

**Final**

**Quality Assurance Surveillance Plan  
for the 2008 Performance-Based Acquisition of  
Environmental Investigation and Remediation**

**Ravenna Army Ammunition Plant  
Ravenna, Ohio**

**September 18, 2008**

**Contract No. W912QR-04-D-0028  
Delivery Order No. 0001**

**Prepared for:**



**US Army Corps  
of Engineers®**

**United States Army Corps of Engineers  
Louisville District**

**Prepared by:**



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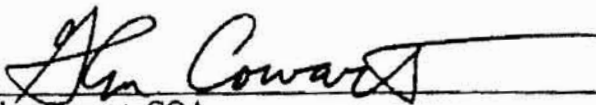
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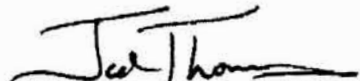
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**CONTRACTOR STATEMENT OF INDEPENDENT TECHNICAL REVIEW**

Science Applications International Corporation (SAIC) has completed the Final Quality Assurance Surveillance Plan for the 2008 Performance-Based Acquisition for Environmental Investigation and Remediation at the Ravenna Army Ammunition Plant, Ravenna, Ohio. Notice is hereby given that an independent technical review has been conducted that is appropriate to the level of risk and complexity inherent in the project. During the independent technical review, compliance with established policy principles and procedures, utilizing justified and valid assumptions, was verified. This included review of data quality objectives; technical assumptions; methods, procedures, and materials to be used; the appropriateness of data used and level of data obtained; and reasonableness of the results, including whether the product meets the customer's needs consistent with law and existing United States Army Corps of Engineers policy.

  
\_\_\_\_\_  
Glen Cowart, CQA  
Study/Design Team Leader

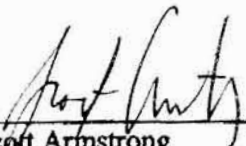
9/17/2008  
Date

  
\_\_\_\_\_  
Jed Thomas, P.E.  
Independent Technical Review Team Leader

9/17/08  
Date

Significant concerns and the explanation of the resolution are as follows:

Internal SAIC Independent Technical Review comments are recorded on a Document Review Record per SAIC quality assurance procedure QAAP 3.1. This Document Review Record is maintained in the project file. Changes to the report addressing the comments have been verified by the Study/Design Team Leader. As noted above, all concerns resulting from independent technical review of the project have been considered.

  
\_\_\_\_\_  
Scott Armstrong  
Principal w/ A-E firm

Sept. 17, 2008  
Date

**Final**

**Quality Assurance Surveillance Plan  
for the 2008 Performance-Based Acquisition of  
Environmental Investigation and Remediation**

Volume One - Main Report  
Version 1.0

Ravenna Army Ammunition Plant  
Ravenna, Ohio

Contract No. W912QR-04-D-0028  
Delivery Order No. 0001

**Prepared for:**

U.S. Army Corps of Engineers  
600 Martin Luther King, Jr. Place  
Louisville, Kentucky 40202

**Prepared by:**

Science Applications International Corporation  
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September 18, 2008

**DOCUMENT DISTRIBUTION**  
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## TABLE OF CONTENTS

LIST OF TABLES .....	iii
LIST OF FIGURES .....	iii
LIST OF ATTACHMENTS .....	iii
LIST OF ACRONYMS .....	iv
<b>1.0 INTRODUCTION.....</b>	<b>1-1</b>
<b>2.0 PURPOSE.....</b>	<b>2-1</b>
<b>3.0 PROJECT DESCRIPTION .....</b>	<b>3-1</b>
<b>4.0 MILESTONE DATES .....</b>	<b>4-1</b>
<b>5.0 ROLES AND RESPONSIBILITIES.....</b>	<b>5-1</b>
<b>6.0 METHODOLOGIES TO MONITOR THE CONTRACTOR’S PERFORMANCE .....</b>	<b>6-1</b>
<b>7.0 QUALITY ASSURANCE REPORTING FORMS .....</b>	<b>7-1</b>

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## LIST OF TABLES

Table 3-1. Task 2 Areas of Concern .....	3-1
Table 7-1. Nonconformance Level Definitions and Required Response Times .....	7-1

## LIST OF FIGURES

Figure 4-1. RVAAP 2008 PBA Baseline Project Schedule .....	4-3
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## LIST OF ATTACHMENTS

Attachment A. Surveillance Activities Table	
Attachment B. Performance Metrics	
Attachment C. Quality Assurance Report	
Attachment D. Corrective Action Request	
Attachment E. Project Areas of Concern	
Attachment F. Contractor Evaluation Form – LRL Quality Assurance Team	



