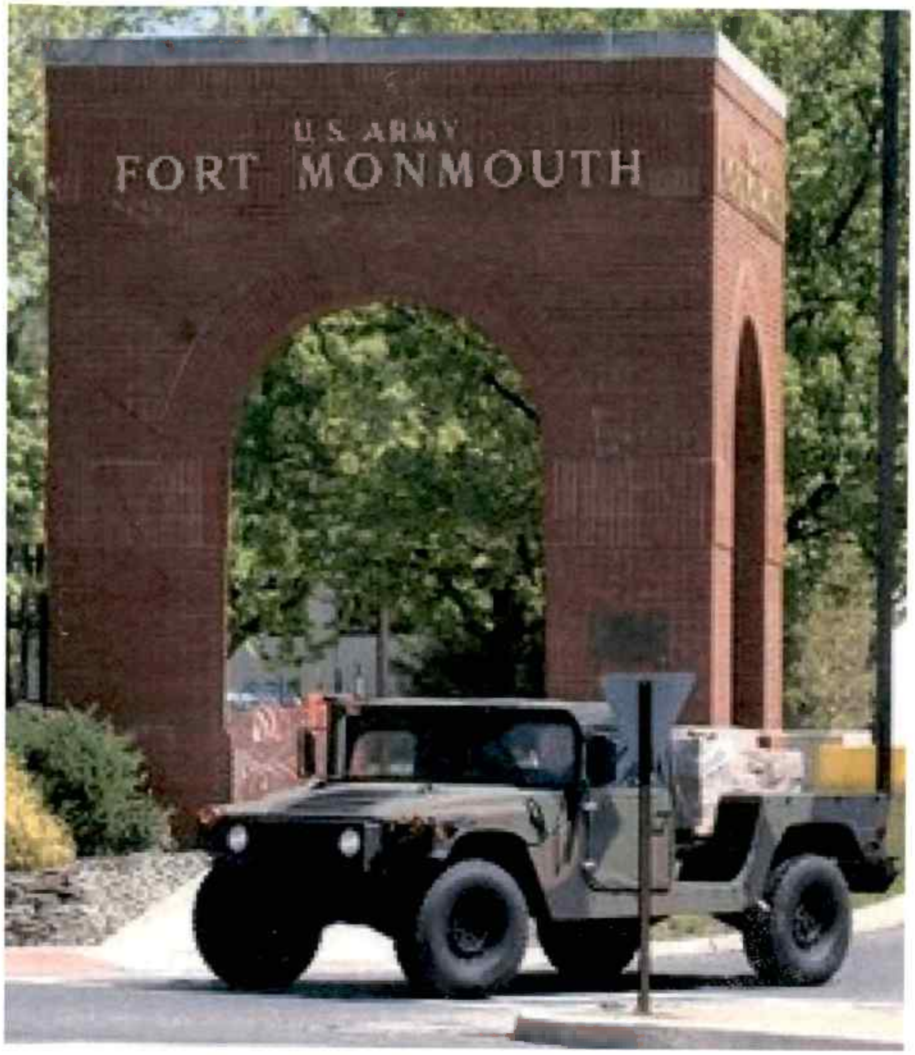
US Army, Engineering & Support Center
Huntsville, AL



FINAL

QUALITY ASSURANCE SURVEILLANCE PLAN

REMEDIAL INVESTIGATION/FEASIBILITY STUDY/DECISION DOCUMENTS
FORT MONMOUTH, OCEANPORT,
MONMOUTH COUNTY, NEW JERSEY

BRAC 05 Facility
Contract No. W912DY-09-D-0062
Task Order No. 0012, Project No. 36985

PARSONS
February 2013

200.1e
FTMM_02.04_0577_a

US Army Engineering & Support Center Huntsville, AL
QUALITY ASSURANCE SURVEILLANCE PLAN
FORT MONMOUTH, OCEANPORT, MONMOUTH COUNTY, NEW JERSEY
FINAL
PARSONS
February 2013

FINAL

PERFORMANCE-BASED QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

FOR

REMEDIAL INVESTIGATION/ FEASIBILITY STUDY/DECISION DOCUMENTS

FORT MONMOUTH, OCEANPORT, MONMOUTH COUNTY, NEW JERSEY

BRAC 05 Facility
Contract W912DY-09-D-0062
Task Order: 0012, Project No. 36985

Submitted To:

U.S. Army Engineering and Support Center
Huntsville, Alabama

Prepared By:

PARSONS
401 Diamond Dr. NW, Huntsville, AL 35806

FEBRUARY 2013

Revision 0

FINAL
QUALITY ASSURANCE SURVEILLANCE PLAN

Project Title:	**Remedial Investigation/Feasibility Study/Decision Documents, Fort Monmouth, Oceanport, Monmouth County, New Jersey**
Client Name:	**U.S. Army Engineering & Support Center (USAESCH)**
Contract Name:	**Remedial Investigation/Feasibility Study/Decision Documents, Fort Monmouth, Oceanport, Monmouth County, New Jersey**
Contract Number:	**W912DY-09-D-0062, Task Order 0012, Project No. 36985**
Contractor:	**Parsons Government Services, Inc.**
Period of Performance:	**30 September 2012 to 30 September 2017**
Date of Original:	**February 2013**
Revision:	**N/A**

