

**SCOPE OF WORK  
FOR  
INITIAL ACTUAL TASK ORDER**

**SITE CHARACTERIZATION  
AT  
FORT McCLELLAN, ALABAMA**

**U.S. ARMY ENGINEERING AND SUPPORT CENTER,  
HUNTSVILLE**

ATTACHMENT D

**STATEMENT OF WORK**  
**SITE CHARACTERIZATION**  
**AT**  
**FORT McCLELLAN, ALABAMA**  
**March 11, 1999**

1.0 Objective. The objective of this task order is for the Contractor to characterize ranges possibly contaminated with Ordnance and Explosives (OE) at Fort McClellan, Alabama.

2.0 BACKGROUND. Fort McClellan is a U.S. Army facility under the control of the U.S. Army Training and Doctrine Command (TRADOC) and is scheduled to be closed under the Base Realignment and Closure (BRAC) program. Ordnance and Explosives (OE), including Chemical Warfare Materiel (CWM) are suspected to exist on this property.

2.1 General. The work required under this Scope of Work (SOW) falls under the BRAC program.

2.1.1 Ordnance and Explosives are a safety hazard and, if present, constitute a hazard to the public and the environment. The Contractor will perform this work in a manner consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and the National Contingency Plan (NCP). For any actions on site, administrative requirements of federal, state, or local permits are not required, but the substantive permit requirements shall be fulfilled. The provisions of 29 CFR 1910.120 apply to all actions taken at this site.

2.2 SITE DESCRIPTION.

2.2.1 Location. Fort McClellan is located northeast of the City of Anniston, Calhoun County, Alabama. To the west are the areas known as Weaver and Blue Mountain. To the North is the City of Jacksonville. The Talladega Forest is to the east of the post.

2.2.2 Site History. Fort McClellan has been used for

artillery training of troops and the National Guard as early as 1912 to present day. In 1941, McClellan became site of the Chemical Corps Training Command. In 1962, the U.S. Army Combat Developments Command Chemical Biological-Radiological Agency moved to Fort McClellan. In 1973, the Chemical Corps School along with the U.S. Army Combat Developments Command Chemical Biological-Radiological Agency closed. In 1979, the U.S. Army Chemical Corps School re-established along with a training Brigade for Basic Training.

2.3 Area of Concern. The contractor shall characterize the area identified on the map included in Appendix A of this Statement of Work and on the USAESCH home page at <http://www.hnd.usace.army.mil>. The area consists of approximately 1940 acres within which are three areas identified in the Archives Search Report (ASR) as potentially contaminated with OE.

### 3.0 TASKS.

3.1 (TASK 1-Firm Fixed Price) SITE VISIT. The purpose of this task is to permit those members of the Contractor with direct project responsibility to gain necessary information about site conditions. A site visit is authorized to assist in preparing the work plan. The site visit team shall include one (1) Senior UXO Supervisor. The Contractor will coordinate the site visit with the Contracting Officer (CO) 10 days prior to arriving on site. The Contractor will prepare an abbreviated SSHP and submit it to the CO for review and approval prior to the visit. The Contractor shall ensure that the site visit is fully coordinated and that all members of the site visit team maintain compliance with the abbreviated SSHP.

3.2 (TASK 2-Firm Fixed Price) Work Plan. The contractor shall prepare and submit a work plan for this project in accordance with DID OT-FMC-005-01 and this Task Order. The work plan shall propose site locations and the anticipated work that shall be conducted. The work plan shall include all necessary sub-plans in accordance with DID OT-FMC-005-01 and each required sub-plan's corresponding DID. The work conducted under this work plan shall also be

performed in accordance with the technical requirements as outlined in each DID. Specific requirements determined by the contractor as not applicable shall be clearly identified by the contractor in his work plan.

3.3 (TASK 3-Firm Fixed Price) Phase I Site Characterization. The purpose of site characterization shall be to delineate the magnitude and extent of OE contamination for the area identified in paragraph 2.3. The characterization shall produce sufficient information for the contractor to identify target anomalies, prepare risk assessments, evaluate alternatives for remediation, prepare cost analyses for each alternative, and recommend remediation alternatives. The contractor shall perform the first phase of site characterization for the area of concern as identified in this task order. The Phase I site characterization shall exclude removal of subsurface anomalies. Typical activities that may be performed during the Phase I site characterization may include but are not limited to: historical data analysis, footprint reduction methodologies, field reconnaissance, and detection of OE. The performance of these activities may require surveying and mapping, brush clearing, and/or removal and disposal of surface OE or debris.