## LIST OF ACRONYMS

AOC	Area of Concern
CAR	Corrective Action Request
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
COB	Close of Business
COC	Certificate of Compliance
COR	Contracting Officer's Representative
DA	Department of the Army
DC	Design Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
FS	Feasibility Study
FWGWMP	Facility-Wide Groundwater Monitoring Program
HTRW	Hazardous, Toxic, and Radioactive Waste
IRP	Installation Restoration Program
IROD	Interim Record of Decision
MEC	Munitions and Explosives of Concern
OSHA	Occupational Safety and Health Administration
PBA	Performance-based Acquisition
PDT	Project Delivery Team
PMBP	Project Management Business Process
PMP	Project Management Plan
POC	Point of Contact
PP	Proposed Plan
PPIMS	Past Performance Information Management System
PWS	Performance Work Statement
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QAR	Quality Assurance Report
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
QSM	Quality Systems Manual
RA	Remedial Action
RA(O)	Remedial Action (Operations)
RC	Response Complete
RD	Remedial Design
RI	Remedial Investigation

## **LIST OF ACRONYMS (CONTINUED)**

RIP	Remedy in Place
ROD	Record of Decision
RVAAP	Ravenna Army Ammunition Plant
SAIC	Science Applications International Corporation
SAP	Sampling and Analysis Plan
SC	Site Closeout
SOP	Standard Operating Procedures
SOW	Statement of Work
TPP	Technical Project Planning
USACE	United States Army Corps of Engineers

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## 1.0 INTRODUCTION

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This Quality Assurance Surveillance Plan (QASP) has been developed pursuant to the requirements of the Ravenna Army Ammunition Plant (RVAAP) 2008 Performance-Based Acquisition (PBA) Performance Work Statement (PWS) under Contract No. W912QR-04-D-0028, Delivery Order 0001 for the U.S. Army Corps of Engineers (USACE) – Louisville District. Under the RVAAP 2008 PBA, Science Applications International Corporation (SAIC) is responsible for attaining response complete (RC), remedy in place (RIP), remedial action (operations) [RA(O)], or site close out (SC) for specified environmental media (e.g., soil, surface water) at 16 low and medium priority environmental areas of concern (AOCs) at RVAAP, as well as facility-wide storm and sanitary sewers. SAIC is also responsible for attaining an approved Interim Record of Decision (IROD) for groundwater at Load Line 12. This plan sets forth procedures and guidelines that USACE Louisville District will use in evaluating the contract performance of SAIC during performance of the RVAAP 2008 PBA. This QASP encompasses the following activities to be performed under the RVAAP 2008 PBA to achieve project milestone completions:

- Preparation of Work Plans;
- Implementation of environmental investigations;
- Preparation of environmental reports, engineering feasibility studies, and decision documents;
- Preparation of engineering designs; and
- Implementation of remedial construction actions, including munitions and explosives of concern (MEC) response actions, if encountered during remedial construction activities.

This QASP is organized as follows:

- Chapter 2 presents the purpose of the QASP;
- Chapter 3 provides a brief project description;
- Chapter 4 presents the project milestone dates;
- Chapter 5 presents the roles and responsibilities of participating government officials;
- Chapter 6 outlines the methods to monitor contractor performance; and
- Chapter 7 presents the quality assurance reporting mechanisms.

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## 2.0 PURPOSE

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The purpose of this QASP is to detail the procedures that will be used to document SAIC compliance with the terms of the PWS for the RVAAP 2008 PBA for Environmental Investigation and Remediation, Ravenna Army Ammunition Plant, Ravenna, Ohio, dated May 7, 2008, revised May 29, 2008 and June 20, 2008. This plan provides guidance to the USACE Contracting Officer's Representative (COR) to conduct the following:

- Confirm that actions are conducted utilizing proper procedures and in accordance with the approved work and safety plans;
- Define the roles and responsibilities of participating Government officials;
- Define the types of work to be performed with required end results;
- Document the evaluation methods that will be employed by USACE in assessing SAIC's performance;
- Provide the Surveillance Activities Table, Performance Metrics Table and Corrective Action Request (CAR) form that will be used by USACE in documenting and evaluating SAIC's performance; and
- Describe the process of performance documentation.

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### 3.0 PROJECT DESCRIPTION

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SAIC is scoped to perform or provide a wide range of environmental services to the USACE. Louisville District during execution of the RVAAP 2008 PBA. Specifically, this work may include, but is not limited to, all aspects of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Remedial Investigations (RIs), Feasibility Studies (FSs), Proposed Plans (PPs), Records of Decision (RODs), Remedial Designs (RDs), and Remedial Actions (RAs). Hazardous, Toxic and Radioactive Waste (HTRW) contaminants are to be addressed under the scope of the RVAAP PBA 2008. MEC response actions are included, if encountered within areas to be remediated for HTRW contaminants. The project work breakdown structure is as follows:

- Task 1 – Develop a Project Management Plan (PMP) and QASP;
- Task 2 – Achieve 1) approved RODs for soil, dry sediment, wet sediment, and surface water and 2) an approved RI/FS for groundwater at the AOCs presented in Table 3-1.

