

Performance Work Statement
Cleanup Program Technical Support – Camp Ravenna OH
Cooperative Ecosystems Studies Unit (CESU)
CESU-17-36

General

Projects for execution under this Cooperative Agreement (CA) by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

This CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

Any modifications to Cooperative Agreement activities as outlined by this SOW/PWS must be channeled through the Grants Officer's Technical Representative (GOTR) and Grants Officer (GO) prior to NFE implementation.

NFE personnel shall also wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel shall identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

All NFE email signatures shall identify them as such and will include their employer's name.

1.1 Description of Services/Introduction: The NFE shall provide all personnel, equipment, supplies, transportation, tools, materials, and other items necessary to perform continued support for The ARNG Environmental Strategic Cleanup Program at Camp Ravenna previously defined in this PWS except for those items specified as government furnished property and services. The NFE shall perform to the standards in this cooperative agreement and 2 CFR 200. In order to uphold current momentum, an important part of this requirement is to understand the program execution of the Defense Environmental Restoration Program (DERP) eligible sites and Compliance-related Cleanup (CC) sites of The Army Environmental Strategic Cleanup Program within the ARNG.

1.2 Background: The ARNG is responsible for executing programs to assess, investigate, and remediate ARNG installations inclusive of DERP eligible sites and Compliance- related

Cleanup (CC) sites. Currently, the ARNG has an ongoing requirement for technical assistance associated with the Army National Guard's DERP cleanup program at various installations, including Camp Ravenna OH. The Department of Defense instruction (DoDI) 4715.7 implements policy for managing DERP sites, specifically requiring all sites to submit an updated annual installation Action Plan (IAP) and annual Cost-to-Complete (CTC) memorandums for record. The Army Environmental Strategic Cleanup Plan requires all cleanup program sites to maintain and update programming and planning data as a means to document environmental liabilities and funding requirements. The work to be performed crosses complex DoD, Army, and ARNG requirements.

1.3 Objective: Provide the technical expertise necessary to support the ARNG's Cleanup Program at Camp Ravenna OH. These tasks do not involve investigations or remediation of environmental contaminants. Technical support services shall include:

- a. Technical review of environmental documents,
- b. Data analysis of work performed,
- c. Data management of environmental databases,
- d. Developing executive summaries,
- e. Developing and presenting briefings, and
- f. Writing environmental cleanup instruction.

1.4 Scope: To provide technical support for The ARNG Environmental Strategic Cleanup Program that is previously established by the ARNG Cleanup and Restoration Branch (ARNG-ILE-CR). The services include Environmental Program Management Support, Restoration Technical Project Management Support, and review of Pollution Prevention (P2) technical documents. Under this project, The NFE shall accomplish the following tasks:

Cleanup Technical Support-The NFE shall provide

- Assist the ARNG-ILE-CR in ensuring compliance with DoD, Army and ARNG cleanup program requirements established for Camp Ravenna. The program supported is to be executed according to the Ohio Environmental Protection Agency Director's Final Findings and Orders, CERCLA requirements, and the requirements of the Defense Environmental Restoration Program as executed by the Army.
- Assist with implementing Army and ARNG policies, procedures, and management plans for environmental cleanup.
- Act as a resource specialist and Subject Matter Expert for environmental cleanup for Ohio Army National Guard (OHARNG).
- Review projects to determine impacts and engage the support of other Army agencies as required, to include ARNG-ILE-CR, OHARNG, the U.S. Army Corps of Engineers, and the Army Public Health Command.
- Support program development and coordinate with OHARNG to synchronize environmental cleanup actions with military mission requirements.
- Support public outreach as required by the Restoration Advisory Board and the Community. Coordinate with and communicate with staff responsible for environmental, public works, and military operations programs at OHARNG and NGB levels to ensure that scheduled tasks (such as RAB meetings, public announcements, review of report for public comment,

etc.) are coordinated and completed on schedule and in the most cost-effective manner available.