February 2013

Reviewed and Approved by:

Project Manager:	Christopher Greene, P.E.	February 14, 2013 Date
Program Manager:	Don Silkebakken, V.P.	2/14/13 Date

TABLE OF CONTENTS

LIST OF ATTACHMENTS

LIST OF ACRONYMS

ACRONYMS	DEFINITION
ACASS	Architect–Engineer Contract Administrative Support System
APP	Accident Prevention Plan
CAR	Corrective Action Request
CENAE	Corps of Engineers, New England District
CENAN	Corps of Engineers, New York District
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
COR	Contracting Officer Representative
CPARS	Contractor Performance Assessment Reporting System
DID	Data Item Description
DQO	Data Quality Objectives
ECP	Environmental Condition of Property
EPA	Environment Protection Agency
FS	Feasibility Study
FTMM	Fort Monmouth
GIS	Geographic Information System
GW	Groundwater
HNC	Huntsville
IAW	In accordance with
KO	Contracting Officer
NJAC	New Jersey Administrative Code
NJDEP	New Jersey Department of Environmental Protection
PM	Project Manager
PMP	Project Management Plan
PWS	Performance Work Statement
RI/FS	Remedial Investigation/Feasibility Study
PP	Proposed Plan
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QAR	Quality Assurance Report
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
SI	Site Investigation
SME	subject matter experts
SOW	Scope of Work
TO	Task Order
UFP	Uniform Federal Policy
UHOT	Unregulated heating oil tank
USACE	U.S. Army Corps of Engineers
USAESCH	U.S. Army Engineering and Support Center, Huntsville
WERS	Worldwide Environmental Remediation Services
WP	Work Plan

FINAL

PERFORMANCE-BASED QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

REMEDIAL INVESTIGATION/FEASIBILITY STUDY/DECISION DOCUMENTS,
FORT MONMOUTH, OCEANPORT, MONMOUTH COUNTY, NEW JERSEY

1.0 INTRODUCTION

1.1 This Performance-Based Quality Assurance Surveillance Plan (QASP) sets forth the procedures and guidance that the Government, through its Contracting Officer's Representative (COR) or other designated official such as the Contracting Officer's Project Manager (PM), will use in evaluating the technical performance of the Contractor in accordance with the terms and conditions of Task Order 0012 under Contract No. W912DY-09-D-0062, Project Number 369857 which was awarded by the United States Army Engineering and Support Center, Huntsville (USAESCH). The QASP objective is to identify the Government procedures to be used in the management of this contract. The purpose of the QASP is to assure that performance of specific activities and completion of milestones are accomplished in accordance with requirements set forth in the Task Order. The QASP will be used in conjunction with the quality control procedures outlined in the Project Management Plan (PMP) or Work Plans (WP) and the contractor's Quality Assurance Project Plan (QAPP) to ensure overall project quality.

1.2 This QASP describes the mechanism for documenting noteworthy accomplishments or discrepancies for work performed by the Contractor. Information generated from the Government surveillance activities will directly feed into performance discussions with the Contractor. The intent is to ensure that: 1) the Contractor performs in accordance with performance metrics set forth in the Task Order documents such as Performance Work Statement (PWS) or the Scope of Work (SOW), 2) the Government receives the quality of services called for in the Task Order, and 3) the Government only pays for the acceptable level of services received.

1.3 The QASP details how and when the Government will monitor, evaluate, and document the Contractor's performance on the Task Order (TO). The QASP is intended to accomplish the following:

- Define the roles and responsibilities of participating Government officials;
- Define the key milestones/deliverables that will be assessed;
- Define acceptable, superior, and unacceptable performance standards for key milestones/ deliverables;
- Describe the surveillance methodology that will be employed by the Government in assessing the Contractor's performance;
- Describe the surveillance documentation process and provide copies of the form that the Government will use in evaluating the Contractor's performance;
- Outline payment and corrective action procedures;
- Milestones are the basis of measurement and payment. Milestones will be considered met or completed when the required QC documentation has been submitted, QA

completed and the submittal and/or product are accepted. Any payment vouchers submitted that do not coincide with the final accepted milestones or do not have the appropriate QC documentation will be rejected. Payments will be made utilizing an agreed upon Payment Milestone Schedule (refer to next bullet item); and

- Milestones payment schedule are based on the percentages as identified in the PWS and summarized in Table 1.2 of the PMP.

1.4 A copy of the Performance Requirement Summary provided as **Attachment A** and Performance Metrics provided as **Attachment B** which were furnished in the PWS have been included in this QASP. The QASP will be revised, updated, and finalized by the Government and the Contractor if the quality control procedures are revised in the PMP and/or QAPP.

2.0 ROLES AND RESPONSIBILITIES OF PARTICIPATING GOVERNMENT OFFICIALS

2.1 U.S. Army Engineering and Support Center, Huntsville

2.1.1 The COR, Mary Young from U.S. Army Engineering and Support Center, Huntsville (USAESCH) is responsible for the contract administration of the project and assures proper Government surveillance of the Contractor's performance. The COR is responsible for monitoring, assessing, recording, and reporting on the performance of the Contractor.