**Table 3-1. Task 2 Areas of Concern**

RVAAP-06 C-Block Quarry	RVAAP-40 Load Line 7
RVAAP-12 Load Line 12 <sup>a</sup>	RVAAP-41 Load Line 8
RVAAP-13 Building 1200	RVAAP-42 Load Line 9
RVAAP-19 Landfill North of Winklepeck Burning Grounds	RVAAP-43 Load Line 10
	RVAAP-44 Load Line 11
RVAAP-29 Upper and Lower Cobbs Pond	RVAAP-45 Wet Storage Area
RVAAP-33 Load Line 6	RVAAP-46 F-15 and F-16
RVAAP-38 NACA Test Area	RVAAP-48 Anchor Test Area
RVAAP-39 Load Line 5	RVAAP-50 Atlas Scrap Yard

<sup>a</sup>ROD required for surface water and wet sediment only.

- Task 3 – Install six deep bedrock groundwater monitoring wells in the basal Sharon Conglomerate and collect quarterly samples for one year in accordance with the RVAAP Facility-wide Groundwater Monitoring Program (FWGWMP);
- Task 4 – Achieve approved IROD for groundwater at Load Line 12 and approved ROD for RVAAP-67, Installation Restoration Program (IRP)-eligible Facility-wide Sewers (RVAAP-67 specifically includes all sewers within and between the AOCs that historically received AOC-related wastewater, prior to October 17, 1986, as mandated by IRP policy);
- Task 5 – Achieve RC, RIP, RA(O), or SC for specified environmental media.



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## 4.0 MILESTONE DATES

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The PWS for the RVAAP 2008 PBA specifies the milestone completion dates listed below. A baseline schedule for the project was developed as part of the PMP that specifies interim milestone submittal dates for various reports and key task activities (Figure 4-1). Successful correction of any deficiencies discovered during contract duration will be completed in accordance with a schedule to be determined by Ohio EPA and Army stakeholders. Significant milestone completion dates are as follows:

- Project Award date: July 16, 2008;
- Project Management Plan (PMP) and QASP submittals:
  - Draft submittal within 30 days of project award date
  - Final submittal within 30 days of receipt of COR comments
- Task 2 (Achieve approved ROD): 60 months following project award date;
- Task 3 (Install and Sample 6 Deep Bedrock Wells): June 30, 2010;
- Task 4 (Achieve Approved IROD for Groundwater at Load Line 12): June 30, 2010;
- Task 4 (Achieve Approved ROD for Facility-wide Sewers [RVAAP-67]): 60 months following project award date;
- Task 5 [Achieve RC, RIP, RA(O), or SC]: 60 months following contract modification date.

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2008 Performance Based Acquisition for Environmental Investigation and Remediation Project Schedule