3.4 (TASK 4-Time and Materials) Data Analysis and Validation. The contractor shall perform data validation for a subset of the subsurface anomalies identified during the Phase I site characterization. The contractor shall clearly identify his methodology. The contractor shall interrogate and excavate anomalies to validate his process. The contractor shall include in his proposal the area (in square feet) and number of anomalies to be investigated assumed for the purpose of his proposal.

3.5 (TASK 5, OPTION 1 -Firm Fixed Price) Phase II Site Characterization. The contractor shall assume that Phase II Site Characterization shall consist of statistical sampling and analysis of 100 acres. For purposes of preparing a cost estimate the contractor shall assume:

- 55 acres are heavily wooded with 10 acres steeply sloped and 30 acres moderately sloped and 15 acres level,

- 25 acres are moderately wooded with 15 acres moderately sloped and 10 acres level,
- 20 acres are open and level,
- All subsurface anomalies to be removed were identified during the discrimination portion of the Data Validation task.
- Each acre will require removal of 100 anomalies,
- Depth of anomalies will be from 0.5 feet to 4.0 feet, uniform distribution.
- Five UXO per acre will be removed and disposed of,
- All recovered scrap shall be removed and disposed of in accordance with the basic contract.

3.6 (TASK 6-Firm Fixed Price) Data Management. The contractor shall manage all data in accordance with DID OT-FMC-005-14. This shall include incorporation of all reports, drawings, or data generated during this Task Order as well as mirroring all changes onto the Fort McClellan database located at USAESCH.

3.7 (Task 7-Firm Fixed Price) PREPARE EE/CA REPORT.

3.7.1 The Contractor shall prepare and submit an EE/CA report in accordance with DID EECA-FMC-090. The report shall contain the Contractor's conclusions as to the nature and extent of OE contamination, risk assessments for each area of concern, and provide recommendations for future work at Fort McClellan within these areas. The area of concern should be sufficiently characterized in the EE/CA. The textual portions of the report shall be fully supported with accompanying maps, charts, and tables as necessary to fully describe and document all work performed and all conclusions and recommendations presented.

3.7.2 Evaluate Institutional Controls. The EE/CA report shall fully evaluate physical removal and institutional controls as possible action alternatives. Basic data for the institutional analysis will be collected on forms provided to the Contractor by the Government. These forms may be reproduced. The survey data will be collected by a professional Urban Planner or equivalent. Personal or telephone contact insures obtaining quality information. Do not mail the survey forms. All gathered data

shall be safeguarded and protected from unofficial use.

3.8 (TASK 8-Firm Fixed Price) PREPARE ACTION MEMORANDUM. The EE/CA will be provided to the public for their review and comments.

The Contractor shall evaluate any public comments provided by the Contracting Officer and shall incorporate them where directed by the Contracting Officer. Afterwards, the Contractor shall prepare an Action Memorandum describing the selected alternative.

3.9 (TASK 9-Firm Fixed Price) MEETINGS/ PUBLIC AFFAIRS. The Contractor shall attend and participate in four meetings with DoD, regulatory, and civilian agencies as directed by the CO. The meetings shall last one day each and be held at Fort McClellan, AL. The Contractor shall assist USAESCH Public Affairs Office (PAO) and the Corps of Engineers, Mobile District PAO in developing and executing a Public Affairs program to include public meetings and Restoration Advisory Board (RAB) meetings.

#### 4.0 SCHEDULE OF DELIVERABLES

4.1 Deliverables. The Contractor shall provide the indicated deliverables on the following schedule:

<b>Deliverables</b>	<b>Days after NTP</b>
ASSHP	10 days prior
Draft Work Plan	30 days after award
Final Work Plan	21 days after comments received
Draft EE/CA Report	30 days after field work completed
Draft-Final EE/CA Report	21 days after draft comments received
Final EE/CA Report	30 days after D-F comments received
Action Memorandum-Draft	30 days after D-F EECA comments received
Action Memorandum-Final	14 days after draft comments received

Status Reports and Telephone/Conversation Reports are due monthly. The original of each of these reports shall be sent within 10 days of the end of the reporting period by normal mail to the project manager.