2.1.2 The Contracting Officer (KO), Janice Jamar from the USAESCH has overall responsibility for overseeing the Contractor's performance. The KO is responsible for the day-to-day monitoring of the Contractor's performance in the areas of Task Order compliance, and Task Order administration: reviewing the COR's/PM assessment of the Contractors performance; and resolving differences between the COR's/PM assessment and the Contractor's assessment of performance. It is the KO that assures the Contractor receives impartial, fair, and equitable treatment under the Task Order. The KO is ultimately responsible for the final determination of the adequacy of the Contractor's performance. The KO is the only one authorized to obligate the Government on this Task Order.

2.1.3 The contract specialist, Jywanya Dillinger from the USAESCH will be responsible for monitoring contract performance, maintaining central repository for all QA tasks required for payment, and issuing acceptance/rejection statements.

2.1.4 The COR and KO may call upon the technical expertise of other Government officials and subject matter experts (SME) as required. These Government officials/SMEs may be called upon to review technical documents and products generated by the Contractor. Contracting Agency representatives will also conduct review of Task Order documentation such as invoices, monthly status reports, and work plans.

2.2 U.S. Army Corps of Engineers, New York District

2.2.1 The Contracting Officer's PM, Jim Moore from the U.S. Army Corps of Engineers, New York District (CENAN) is responsible for the monitoring, assessing, recording, and reporting technical performance of the Contractor. The PM is responsible for monitoring the Contractor's progress in fulfilling the technical requirements specified in the contract, overall project direction, including technical, contracting and customer-related issues. Reviews vouchers and makes recommendations to the COR for payment based on completion of designated milestones. Report problems or discrepancies to the COR/CO as soon as possible. The PM ensures that required documentation and data are submitted in accordance with the procurement deliverable schedule.

2.2.2 Other CENAN team members involved in the project may include the following: safety specialist who will be responsible for reviewing and commenting on the Accident Prevention Plan, chemist who will be responsible for reviewing and commenting on the analytical data collected during the field investigations, and the GIS member will be responsible for reviewing and commenting on the GIS database. At this time the name of these other team member are TBD.

2.3 U.S. Army Corps of Engineers, New England District

2.3.1 The technical lead for the project is Jim Kelly from the U.S. Army Corps of Engineers New England District (CENAE). He is responsible for providing technical review and comment of Contractor prepared PMP and QASP, reports, and other project documents for compliance with contract documents; conducts or supports other surveillance activities as required by the project team; support all on-site QA activities; develops the final QA report and attending and/or participating in project related meetings/calls, as necessary.

2.3.2 Other CENAE team members involved in the project may include the following: chemist who will be responsible for reviewing and commenting on the analytical data collected during the field investigations, risk assessor who will be responsible for reviewing and commenting on the risk assessments, and the GIS member will be responsible for reviewing and commenting on the GIS database. At this time the name of these other team member are TBD.

2.4 Fort Monmouth

Fort Monmouth (FTMM) is the customer for whom services will be provided. FTMM is responsible for providing available, site-specific environmental records and data to facilitate the RI/FS activities.

3.0 KEY MILESTONES/DELIVERABLES TO BE ASSESSED

At a minimum, the following milestones and associated deliverables will be evaluated in accordance with this QASP:

- Completion of the final PMP;
- Completion of the Work Plan (WP) for RI/FS Activities at sites requiring additional delineation;
- Completion of the FS WP for 9 Landfills;
- Completion of the WP for Environmental Condition of Property (ECP) Sampling;
- Completion of the WP for quarterly and annual Groundwater (GW) Sampling;
- Completion of the WP for investigation of the UHOT (underground heating oil tank);
- Completion of the QASP;
- Completion of the final Accident Prevention Plan (APP);
- Completion of the Sampling and Analysis (SAP)/QAPP;
- Completion of the RI/FS Reports for each of the 9 Landfills;