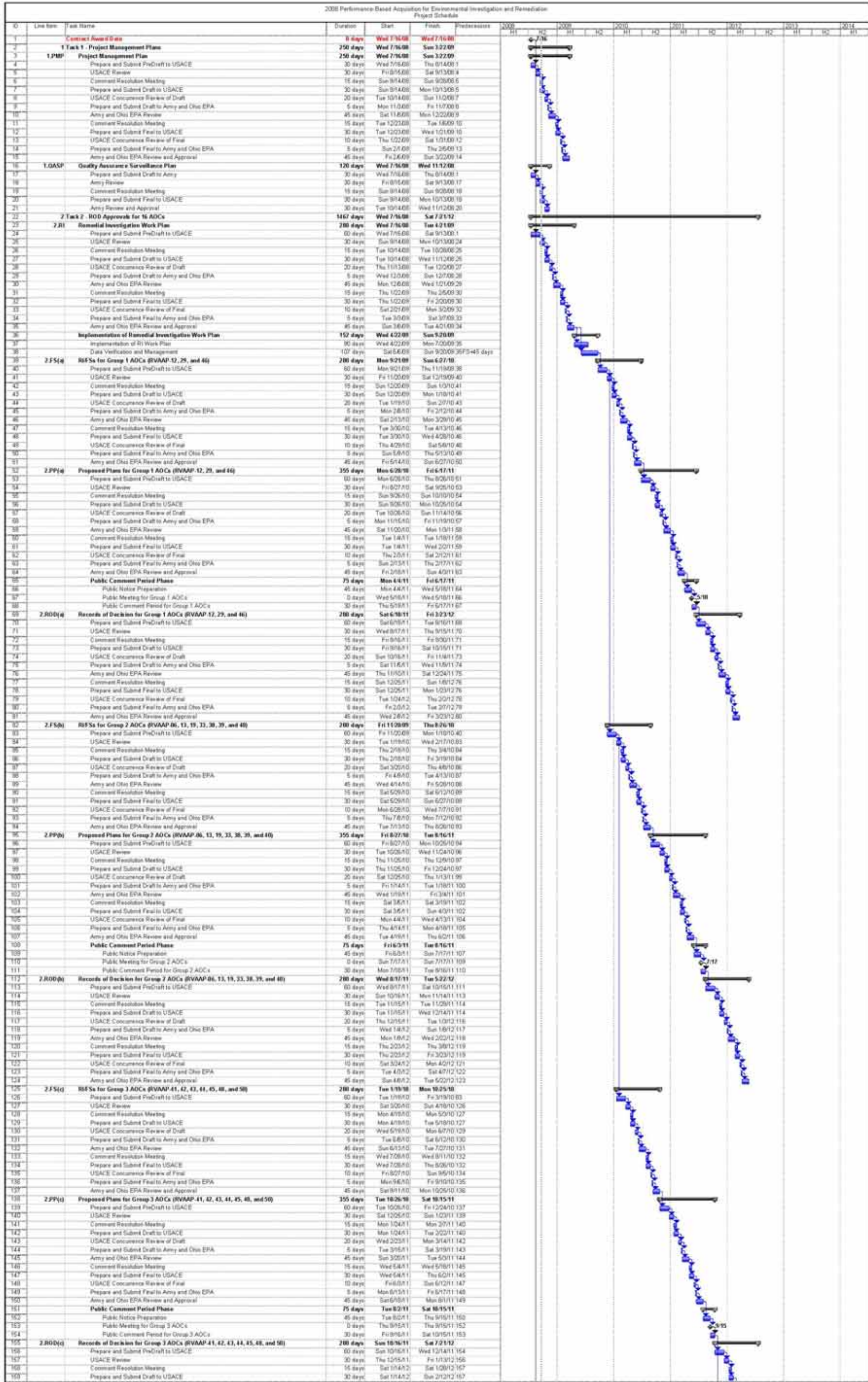


Figure 4-1. RVAAP 2008 PBA Baseline Project Schedule





## **5.0 ROLES AND RESPONSIBILITIES**

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This section outlines the roles and responsibilities of participating U.S. government officials involved in completion of the RVAAP 2008 PBA and contractor oversight. These roles and responsibilities may be delegated/coordinated with other USACE design centers or districts as appropriate.

### **USACE Design Center Project Manager (DC POC): Glen Beckham**

- Provides overall guidance to the contractor when necessary or requested for purposes of PWS/ Statement of Work (SOW) clarification.  
Reports problems or discrepancies to the Contracting Officer as soon as possible.
- Oversees the implementation of the QASP.
- Reviews contractor submittals.
- Initiates periodic contractor evaluations in the appropriate Army performance evaluation system.
- Provide periodic site inspection to review and witness the conduct of MEC procedures for compliance with the PWS/SOW and for the review of the economy and efficiency of project execution as required by Federal Acquisition Regulation (FAR) Subpart 16.6 and the Project Management Business Process (PMBP) Manual.
- Responsible for the execution of the work on schedule, within budget, in a safe manner, and at a level of quality consistent with the customer's requirements.
- Periodically reviews contractor performance relative to the contract schedule and budget.

### **USACE Contract Specialist: B.J. Durrett**

- Monitors contract performance.
- Maintains central repository for all quality assurance (QA) documents required for payment.
- Issues all acceptance/rejection statements.

### **USACE Contract Officer's Representative (COR)/Technical Manager: Cindy Ries**

- Reviews contractor's Technical Management Plan.
- Reviews vouchers and makes recommendations to the Contracting Officer for payment action based on completion of designated milestones.
- Ensures that all necessary subject matter experts (e.g., geophysics, risk assessments, chemistry) are involved in technical decisions and reviews.
- Conducts reviews of contractor submittals for compliance with contract requirements.
- Conducts or supports other surveillance activities as required by the project team.
- Supports all on-site QA activities.
- For geophysical efforts, reviews Quality Control Plan (QCP) reporting requirements and accepts reported quality control (QC) measures/standards.
- Develops the "after action" or "final" Quality Assurance Report.

- Provides periodic site inspection to review and witness the conduct of MEC procedures and HTRW procedures for compliance with the PWS/SOW and for the review and approval of project plans and related documents.
- Reviews the Work Plan for compliance with applicable standards and protocol.