- Coordinate with the Army environmental cleanup team at Camp Ravenna to establish viable cleanup alternatives that incorporate OHARNG land use and military mission requirements. Provide feedback to ARNG Environmental Programs division on U.S. Army Corps of Engineer cleanup activities at Camp Ravenna.
- Implement existing Strategic Communication Plan for Camp Ravenna cleanup efforts by assisting with the response (within two business days) to Congressional inquiries, Notice(s) of Violation from regulators, and requests from ARNG leadership for update briefings.
- Perform data analysis and management, including regularly updating the Army Environmental Database-Restoration (AEDB-R). Provide weekly updates to the ARNG Defense Environmental Restoration Program (DERP) work plan to document program execution. Preparation of documentation to support Army efforts to obtain unqualified audit opinion for the Army's DERP.
- Provide technical review of all work plans, Explosives Site Plans/Explosives Safety Submissions, Remedial Investigations, Feasibility Studies, Proposed Plans, Records of Decision, Remedial Designs, Remedial Construction and Operations documents, and any/all other relevant cleanup documents according to timelines incorporated into the Camp Ravenna cleanup program schedule and required IAW the Ohio Environmental Protection Agency's Directors Final Findings and Orders.

TRAVEL REQUIREMENT.

- For estimating purposes, the NFE(s) shall attend one (1) training event, ARNG Advanced Cleanup Course (projected at Omaha, NE).
- For estimating purposes, NFE shall attend requested meetings with regulators for OH active cleanup sites and perform site visits a minimum of 6 times over the course of the Period of Performance (PoP).

PLACE OF PERFORMANCE

- The support to be performed under this project shall be performed at Camp Ravenna OH.

DELIVERABLES

- Prepare briefing and training material to support the Restoration Advisory Board and Community Involvement activities.
- Review progress on DOD cleanup projects.
- Review, comment, and provide support to resolve comments on work plans, remedial reports, feasibility studies or similar analysis reports, decision documents, and LTM documents.
- Personnel shall conduct a technical review of approximately 20 reports for the associated cleanup response actions.
- The NFE shall fulfill a technical role and shall report findings, comments, and recommendations to ARNG Directorate to ensure that remedial decisions can be made that are appropriate and cost-effective.

PROGRESS REPORT REQUIREMENT.

- The NFE shall submit monthly reports and trip reports to the USACE GOTR and Cleanup & Restoration Team Lead. The monthly reports shall contain an accurate, up-to-date account of all work completed during the month, and shall be submitted by the 7th of each subsequent month. When visiting a site, the NFE shall provide a trip report including each site. Trip reports shall include trip date, purpose, individuals with whom you met with, topics discussed, next actions and way ahead. These reports shall be submitted in email format to the USACE GOTR and ARNG Cleanup PM and Team Lead.

PERFORMANCE REQUIREMENTS SUMMARY TABLE

<u>DELIVERABLE</u>	<u>FREQUENCY</u>	<u>MEDIUM/FORMAT</u>	<u>SUBMIT TO</u>
Briefing & Training material to support RAB & Community Involvement activities	As warranted	Desired medium for best dissemination; i.e., PowerPoint, poster board, pamphlet, etc.	CSU/CEMML PI, ARNG-ILE-CR, and USACE-Omaha District GOTR
Review progress on state cleanup projects.	Monthly, to be included in the monthly progress report.	Electronically submit via Word or PDF document.	CSU/CEMML PI, ARNG-ILE-CR, and USACE-Omaha District GOTR
Support to resolve comments on WPs, remedial reports, FSS/similar analysis reports, DDs, & LTM docs	As warranted, to be documented in monthly progress report	Electronically submit via Word or PDF document.	CSU/CEMML PI, ARNG-ILE-CR, and USACE-Omaha District GOTR
Technical review of 20 reports on associated clean up response actions	As warranted, to be documented in monthly progress report	Electronically submit via Word or PDF document.	CSU/CEMML PI, ARNG-ILE-CR, and USACE-Omaha District GOTR
Field-level oversight; report findings, comments, & recommendations	As warranted, to be documented in monthly progress report	Electronically submit via Word or PDF document.	ARNG Directorate

<u>DELIVERABLE</u>	<u>FREQUENCY</u>	<u>MEDIUM/FORMAT</u>	<u>SUBMIT TO</u>
Monthly Status Report	Monthly, no later than the 7th of each subsequent month.	Electronically submit via Word or PDF document.	CSU/CEMML PI, ARNG-ILE-CR, and USACE-Omaha District GOTR

GOVERNMENT FURNISHED EQUIPMENT.