4.2 Addresses and Distribution The Contractor shall furnish copies of the plans and reports as indicated to each addressee listed below in the quantities indicated. The following addresses shall be used in mailing submittals:

<b>ADDRESSEE</b>	<b>Draft Submittals</b>	<b>Draft-Final &amp; Final Submittals</b>
Commander US Army Engineering and Support Center, Huntsville ATTN: CEHNC-PM (Mr. David Skridulis) 4820 University Square Huntsville, Alabama 35816-1822	6	6
Commander US Army Engineering and Support Center, Huntsville ATTN: CEHNC-CT-S (Ms. Lydia Tadesse) 4820 University Square Huntsville, Alabama 35816-1822	1	1
Commander US Army Engineer District, Mobile ATTN: CESAM (Mr. Ellis Pope) P.O. Box 2288 Mobile, AL 36628-0001	3	3
Commander US Army Engineer Division, South Atlantic ATTN: CESAD-PM-H (Ms. S. Ernst) 77 Forsyth St., SW Atlanta, GA 30335-6801	NA	1
ATTN: Mr. Bart Reedy Chief, Federal Facilities Branch U.S. Environmental Protection Agency RCRA Waste Management Division Mail Code 4WD/FFB 345 Courtland Street Atlanta, GA 30365	1	1
Alabama Department of Environmental Management Government Facilities Section, Haz Waste Branch, Land Division ATTN: Mr. Chris Johnson P.O. Box 301463 Montgomery, AL 36130-1463	1	1

US Army Chemical and Military Police Centers and Fort McClellan ATTN: ATZN-EM Building 141A, 13 <sup>th</sup> Ave Fort McClellan, AL 36205-500	5	5
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5.0 **SUBMITTALS and CORRESPONDENCE**

5.1 Format and Content of Reports. All drawings shall be of engineering quality with sufficient details. The report shall consist of 8 1/2" X 11" sheets of paper. The report covers shall consist of durable binders and shall hold pages firmly while allowing easy removal, addition, or replacement of pages. A title shall identify the site, the Contractor, the Huntsville Center, and date. The Contractor's identification shall not dominate the title page.

5.2 Review Comments. The Contractor shall review all comments received from the Contracting Officer or the Contracting Officer's Representative and evaluate their appropriateness based upon their merit. The Contractor shall incorporate all applicable comments and provide a written response to each comment no later than 21 days after the Contractor receives the comment.

5.3 Identification of Responsible Personnel. Each submittal shall identify the specific members and title of the subcontractor and Contractor's staff that had significant input into the report.

5.4 Presentations. The Contractor shall make presentations of work performed and as directed by the CO. The presentation shall consist of a summary of the work accomplished and will be followed by an open discussion.

5.5 Minutes of Meetings. The Contractor shall prepare and submit minutes of all meetings and/or presentations within 10 working days to the CO.

5.6 Correspondence. The Contractor shall keep a record of phone conversations and written correspondence affecting decisions relating to the performance of this task order. A summary of the phone conversations and copies of written correspondence shall be submitted to the CO with the monthly progress report.

5.7 Monthly Progress Report. The Contractor shall prepare and

submit monthly progress reports in accordance with DID OT-FMC-080.

5.8 Digital Data. All final text files generated by the Contractor under this task order shall be furnished to the CO in Word 97, IBM PC-compatible format. All drawings shall be on reproducible (mylar) and digitized 3D design file in Intergraph Corporation format, compatible with USAESCH Graphics system. All field generated digital data shall be transmitted to the USAESCH technical representative on a weekly basis. The results of the excavations will include all pertinent features of the anomaly, to include items such as: type, condition, actual location, depth, size, mass, and any other information that would significantly assist in classifying the anomaly. The location in State Grid Plane Coordinates, the instrument response, anomaly code(s), and important information shall be provided in an Excel spreadsheet and data base listing, as a minimum; northing, easting, relative signal strength, measured signal strength, and any unusual or noteworthy attributes to facilitate excavation tracking. A standard structure and format shall be used to digitally track the results from the anomaly excavations.

6.0 GOVERNMENT FURNISHED INFORMATION. The government will provide the following information to the contractor for:

- Draft Archive Search Report for Fort McClellan, 1998
- Planimetric mapping and contour files for Fort McClellan
- Historical Photographic coverage for area identified in paragraph 2.3.