- Completion of the Proposed Plans (PP) for each of the 9 Landfills;
- Completion of the Decision Documents (DD) for each of the 9 Landfills;
- Completion of the RI/FS Reports for each of the Various Sites (FTMM-22, FTMM-53, FTMM-59, and FTMM-68);
- Completion of the PP for each of the Various Sites (FTMM-22, FTMM-53, FTMM-59, and FTMM-68);
- Completion of the DD for each of the Various Sites (FTMM-22, FTMM-53, FTMM-59, and FTMM-68);
- Completion of the RI/FS Reports for each of the Additional Sites (FTMM-54, FTMM-55, FTMM-56, FTMM-61 and FTMM-66) and (OPTIONAL Site FTMM-64);
- Completion of the PP for each of the Additional Sites (FTMM-54, FTMM-55, FTMM-56, FTMM-61 and FTMM-66) ; and (OPTIONAL Site FTMM-64)
- Completion of the DD for each of the Additional Sites (FTMM-54, FTMM-55, FTMM-56, FTMM-61 and FTMM-66) and (OPTIONAL Site FTMM-64);
- Completion of the Annual GW Sampling Reports for 13 Sites (FTMM-03, FTMM-05, FTMM-08, FTMM-14, FTMM-18, FTMM-25, FTMM-54, FTMM-55, FTMM-56, FTMM-57, FTMM-58, FTMM-61, and FTMM-64);
- Completion of the Quarterly GW Sampling Reports for 5 Sites (FTMM-22, FTMM-53, FTMM-59, FTMM-66, and FTMM-68);
- Completion of two Rounds of GW Sampling Reports for 3 Sites (FTMM-02, FTMM-04, and FTMM-12);
- Completion of the Implementation of the Presumptive Remedy for the 9 Landfills (OPTIONAL Task);
- Completion of Investigations/Reporting to Augment ECP Phase II SI Report (OPTIONAL Task);
- Completion of the UHOT ECP Phase Addendum Report (OPTIONAL Task);
- Completion of the Geographic Information System (GIS) database;
- Correction of deficiencies noted in the remedy review(s);
- Submittal of Monthly Status Reports; and
- Other associated deliverables – community relations support including public meetings, QC documents, QC reports for environmental sampling, analytical data submittal for QA evaluation and electronic laboratory data submittal.

4.0 PERFORMANCE STANDARDS FOR KEY MILESTONES/DELIVERABLES

4.1 The Contractor's performance will be evaluated by assessing the key milestones/deliverables described above according to the following standards:

- Quality;
- Quantity;

- Timeliness (Schedule);
- Business Relations;
- Cost Control; and
- Safety.

4.2 For each of these performance standards, the COR will assign one of three ratings of the Contractor's performance: superior, acceptable, or unacceptable. **Note:** These performance standards may be modified to meet the needs of the Government.

Table 1 - Example of Performance Standards as it relates to Quality and Timeliness

Performance Standard	Superior Performance	Acceptable Performance	Unacceptable Performance
Quality	Contractor exceeds the requirements in the Task Order for the milestone/deliverable. Deliverables/milestones are approved after one round of comments from the Government and the Regulators and no revisions are required.	Contractor meets the requirements in the Task Order for the milestone/deliverable. Deliverables/milestones are approved with two rounds of comments received from the both the Government and Regulators and no further revisions are required.	Contractor does not meet the requirements in the Task Order for the milestone/deliverable. Deliverables/milestones require more than two rounds of comments from Government and Regulators before being approved. Deliverables/milestones are not approved by the Government or Regulators.
Timeliness	Contractor provides acceptable milestone/ deliverable ahead of the schedule outlined in the PMP or WP.	Contractor provides milestone/deliverables according to the schedule outlined in the PMP or WP.	Contractor provides milestone/deliverable behind schedule outlined in the PMP or WP.

Note: If a milestone/deliverable identified as a key quality assurance (QA) activity as described in the Task Order is rated as being of unacceptable quality at the time that the PMP or WP deadline for the milestone/deliverable expires, the milestone/deliverable will automatically receive an unacceptable rating for timeliness unless the schedule has been renegotiated with the Government. At no point will a milestone/ deliverable receive an acceptable or superior rating for timeliness if it is rated as being of unacceptable quality. Overall acceptable performance on a milestone/deliverable requires ratings of acceptable or superior for both the quality and timeliness standards.

5.0 SURVEILLANCE METHODOLOGY

The surveillance methods listed below will be used in the execution of this QASP.

5.1 100% Inspection

At the completion of key milestones and deliverables, performance will be evaluated through 100% inspection (e.g. document review). The COR will document performance for each completed milestone/ deliverable prior to payment.

5.2 Periodic Progress Inspection and Field Inspections

At the COR's discretion, periodic inspections may be conducted to evaluate progress toward and/or completion of key milestones and deliverables. The COR may complete a periodic progress inspection if she/he believes that deficiencies exist that must be addressed prior to milestone/deliverable completion. The COR/PM may conduct field inspections when the Contractor is performing activities in the field to evaluate technical performance and safety requirements. The Contractor will not be penalized for unacceptable performance recorded in periodic progress reports or site visits, provided that final performance evaluation of the milestone/deliverable is deemed acceptable and deficiencies found during site visits have been corrected.

5.3 Customer Feedback

Additional feedback will be obtained through random customer feedback or complaints. To be considered valid, customer complaints must set forth clearly in writing the detailed nature of the complaint, must be signed, and must be forward to the KO. The KO will maintain a summary log of formally received customer complaints as well as a copy of each complaint in a documentation file.

5.4 Technical Review Meetings

Technical Review Meetings will be conducted with the Project Delivery Team and the Contractor to evaluate progress of key milestones and deliverables and overall performance. Technical Review Meetings are important in identifying issues and concerns before they become a problem affecting performance.

5.5 Surveillance Documentation

5.5.1 The COR will use a performance evaluation form to record evaluation of the Contractor's performance for each of the key milestones/deliverables using the methodology described in Sections 4 and 5. The COR must substantiate, through narratives in the form, superior and unacceptable ratings. Performance at the acceptable level is expected from the Contractor.