**USACE Safety Specialist: USACE Huntsville OE-MCX – Shelton Poole (HTRW) and Joe Vann (MEC)**

- Conducts reviews of contractor submittals for compliance with the Department of Defense (DoD), Department of the Army (DA), and USACE safety requirements.
- Performs Periodic Inspections of contractor compliance with DoD, DA, and USACE safety requirements and related procedures described in the Work Plan.
- Reviews contractor submittals for compliance with DoD, DA, USACE, and Occupational Safety and Health Administration (OSHA) safety and health requirements.
- Performs unscheduled inspections of on-site activities for compliance with safety and health requirements.
- Coordinates medical support training and medical support (as required).
- Conducts or supports other surveillance activities as required by the project team.
- Supports all on-site QA activities.

**USACE Chemist: Kathy Krantz**

- Participates in proposal review to evaluate chemistry-related tasks.
- Participates in preparation of SOW/PWS to ensure that chemistry requirements are adequately addressed.
- Evaluates acceptability of contract laboratory through review of their self declaration of DoD Quality Systems Manual (QSM) compliance along with their method-specific standard operating procedures (SOPs).
- Reviews the Work Plan for compliance with standard protocols for Environmental Sampling and Chemical Analyses and the RVAAP Facility-wide sampling and analysis plan (SAP)/quality assurance project plan (QAPP).
- Conducts reviews of Environmental Sampling and Chemical Analysis Data.
- Conducts periodic inspections of contractor compliance with environmental sampling requirements of the Work Plan to ensure that contractors are utilizing appropriate sampling techniques, collecting the quantity of primary and QA/QC samples as stated in the Work Plan, and completing the Certificate of Compliance (COC) correctly with the approved analytical methodology.
- Participates in Technical Project Planning (TPP) meetings, as appropriate.
- Coordinates with Project Delivery Team (PDT) and Contractor regarding collection of QA splits.
- Coordinates with QA laboratory regarding analysis and reporting of QA split results.
- Evaluates QA split data with respect to primary data and prepares Chemical Quality Assurance Report.

- Reviews all submittals containing sampling data, to include quality evaluations or decision-making regarding results.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Reviews Daily Quality Control Reports for Environmental Sampling.

**USACE Risk Assessor: Angela Schmidt**

- Participates in preparation of SOW/PWS to ensure that risk assessment requirements are adequately addressed.
- Participates in proposal review to evaluate risk assessment-related tasks.
- Participates in TPP meetings, as appropriate.
- Evaluates screening levels for environmental media.
- Reviews the Work Plan to ensure that planned effort will support the level of risk assessment intended.
- Conducts reviews of human health and ecological risk assessments.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Reviews reports containing risk assessments, to include decision-making regarding results of risk assessments.

**USACE Project Scientist/Biologist: Tom Chanda**

- Participates in preparation of SOW/PWS to ensure that technical requirements are adequately addressed.
- Participates in proposal review to evaluate technical aspects of the tasks.
- Participates in TPP meetings, as appropriate.
- Reviews the Work Plan for compliance with standard protocols for the RVAAP Facility-wide SAP/QAPP.
- Reviews the Work Plan to ensure that planned effort will be technically adequate.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Reviews technical aspects of reports, to include decision-making regarding technical execution.

The government officials participating in this project may change. In the event that government personnel changes occur, equally qualified persons will assume the roles and responsibilities identified herein.



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## **6.0 METHODOLOGIES TO MONITOR THE CONTRACTOR'S PERFORMANCE**

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USACE will monitor SAIC's performance on a continuing basis; however, the volume of task activities and deliverables to be completed by SAIC makes technical inspections of every task and step impractical. Accordingly, USACE will use the Surveillance Activities Table (Attachment A) as the basis for monitoring SAIC's performance under this contract. SAIC's performance will be evaluated by the COR using the performance metrics provided in Attachment B.

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## 7.0 QUALITY ASSURANCE REPORTING FORMS

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The primary form used to document surveillance activities will be the Quality Assurance Report (QAR) provided in Attachment C. The QAR will be used by all team members to document surveillance activities conducted. All nonconformances will be documented on a corrective action request (CAR) provided in Attachment D. Each CAR will be annotated as either a Critical nonconformance, Major nonconformance, or Minor nonconformance. Definitions and required contractor response times are detailed in Table 7-1.