Upon award of the contract the government will also provide historical photo interpretation for the area identified in paragraph 2.3.

7.0 PERFORMANCE METRICS. The performance and subsequently the evaluation of the contractor on this task order shall be based on certain performance metrics. At the completion of the Task Order a board consisting of at least two government personnel and one representative of the contractor will perform the contractor

evaluation for approval by the CO or his designated representative. The contractor representative will be selected by the CO. Appraisals will be issued to support exercising subsequent option periods using AFARS 42.15 and ER 715-1-19.

#### 7.1 Safety.

7.1.1. Class A Accidents. Any Class A accident, which is the result of a safety violation by the contractor, will result in an unsatisfactory safety and overall rating.

7.1.2 Accident Prevention. The contractor will receive an excellent, satisfactory, or unsatisfactory rating based on his compliance with the Approved Work Plan and other safety regulations and guidance as applicable. This will be determined by the number and severity of safety violations issued by the USACE Safety Specialist as indicated below.

7.1.2.1 Each major safety violation (life threatening, normally associated with activities involving OE, and any recordable accident as specified by paragraph 3-3, AR 385-40 with USACE Supplement).

7.1.2.2 Each minor safety violation (non-life threatening, normally associated with non-OE activities, and any reportable accident as specified by paragraph 3-2, AR 385-40 with USACE Supplement).

7.2 The contractor must achieve at least a satisfactory rating on all safety metrics to achieve an overall excellent appraisal rating on the Task Order.

#### 7.3 Quality.

7.3.1. Documentation. The contractor will receive an excellent, satisfactory or unsatisfactory rating based on the quality of all documentation including digital data submitted by the contractor. Factors that may be considered in the evaluation are: technical content, format, readability, appearance, and responsiveness to comments.

#### 7.3.2. Field Work.

7.3.2.1 Detection. The contractor will receive an excellent, satisfactory or unsatisfactory rating based on his ability to detect target anomalies. This will be measured by the

results of QA performed by the government or a representative of the government.

7.3.2.2 Reacquisition. The contractor will receive an excellent, satisfactory or unsatisfactory rating based on his ability to accurately determine the location of anomalies.

7.3.2.3 Removal. The contractor will receive an excellent, satisfactory, or unsatisfactory rating based on the ratio of anomalies excavated to actual OE targets excavated during removal and sampling activities. Targets will be defined on a site by site basis in a manner so as not to penalize the contractor for removal of items of similar configuration to actual OE.

7.3.3 Processes. The contractor will receive an excellent, satisfactory or unsatisfactory rating based on the effectiveness of his processes utilized on the project. Factors that may be considered in the evaluation are: accuracy of characterization of areas potentially contaminated with OE, data capture, data management, teamwork, and integration of all processes utilized.

7.4 Schedule. The contractor will be rated on his ability to meet schedules on Final deliverables. This will be measured as a percentage of deliverables for this Task Order received on time. Schedule slippage beyond the control of the contractor shall be documented by the CO and new schedules shall be established with approval of the government.

7.5 Customer Satisfaction. A customer satisfaction survey developed by government with input from the contractor will be sent to the contractor's customers who have been directly involved with part of the work performed under this Task Order. The contractor will be rated on each criterion using a scale of one to five. A cumulative score from one to five will be generated from the results of all the surveys.

7.6 Objective Metrics. The following objective metrics will be used for this Task Order to determine the contractor's performance appraisal. Subjective metrics will be evaluated on a qualitative basis.

	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Safety</b>			
Class A Accident Contractor at Fault	0		1
# Major Safety Violations	0	1	>1
# Minor Safety Violations	1	2-4	>4
<b>Quality</b>			
Detection (% Grids Passing)	>99	95-99	<95
Reacquisition (% within +/- 0.5m)	>95	95-75	<75
Removal (ratio of false positives to target anomalies)	<3/1	3/1-8/1	>8/1
<b>Schedule</b>			
Final Deliverables (% on schedule)	100	75-99	<75
<b>Customer Satisfaction</b>			
Customer Satisfaction Survey (rating)	<4.5-5	3-4.5	<3

7.7 Incentives. Incentives shall be awarded to the contractor when he achieves a satisfactory or better performance rating on all of the Safety metrics and an excellent performance rating on at least 80% of the metrics for that Task Order. Incentives for excellent performance may include but are not limited to:

1. Letters/Certificates of Commendation presented in public ceremonies by high level USAESCH officials
2. Write-ups in USACE publications
3. Posting of contractors "excellent" performance on the Huntsville Center's home page
4. Exercising Option year on contract

7.8 The government reserves the right to give incentive awards for specific acts, within specific areas or to specific individuals as well as on a Task Order basis. Areas that will be given special consideration when determining if incentives are merited are safety, innovation, and continuous improvement.

