within 24 hours of completing the field effort ____

Any discrepancies in field notes noted, discussed with Field Scientist and corrected immediately (refer to Standard Operating Procedures For Field Sampling protocol- Appendix D) ____

Comments or corrections made (briefly explain):
_____
_____
_____
_____.

Signed form attached to copies of Field Notes and file ____

Project Manager:_____
Field Scientist:_____
Project Name:_____
Project Number:_____
Date and Time:_____

CORPORATE OPERATION PROCEDURES FOR REVIEW OF LABORATORY REPORTS

Note: Laboratory results must be reviewed by the Project Manager assigned to the project within 24 hours of receiving the results from the laboratory. Any modifications, corrections, or confirmatory re-runs must be addressed within the appropriate holding times. Any discrepancies must be discussed with laboratory and corrected within 24 hours of receiving results.

LABORATORY RESULTS:

Results received within requested turn-around time ____

Laboratory results reviewed by Project Manager and Project Scientist within 24 hours of receiving groundwater/soil/sediment/air or other appropriate sample results (Including lead-based paint and asbestos) for accuracy. ____
Explain discrepancies in results such as qualifiers, sample dilutions, results not consistent with constituents being analyzed for, and steps taken to correct discrepancies:_____
_____
_____
_____
_____
_____.

Method Reporting Limits below applicable State Cleanup Target Level for each analyte ____

Laboratory analytical method reported by laboratory agrees with COC request ____

Sampling dates agree with COC ____

Sample extracted within appropriate holding time ____

Results reported in units consistent with SCTLs ____

Signed form attached to copies of Laboratory results and file ____

Project Manager:_____
Field Scientist:_____
Project Name:_____
Project Number:_____
Date and Time:_____