**Table 7-1. Nonconformance Level Definitions and Required Response Times**

<b>Nonconformance Level</b> <sup>(1)</sup>	<b>Definition</b>	<b>Response Time</b> <sup>(2)</sup>
Critical	A nonconformance that is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the supplies or services; or is likely to prevent performance of a vital agency mission.	24 hours
Major	A nonconformance, other than critical, that is likely to result in failure of the supplies or services, or to materially reduce the usability of the supplies or services for their intended purpose.	5 calendar days
Minor	A nonconformance that is not likely to materially reduce the usability of the supplies or services for their intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the supplies or services.	15 calendar days

(1) *The definitions for nonconformance levels are derived from FAR 46.101.*

(2) *The time a Contractor has to provide a written response to a CAR.*

Upon completion of field work and acceptance of all final reports, the COR will document QA activities in an “after action” or “final” QAR in accordance with Attachment C. Checklists may be used to support surveillance activities such as the Generic On-Site QA checklist provided in Attachment F or those generated for use during pre-op/table top exercises. These forms, when completed, will document the contractor's compliance with contract requirements and completion of milestone activities. The COR will evaluate contractor performance using the definitions (Exceptional, Very Good, Satisfactory, Marginal, and Unsatisfactory) contained in the appropriate Army performance evaluation system and the metrics identified in Attachment B. Completed forms will be consolidated and provided to the Contract Specialist at appropriate intervals, typically at completion of a major phase of work, or at least annually. A copy of each CAR will be forwarded to the Contract Specialist by close of business (COB) of the next full workday after it is provided to the contractor. Note that any life or mission threatening safety issues must be corrected immediately, and that contractor response times are determined by the PDT on a project-by-project basis. All other CARs will provide a reasonable suspense date for the contractor to review and take appropriate action. The contractor is required to provide written responses to all CARs.

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**ATTACHMENT A**  
**Surveillance Activities Table**

**Table A-1. Surveillance Activities Table**

(1)	(2)	(3) <sup>1</sup>	(4) <sup>1</sup>	(5)	(6) <sup>1</sup>	(7)
Definable Feature of Work (product or process being rated)	Reference (DO requirement)	Method of Surveillance <i>(See category key)</i>	Documentation of Surveillance Activities Performed <i>(See category key)</i>	QA Surveillance Record File (location)	PPIMS Performance Assessment Record (PAR) Category <i>(See category key)</i>	Basic Performance Indicator(s)
<b>TASK 1</b>						
Project Management Plan	Table 1 and Section 4.1	1, 2, 3, 4	1, 2	COR file	1, 2, 4, 5	a. Accuracy of plan b. Clarity of plan c. Repeat comments
Quality Assurance Surveillance Plan	Table 1 and Section 4.6	1, 2, 3, 4	1, 2	COR file	1, 2, 4, 5	a. Accuracy of plan b. Clarity of plan c. Repeat comments
<b>TASK 2</b>						
<b>Achieve RI/FS/PP/ROD (all media except groundwater) for AOCs in Attachment E</b>						
Work Plan(s)	Table 1 and Section 4.9	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4	a. Accuracy of plan b. Clarity of plan c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations f. Innovative approaches
RI/FS (field execution and report) including groundwater	Table 1 and Sections 4.7, 4.9, 4.14, 4.15, 4.16, and 4.17	1, 2, 3, 4, 5	1, 4, 5	COR file	1, 2, 3, 6	a. Thoroughness of field work b. Adherence to schedule c. Compliance with orders, laws and regulations d. Health & safety e. Acceptable written reports f. Re-submittals

**Table A-1. Surveillance Activities Table (continued)**

(1)	(2)	(3) <sup>2</sup>	(4) <sup>1</sup>	(5)	(6) <sup>1</sup>	(7)
Definable Feature of Work (product or process being rated)	Reference (DO requirement)	Method of Surveillance <i>(See category key)</i>	Documentation of Surveillance Activities Performed <i>(See category key)</i>	QA Surveillance Record File (location)	PPIMS Performance Assessment Record (PAR) Category <i>(See category key)</i>	Basic Performance Indicator(s)
Proposed Plan(s)/RODs	Table 1 and Sections 3.0 and 4.9	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4, 5	a. Accuracy of plan b. Clarity of plan c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations f. Innovative approaches
<b>TASK 3</b>						
Work Plan – Well Installation	Table 1 and Section 4.9	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4, 5, 6	a. Accuracy of plan b. Clarity of plan c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations f. Innovative approaches
Installation of six wells into basal portion of Sharon Conglomerate Aquifer	Table 1 and Section 4.10	1, 2, 3, 4	1, 4, 5	COR file	1, 2, 3, 4, 5, 6	a. Thoroughness of field work b. Adherence to schedule c. Compliance with orders, laws and regulations d. Health & safety