5.5.2 The COR will forward copies of completed performance evaluation forms to the KO and Contractor within one week of performing the inspection (Note: Architect-Engineer Contract Administrative Support System (ACASS) and Contractor Performance Assessment Reporting System (CPARS) interim and final performance evaluations are sent automatically to the Contractor once the COR signs the evaluation).

5.5.3 The form used to document surveillance activities includes a Quality Assurance Report (QAR) included as **Attachment C**. Nonconformances will be documented on a Corrective Action Request (CAR) included as **Attachment D**. Nonconformances are documented at the discretion of the person conducting the surveillance activity, but should be fair and reasonable. Each CAR will be annotated as a Critical nonconformance, Major nonconformance, or Minor nonconformance. CARs will be provided to the KO for distribution to the Contractor. The Contractor will be required to correct explosives safety issues immediately. Other CARs will provide a reasonable suspense date for the Contractor to review and take appropriate action, usually 15 calendar days. The Contractor is required to provide written responses to each CAR.

5.5.4 Completed forms will be consolidated and provided to the KO at the end of each month for that month's surveillance activities. These forms, when completed, will document the contractor's compliance with contract requirements and completion of milestone activities. The KO will evaluate contractor performance using the definitions contained in the CPARS and the metrics identified in **Attachment B.**

5.6 Additional Government Surveillance Activities

Additional Government surveillance activities may include, but are not limited to, the following:

- Oversight of drilling, field sampling activities;
- Oversight of waste management functions/responsibilities;
- Review of waste management documentation;
- Separate/split laboratory QA samples;
- Review and approval of access agreements associated with off-site areas;
- Review and approval of deliverables to regulatory agencies;
- Review of quality control documentation;
- Review of project safety record; and
- Adherence to the approved work plan.

6.0 PAYMENT AND CORRECTIVE ACTION

6.1 Progress payments or full payment for a milestone/deliverable will be provided upon verification of overall acceptable performance.

6.2 If a milestone/deliverable receives an unacceptable rating for the quality performance standard, re-performance is required until the milestone/deliverable receives an acceptable rating. This re-performance is required regardless of cost or schedule constraints that may result from the unacceptable performance, unless the KO has opted to terminate the Task Order. If an acceptable rating is not achieved, the Government may reduce the contract price to reflect the reduced value of the services in accordance to FAR 52.246-4(e).

1

(This page intentionally left blank)

ATTACHMENT A

PERFORMANCE REQUIREMENTS SUMMARY

1

(This page intentionally left blank)

ATTACHMENT A
PERFORMANCE REQUIREMENTS SUMMARY

A.1 The Contractor shall meet the following performance requirements. Performance requirements are addressed in each task and summarized in the following Performance Requirements Summary. If discrepancies or ambiguity exists between the documents, the order of precedence is 1) the Task; 2) Performance Requirements Summary; and 3) Performance Metrics.

Task	Objective	Performance Standard	Minimum Acceptable Criteria	Measurement/ Monitoring	Incentive/ Disincentive
1	Attend a project kick-off meeting at FTMM. Prepare, submit and gain acceptance of a PMP that details how the contractor will implement work and comprehensive plans covering all aspects of site characterization, preparation of work plans, preparation of decision documents and project execution.	Prepare the PMP that details coordination of project activities to ensure that all stakeholders are kept informed of the project status, existing or potential problems, and any changes required to prudently manage the project and meet the needs of the Installation's project stakeholders and decision-makers.	Acceptance of PMP with two revisions required.	Review of PMP to verify that the minimum acceptable content has been provided and meets applicable guidance.	Satisfactory or greater Contractor Performance Assessment Reporting System (CPARS) rating/poor CPARS rating and/or re-performance of work at contractor's expense.
2	Prepare, submit and gain acceptance of 5 WPs, one (1) site wide UFP-QAPP and one (1) site wide Quality Assurance Surveillance Plan (QASP) that are detailed and comprehensive plans covering all aspects	Prepare the WP's in accordance with DID WERS001.01 and other applicable guidance, and Related Activities as appropriate and	Acceptance of WP's, Site specific QASP and UFP-QAPP. Draft QASP reflects requirements of the WP and the Quality Control Plan (QCP) with	Review of WPs, Site specific QASP and UFPQAPP to verify that the minimum acceptable content has been provided and meets applicable	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.

Task	Objective	Performance Standard	Minimum Acceptable Criteria	Measurement/ Monitoring	Incentive/ Disincentive
	of site characterization, risk assessment and methodology, and project execution. UFPQAPP is only required for environmental sampling.	other Interim Guidance as appropriate.	one revision required.	guidance.	
3a	Prepare, submit and gain acceptance of a Feasibility Studies for nine landfills thru the final deliverable with state regulator acceptance.	Prepare a CERCLA compliant submission with a review of alternatives, and to the extent possible to meet the requirements of N.J. A.C. 7:26 E Technical Requirements for Site Remediation and receive acceptance by the state regulators.	USACE and FTMM acceptance of submission with two revisions. One additional revision that will be acceptable to NJDEP.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
3b	Prepare, submit and gain acceptance of a Proposed Plan (PP) for nine landfills.	Prepare CERCLA compliant PP submission and receive acceptance by the state regulators.	USACE and FTMM acceptance of submission with two revisions. One additional revision that will be acceptable to NJDEP	Review by Government using guidance cited to determine acceptability.	Preparation of a Proposed Plan report for 9 Landfills at Fort Monmouth (FTMM).
3c	Prepare, submit and gain acceptance of a Decision Documents for nine landfills.	Prepare a CERCLA compliant Decision Documents submission and	USACE and FTMM acceptance of submission with two revisions. One	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-