7.9 Performance Improvement Plan. Any time the contractor receives an unsatisfactory rating on any performance metric, he

will be required to develop a Performance Improvement Plan to correct any deficiencies in that area.

7.10 Disincentives. Disincentives for poor performance may include but are not limited to:

1. Poor Performance Appraisals
2. Awarding follow on Task Order work to others
3. Not exercising Option years
4. Redoing unsatisfactory work at no cost to the government
5. Reporting the level of performance to higher level USAESCH authorities, including the Director of Contracting and the Commander

8.0 **Public Affairs.** The Contractor shall not publicly disclose any data generated or reviewed under this contract unless authorized by the CO. The Contractor shall refer all requests for information concerning the site condition to the USAESCH Project Manager. Reports and data generated under this task order are the property of the Department of Defense and distribution to any other sources by the Contractor, unless authorized by the CO, is prohibited.

9.0 **REFERENCES.**

9.1 Archives Search Report for Fort McClellan, St. Louis District, 1999.

9.2 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, Public Law (PL)96-510, 94 Stat 2767, 42 USC 9601.

9.3 NIOSH/OSHA/USCG/EPA Manual for Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, Oct. 85.

9.4 HQUSACE Letter, DACS-SF, Explosives Safety Policy for Real Property Containing Conventional Ordnance and Explosives.

9.5 HQDA Policy Memorandum, Interim Guidance for Biological Warfare Materiel (BWM) and Non-stockpile Chemical Warfare Materiel (CWM) Response Activities, 5 Sep 97.

9.6 EP 1110-1-18, Draft OE Response

9.7 AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal (EOD).

9.8 AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

9.9 AR 200-1, Environmental Protection and Enhancement.

9.10 AR 200-2, Environmental Effects of Army Actions.

9.11 AR 385-10, The Army Safety Program

9.12 AR 385-40, Accident Reporting and Records with USACE Supplement.

9.13 AR 385-61, The Army Chemical Agent Safety Program.

9.14 AR 385-63, Safety, Policies and Procedures for Firing Ammunition for Training, Target, Practice and Combat.

9.15 AR 385-64, U.S. Army Explosives Safety Program.

9.16 DA PAM 385-64, Ammunition and Explosives Safety Standards.

9.17 29 CFR 1910.120/1926, Occupational Safety and Health Standards.

9.18 32 CFR, Part 203, Technical Assistance for Public Participation (TAPP) in Defense Environmental Restoration Activities.

9.19 40 CFR, Parts 260 thru 270 plus 300, U. S. Printing Office latest edition.

9.20 40 CFR, Part 300, EPA National Oil and Hazardous Substance Pollution Contingency Plan (NCP)

9.21 DOD 6055.9-STD, DOD Ammunition and Explosives Safety Standards.

9.22 DoD 4160.21-M, Defense Utilization and Disposal Manual.

9.23 DoD 4160.21-M-1, Defense Demilitarization Manual.

9.24 EM 385-1-1, Safety and Health Requirements Manual.

9.25 ER 385-1-92, Engineering Regulations Safety and Occupational Health Document Requirement For HTRW and OE Activities.

9.26 ER 715-1-19. Service and Supply Contractor Performance Evaluations.

9.27 FAR 45.5 and its supplements, Federal Acquisition Regulation, Management of Government Property in the Possession of Contractors.

9.28 AFARS. Army Federal Acquisition Regulation Supplement

9.29 Pertinent government furnished unclassified TM 60-series publications.

9.30 TM 60A-1-1-22 EOD Procedures: General EOD Safety Precautions.

9.31 TM 60A-1-1-31, EOD Procedures, General Information on EOD Disposal Procedures.

9.32 CEHNC Safety Concepts and Basic Considerations for Unexploded Ordnance (UXO) Operations.

9.33 CEHNC UXO Personnel Database.

9.34 NTC Regulation 350-3.

# APPENDIX A