**Table A-1. Surveillance Activities Table (continued)**

(1)	(2)	(3) <sup>2</sup>	(4) <sup>1</sup>	(5)	(6) <sup>1</sup>	(7)
Definable Feature of Work (product or process being rated)	Reference (DO requirement)	Method of Surveillance <i>(See category key)</i>	Documentation of Surveillance Activities Performed <i>(See category key)</i>	QA Surveillance Record File (location)	PPIMS Performance Assessment Record (PAR) Category <i>(See category key)</i>	Basic Performance Indicator(s)
Groundwater sampling and analysis for the six Sharon Conglomerate Aquifer wells, and report.	Table 1 and Sections 4.7 4.10, 4.14, 4.15, 4.16, and 4.17	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4, 5, 6	a. Thoroughness of field work b. Adherence to schedule c. Compliance with orders, laws and regulations d. Health & safety
<b>OPTIONAL TASK 4</b>						
Sampling Plan(s)	Table 1 and Section 4.9	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4	a. Accuracy of plan b. Clarity of plan c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations
RI/FS, field execution and report	Table 1 and Sections 4.7, 4.9, 4.14, 4.15, 4.16, & 4.17	1, 2, 3, 4, 5	1, 4, 5	COR file	1, 2, 3, 4, 5, 6	a. Thoroughness of field work b. Adherence to schedule c. Compliance with orders, laws and regulations d. Health & safety e. Acceptable written reports f. Re-submittals
Proposed Plan(s)	Table 1 and Sections 3.0 and 4.17	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4	a. Accuracy of plan b. Clarity of plan c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations

**Table A-1. Surveillance Activities Table (continued)**

(1)	(2)	(3) <sup>2</sup>	(4) <sup>1</sup>	(5)	(6) <sup>1</sup>	(7)
Definable Feature of Work (product or process being rated)	Reference (DO requirement)	Method of Surveillance <i>(See category key)</i>	Documentation of Surveillance Activities Performed <i>(See category key)</i>	QA Surveillance Record File (location)	PPIMS Performance Assessment Record (PAR) Category <i>(See category key)</i>	Basic Performance Indicator(s)
Interim ROD: AOC 12 Load Line 12	Table 1 and Section 4.17	1, 2, 3, 4	1, 2, 3	COR file	1, 2, 3, 4, 5	a. Adherence to schedule b. Acceptable written report c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations
Record of Decision: AOC RVAAP-67 Record of Decision: Facility-Wide Sewers (includes all Load Lines: LL-1 through LL-12)	Table 1 and Section 4.17	1, 2, 3, 4	1, 2, 3	COR file	1, 2, 3, 4, 5	a. Adherence to schedule b. Acceptable written report c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations
<b>OPTIONAL TASK 5</b> <b>See sites listed in Attachment E</b>						
Remedial Design/Work Plan(s)	Table 1 and Section 4.17	1, 2, 3, 4	1, 2	COR file	1, 2, 3, 4	a. Accuracy of plan b. Clarity of plan c. Repeat comments d. Plans support project objectives e. Knowledge of laws & regulations

**Table A-1. Surveillance Activities Table (continued)**

(1)	(2)	(3) <sup>2</sup>	(4) <sup>1</sup>	(5)	(6) <sup>1</sup>	(7)
Definable Feature of Work (product or process being rated)	Reference (DO requirement)	Method of Surveillance <i>(See category key)</i>	Documentation of Surveillance Activities Performed <i>(See category key)</i>	QA Surveillance Record File (location)	PPIMS Performance Assessment Record (PAR) Category <i>(See category key)</i>	Basic Performance Indicator(s)
Sampling & Report(s)	Table 1 and Sections 4.7, 4.14, 4.15, 4.16, and 4.17	1, 2, 3, 4	1, 2, 4	COR file	1, 2, 3, 4, 5, 6	a. Thoroughness of field work b. Adherence to schedule c. Compliance with orders, laws and regulations d. Health & safety e. Acceptable written reports f. Re-submittals
RIP, RC, RA(O) or SC for soil, dry sediment, wet sediment and surface water at the sites identified in the PWS <sup>3</sup>	Table 1 and Section 3.0	1, 2, 3, 4	1, 2, 3	COR file	1, 2, 3, 4	a. Adherence to schedule b. Defensible rationale for proposals c. Knowledge of laws and regulations d. Responsiveness e. Effective communication
<b>PROJECT MANAGEMENT</b>						
Project Schedule	Section 4.2	1, 2, 3, 4	1, 4	COR file	1, 2, 4, 5	a. Adherence to schedule b. Effective communication c. Responsiveness
Milestone Presentations	Section 4.3	1, 2, 4	1, 4	COR file	1, 2, 3, 4	a. Adherence to schedule b. Acceptable presentations c. Effective communication