Task	Objective	Performance Standard	Minimum Acceptable Criteria	Measurement/ Monitoring	Incentive/ Disincentive
		receive acceptance by the state regulators.	additional revision that will be acceptable to NJDEP.		performance of work at contractor's expense.
3d OPTIONAL	Implement the Decision Document which should meet the closure requirements for nine landfills (such as capping).	Perform a remedy and achieve closure of nine (9) landfills and receive acceptance by the state regulators.	USACE and FTMM acceptance of remedy as well as approval by NJDEP.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
4	Conduct a remedial investigation(s) at new sites (listed below) in accordance with CERCLA, as amended, characterizing the nature and extent of contamination meeting the project DQOs and to the extent possible to meet the requirements of N.J. A.C. 7:26 E Technical Requirements for Site Remediation.	Conduct a RI/FS and receive acceptance by the state regulators.	USACE and FTMM acceptance of RI/FS. Acceptance of the RI/FS by NJDEP regulators.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
4a	Prepare a summary RI/FS report for sites and obtain regulator approval by the NJDEP.	Prepare the RI/FS report and receive acceptance by the state regulators.	NJDEP acceptance of the final RI/FS report.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractors expense.
4b	For other sites where the delineation has been completed by	USACE and FTMM acceptance of	USACE and FTMM acceptance of	Review by Government using guidance	Satisfactory or greater

Task	Objective	Performance Standard	Minimum Acceptable Criteria	Measurement/ Monitoring	Incentive/ Disincentive
	Fort Monmouth, the contractor shall prepare feasibility studies at sites in accordance with CERCLA, as amended, characterizing the nature and extent of contamination meeting the project DQOs and to the extent possible to meet the requirements of N.J. A.C. 7:26 E Technical Requirements for Site Remediation.	FS. Acceptance of the FS by NJDEP regulators.	FS. Acceptance of the FS by NJDEP regulators.	cited to determine acceptability.	CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
5 OPTIONAL	Complete investigations and report findings to address NJDEP comments on ECP Phase II SI report for various sites.	Conduct field sampling activities, prepare reports and receive acceptance by the state regulators.	USACE and FTMM acceptance of reports with two revisions. One additional revision that will be acceptable to NJDEP.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
6	At the direction of USACE, the contractor shall implement sampling of groundwater, prepare reports and submit reports for regulatory NJDEP review.	Conduct field sampling activities, prepare reports and receive acceptance by the state regulators.	USACE and FTMM acceptance of reports with two revisions. One additional revision that will be acceptable to NJDEP.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
6a	Complete sampling of groundwater, prepare reports and submit reports for regulatory NJDEP review and comment.	Conduct field sampling activities, prepare reports and receive acceptance by	USACE and FTMM acceptance of reports with two revisions. One additional	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or

Task	Objective	Performance Standard	Minimum Acceptable Criteria	Measurement/ Monitoring	Incentive/ Disincentive
		the state regulators.	revision that will be acceptable to NJDEP.		performance of work at contractor's expense.
6b	Complete the installation and sampling of additional groundwater monitoring wells, prepare reports and submit reports for regulatory NJDEP review and comments.	Conduct field activities, prepare reports and receive acceptance by the state regulators.	USACE and FTMM acceptance of field efforts and reports with two revisions. One additional revision that will be acceptable to NJDEP.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
7 OPTIONAL	Develop an ECP Addendum based on investigations performed by FTMM to address internal Fort Monmouth comments on a draft ECP UHOT report.	Prepare a draft final report based on information received from Fort Monmouth, and receive acceptance by the state regulators.	USACE and FTMM acceptance of draft final report with two revisions. One additional revision that will be acceptable to NJDEP	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
8	Develop a database of electronic information (in MS Access) which includes all soil, sediment, surface water and groundwater data based on investigations performed by FTMM to date. This database and GIS system will have the capability to run site specific reports, review and print out site specific maps (from M2 thru	Prepare of draft and final database/GIS system with acceptance by the USACE and Fort Monmouth.	USACE and FTMM acceptance of draft and final with two versions.	Review by Government using guidance cited to determine acceptability.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.

Task	Objective	Performance Standard	Minimum Acceptable Criteria	Measurement/ Monitoring	Incentive/ Disincentive
	M68) with site specific coverages and be able to compare information (and post data) compared to applicable EPA and NJDEP criteria. Performance Standard: Prepare of draft and final database/GIS system with acceptance by the USACE and Fort Monmouth.				
9	Successfully three public meetings and support the FTMM with community relations.	Successfully three public meetings and support the FTMM with community relations.	Acceptance of meeting materials with two revisions and acceptance of transcripts in one revision. Meetings held are organized; and professional in nature. Contractor personnel in attendance are thoroughly familiar with the project. Zero letters of reprimand, grievances, or formal complaints.	Acceptance of required materials for meetings. Government will attend and evaluate the contractor's attendance, participation and professional demeanor.	Satisfactory or greater CPARS rating/poor CPARS rating.