- The Government will provide the NFE a location on Camp Ravenna OH to include office space, desk, chair, computer, phone, and copier access.

Period of Performance:

The period of performance for this task order is 12 months from date of award.

Government Points of Contact:

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SECURITY REQUIREMENTS

AT Level 1 Training: All NFE employees, to include sub-NFE employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after cooperative agreement start date. The NFE shall submit certificates of completion for each affected employee and sub-NFE employee, to the GOTR within 45 calendar days after completion of training by all employees and sub-NFE personnel. AT Level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

AT Awareness Training for Contractor personnel Traveling Overseas: All US based NFE employees and associated sub-NFE employees traveling overseas will receive the government provide Area Of Responsibility (AOR) specific Anti-Terrorism awareness training. The documentation of training completion must be provided to the GOTR prior to departure.

Access and General Protection/Security Policy and Procedures: Per Homeland Security Presidential Directive – 12 (HSPD-12), Common Access Cards (CAC) are required for NFEs working six months or more; background investigations are required prior to CAC credential issuance. Uncleared NFE's and sub-NFEs working less than six months must submit to a background check, via the appropriate Provost Marshall Office, Director of Emergency Services or Security Office, and must abide by applicable identification and access control requirements. NFE and all associated sub-NFE employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The NFE shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. NFE workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this cooperative agreement, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in NFE security matters or processes.

iWATCH: The NFE and all associated sub-NFEs shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Antiterrorism Officer). This local developed training shall be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the GOTR. This training shall be completed within 30 calendar days of cooperative agreement award and within 30 calendar days of new employees commencing performance with the results reported to the GOTR NLT 5 calendar days after cooperative agreement award.

Access to government information systems: All NFE employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the information systems and then annually thereafter.

Information Assurance (IA)/Information Technology (IT) training: All NFE employees and associated subcontracted employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All NFE employees business IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

Will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas: All NFE employees, including sub-NFE employees who are not in possession of the appropriate security clearance or access privileges, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

Pre-Screen candidates using E-Verify Program: The NFE must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The NFE must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the GOTR no later than 3 business days after the initial project award.

Identification of NFE Employees: All personnel attending meetings, answering Government telephones, and business in other situations where their NFE 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 NFEs are suitably marked as NFE products or that NFE participation is appropriately disclosed. NFEs shall obtain NFE building identification badge, CAC card, and email account. Building identification badge must be worn at all times while performing duty on site.

NFE Travel: The NFEs conducting the tasks described herein are expected to primarily work at a location sufficient to provide services needed. On occasion, the NFEs conducting the tasks shall be required to travel to attend meetings, training, conferences, seminars and workshops at other locations outside the ARNG Readiness Center. All anticipated off-site travel necessary to complete the tasks outlined in this scope of work is included in this cooperative agreement. NFE shall be authorized travel expenses subject to the limitation of funds specified in this cooperative agreement. All travel requires Government approval/authorization and notification to the GOTR.

Organizational Conflict of Interest: NFE and sub-NFE personnel performing work under this project may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The NFE shall notify the Grants Officer's Technical Representative (GOTR) immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the GOTR to avoid or mitigate any such OCI. The NFE's mitigation plan shall be determined to be acceptable solely at the discretion of the

Contracting Officer and in the event the GOTR unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the GOTR may affect other remedies as he or she deems necessary, including prohibiting the NFE from participation in subsequent contracted requirements which may be affected by the OCI.