ATTACHMENT B

PERFORMANCE METRICS

1

(This page intentionally left blank)

ATTACHMENT B
PERFORMANCE METRICS

B.1 Performance Metrics for Performance Assessment Record

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
PAR Category: Quality of Product or Service					
Performance indicator: Document Reviews					
Draft Plans, Reports, and documents [Plans, documents and reports are considered draft until accepted as final by the Government]	Contract milestone documents accepted as submitted	No substantive comments (i.e. limited to grammar, spelling, terminology) to any of the documents, but a few exceptions were noted and corrected.	Contractor met Acceptance Criteria	One or more documents required revisions to be submitted for approval prior to proceeding. Two backchecks were required on one or more documents before original comments were resolved satisfactorily.	One or more documents did not comply with contract requirements, or one or more documents required more than two backchecks before original comments were resolved satisfactorily, or more than one document was rejected.
Performance indicator: Project Execution					
Process Compliance	Zero Corrective Action Requests (CAR) or 948s	{2} CARS/948s for non-critical violations to WP requirements	Contractor met Acceptance Criteria	{6} CARS/948s for non-critical violations and/or {2} CARS/948s for critical violations	{>6} CARS/948s for non-critical violations and/or {>2} CARS/948s for critical violations, or any unresolved CARs
Project Execution	Zero letters of reprimand, grievances, or formal complaints AND one or more unsolicited letters of commendation		Contractor met Acceptance Criteria	{One} letter of reprimand, grievance or formal complaint that was resolved through negotiation	More than {one} letter of reprimand, grievance or formal complaint that were resolved through negotiation

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Task Completion			Contractor met Acceptance Criteria		Final data and QC documentation submitted but not accepted
PAR Category: Schedule					
Performance indicator: Timely Completion of Tasks					
Final Plans and Reports, project milestones, T.O. invoices	Document submittals, task order milestones and invoices complete and accepted by T.O date, project closed out/final invoice approved ahead of schedule	Project closed out/final invoice accepted ahead of schedule	Project closed out/final invoice accepted on T.O. date	Project closed out/final invoice accepted within 30 calendar days after T.O. date	Project closed out/final invoice accepted more than 30 calendar days after T.O. date
Project status reports accurate			Yes		No
Performance indicator: Impacts to Schedule					
Impacts caused by Contractor or other causes identified, in writing to HNC CO/ PM, in a timely manner to apply acceptable corrective actions			Yes		No
PAR Category: Cost Control (Not Applicable for Firm Fixed Price)					
Performance indicator: No unauthorized cost overruns					
Unauthorized cost overruns			No		Yes

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Total Project Costs	Total contract invoices less than 98% of T.O. authorized amount	Total contract invoices greater than 98% but less than 99.99%of T.O. authorized amount	Total contract invoices between 99.99% and 100% of T.O. authorized amount	Total contract invoices greater than 100% but less than 105% of T.O. authorized amount	Total contract invoices greater than or equal to 105% of T.O. authorized amount
Performance indicator: Monthly cost report					
Monthly cost reports accurate			Yes		No
Performance indicator: Impacts to cost					
Impacts caused by Contractor or other causes identified, in writing to HNC CO/PM, in a timely manner to apply acceptable corrective actions			Yes		No
PAR Category: Business Relations					
Performance indicator: Met contractual obligations					
Corrective Actions taken were timely and effective (refer to CARs issued to Contractor)			Yes		No
Performance indicator: Professional and Ethical Conduct					
Meetings and correspondences with Public, project delivery team and other	Zero letters of reprimand, grievances, or formal complaints AND one or more		Contractor met Acceptance Criteria	One letter of reprimand grievance, or formal complaint that was resolved	More than one letter of reprimand grievance, or formal complaint that

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
stakeholders	unsolicited letters of commendation			through negotiation	were resolved through negotiation OR removal of one or more project personnel as a result of a letter of reprimand, grievance or formal complaint
Performance indicator: Customer has overall satisfaction with work performed					
Customer survey results for rating period	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	<1.0
Performance indicator: Personnel responsive and cooperative					
Key personnel responsive, and cooperative	Always		Most Times		Almost Never
PAR Category: Management of Key Personnel and Resources					
Performance indicator: Personnel knowledgeable and effective in their areas of responsibility					
Personnel assigned to tasks	Personnel proposed by Contractor were assigned to project; some personnel were substituted by higher qualified individuals		Personnel proposed by Contractor were assigned to project; some personnel were substituted by equally qualified individuals	Personnel proposed by Contractor were assigned to project; some personnel were substituted by equally qualified individuals, Letter of reprimand received for personnel conduct from HNC	Personnel proposed by Contractor were assigned to project, some personnel were substituted by lesser qualified individuals or HNC requested, in writing, removal of assigned personnel for poor performance

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Performance indicator: Personnel able to manage resources efficiently					
Instances when resource management had negative impact on project execution	0	1-2	3-4	5-6	>6
PAR Category: Safety					
Performance indicator: Accidents and Violations					
*No Class A Accidents, Contractor at fault	0 No class A accidents IAW AR 385-40	No class A accidents IAW AR 385-40	Contractor met Acceptance Criteria	{<2} non-explosive related Class C accidents, or {1} non-explosive Class B accident, IAW AR 385-10	{1} Any Class A accident IAW AR-385-10, or Any explosive related accident
*Major safety violations	0 accidents/ injuries, no safety violations	0 accidents/ injuries, no safety violations		{2} non-explosive safety violations	{>1} any violation of procedures for handling, storage, transportation, or use of explosives IAW the WP, and Federal, State and local laws/ordinances
*Minor safety violations	No safety violations	1 safety violation		{3} safety violations	{>3} safety violations

Classes of Accidents:

-Class A: Fatality or permanent total disability (Government Civilian, Military Personnel, and/or Contractor), or >$2,000,000 property damage.

-Class B: Permanent partial disability or impatient hospitalization of 3 or more persons (Government Civilian, Military Personnel, and/or Contractor), $500,000< $2,000,000 property damage.

-Class C: Lost Workday (Contractor) or Lost Time (Government Civilians), $50,000< $500,000 property damage.

-Class D: $2000 < $50,000 property damage.

* From Section C of Solicitation Number W912DY-04-R-0003, Amendment 000 W912DY-08-R0016, Amendment 0007 (may be included but are not limited to these).

The following guidelines are provided for issuing ratings that are subjective in nature, these ratings will be supported by the weight of evidence documented during the government's surveillance efforts:

Exceptional: Performance *meets* contractual requirements and *exceeds many* to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with *few minor problems* for which corrective actions taken by the Contractor were *highly effective.*

Very Good: Performance *meets* contractual requirements and *exceeds some* to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with *some minor problems* for which corrective actions taken by the Contractor were *effective.*

Satisfactory: Performance *meets* contractual requirements. The contractual performance of the element or sub-element contains *some minor problems* for which corrective actions taken by the Contractor *appear or were satisfactory.*

Marginal: Performance *does not meet all* contractual requirements. The contractual performance of the element or sub-element being assessed reflects a *serious problem* for which the Contractor has *not yet identified corrective actions.* The Contractor's proposed actions appear only *marginally effective or were not fully implemented.*

Unsatisfactory: Performance *does not meet most* contractual requirements and *recovery is not likely* in a timely manner. The contractual performance of the element or sub-element contains *serious problems* for which the Contractor's corrective actions *appear or were ineffective.*

1 # ATTACHMENT C

2 # QUALITY ASSURANCE REPORT

1 *(This page intentionally left blank)*

FINAL QUALITY ASSURANCE REPORT

Remedial Investigation/Feasibility Study/Decision Documents
Fort Monmouth, Oceanport, Monmouth County, New Jersey

Contract with Task Order: W912DY-09-D-0062, Task Order 0012, Project Number 369857

Site: Fort Monmouth, Oceanport, Monmouth County, New Jersey

Date:

Telephone Number:

Weather:

USACE Project Team Member & Title:

Surveillance Activity:

Corrective Action Requests (CAR) or Form 948 Issued:

Contractor Key Personnel On Site:

Site Manager	
Site Safety & Health Officer	
Quality Control Specialist	

General Observations:

Lessons Learned:

Distribution:

1 – CENAN (Jim Moore)

2 – USAESCH (Mary Young)

3 – USAESCH (Janice Jamar)

(This page intentionally left blank)

ATTACHMENT D

CORRECTIVE ACTION REQUEST

1 *(This page intentionally left blank)*

CORRECTIVE ACTION REQUEST	NO. *(1,2,3, etc.for the T.O.)*
USACE Representative: Date Issued: Issued to: Response Due: *(Based on type of nonconformance)* Contract# and T.O. W912DY-09-D-0062, Task Order 0012, Project Number 369857 Project Name/Location: Fort Monmouth, Oceanport, Monmouth County, New Jersey	
Nonconformance Type (circle one): Critical Major Minor	
Description of Condition Found:	
Contractor Representative Signature (Noting that CAR Received):	
(The Contractor will provide the following information to the Contracting Officer and USACE PM by the "Response Due" date above. Please contact the USACE Representative listed above if you have any questions)	
Actual Cause: (Contractor will investigate and determine cause of condition reported above. Actual cause should be stated as specifically as possible)	
Action Taken to Correct Condition: (Corrective Action should address root cause, not the symptom)	
Action Taken to Prevent Recurrence:	
Action Taken to Monitor Effectiveness of Corrective Action: (Generate data as proof. State the monitoring method put in place and who is responsible for reviewing data.)	
Contractor Representative Signature/Title/Date Signed: (Form must be signed before returning)	
(USACE Project Team Use Only) Review of Corrective Action: 1) Has condition improved? ___ Yes ___ No 2) Additional corrective action required? ___ Yes ___ No Comments: Completed form provided to Contracting Officer: (Date)	