**Table A-1. Surveillance Activities Table (continued)**

(1)	(2)	(3) <sup>2</sup>	(4) <sup>1</sup>	(5)	(6) <sup>1</sup>	(7)
Definable Feature of Work (product or process being rated)	Reference (DO requirement)	Method of Surveillance <i>(See category key)</i>	Documentation of Surveillance Activities Performed <i>(See category key)</i>	QA Surveillance Record File (location)	PPIMS Performance Assessment Record (PAR) Category <i>(See category key)</i>	Basic Performance Indicator(s)
Project Repository and Administrative Record	Section 4.8	1, 2, 3, 4	1, 4	COR file	1, 2, 3, 4	a. Adherence to schedule b. Compliance with applicable published manuals
Army Environmental Database	Section 4.8.1	1, 2, 3, 4	1,4	COR file	1, 2, 3, 4	a. Adherence to schedule b. Compliance with applicable published manuals c. Compliance with orders, laws and regulations
Protection of Property	Section 4.10	1, 2, 3, 4	1, 4	COR file	1, 2, 3, 4	a. Compliance with applicable published manuals b. Compliance with orders, laws and regulations
Project Stakeholders	Section 4.11	1, 2, 3, 4	1, 4	COR file	1, 2, 4	a. Effective communication b. Responsiveness
Laboratory Quality Systems	Section 4.14	1, 2, 3, 4	1, 4	COR file	1, 2, 3, 4, 5	a. Compliance with applicable published manuals b. Compliance with orders, laws and regulations
Data Management	Section 4.15	1, 2, 3, 4	1, 4	COR file	1, 2, 3, 4, 5	a. Compliance with applicable published manuals
EDD and Environmental Restoration Information System	Section 4.16	1, 2, 3, 4	1, 4	COR file	1, 2, 3, 4, 5	a. Compliance with applicable published manuals

<sup>1</sup> For columns 3, 4 & 6, see the “Evaluation Category Key” at the end of Attachment A.

<sup>2</sup> Remedy in Place (RIP), Remedial Action [RA(O)], Response Complete (RC), Site Closeout (SC)

**Table A-2. Evaluation Category Key**

<b>Column (3)</b>	<b>Definition</b>	<b>Column (4)</b>	<b>Definition</b>	<b>Column (6)</b>	<b>Definition</b>
Category 1	Random sampling = random evaluation of contractor by QA team as requested by COR	Category 1	Contractor evaluation form, completed by QA team member(s)	Category 1	Quality of Product or Service
Category 2	Periodic Inspection = preliminary draft & draft QA reviews	Category 2	Comment response tables	Category 2	Schedule
Category 3	Stakeholder feedback (written), unsolicited or, at request of the COR	Category 3	Email/letters from stakeholders	Category 3	Cost Control
Category 4	Contractor evaluation by COR, at least annually	Category 4	COR Contractor Evaluation/QAR	Category 4	Business Relations
Category 5	Construction quality assurance	Category 5	CARs; periodic construction QA reports	Category 5	Management of Key Personnel and Resources
				Category 6	Safety

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**ATTACHMENT B**  
**Performance Metrics**

**Table B-1. Performance Metrics Guidance**

QASP Performance Metrics Table <sup>1</sup>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>PAR Category: Quality of Product or Service</b>					
<i>Performance Indicator: <b>Select from Column (7) of Attachment A</b></i>					
Plans, Reports, Work Plans, Designs	Document version approved as submitted; or less than 10 minor comments issued, where minor comments are those that can be resolved without need for teleconference or meeting, or that caused no slip in schedule. Minor comments include those to correct grammar, punctuation, or spelling errors. No technical deficiencies identified. No “repeat” or “cut-and-paste” errors identified. No oversight of required elements contained in facility-wide documents including the FWGWMP, SAP, or Formatting Guideline.	Greater than 10 minor comments issued for deliverable version, but no technical deficiencies highlighted. No slip in schedule. Re-submission required after comment responses accepted, but no backcheck cycle completed.	No technical deficiencies identified, but backcheck cycle required after comment responses prepared.	Comments issued that resulted in schedule slip; no more than 1 technical deficiency identified; greater than 10 grammar, punctuation, or spelling corrections requested.	Comments issued that resulted in schedule slip; greater than 1 technical deficiency identified; or backcheck revealed that changes were not incorporated per accepted comment responses.
Proposed Plans	Same as for Reports, Work Plans, Designs  No identification of inappropriate ARARs.	Same as for Reports, Work Plans, Designs	Same as for Reports, Work Plans, Designs	Same as for Reports, Work Plans, Designs	Same as for Reports, Work Plans, Designs



**Table B-1. Performance Metrics Guidance**

<b>QASP Performance Metrics Table<sup>1</sup></b>					
	<b>Exceptional</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Record of Decision	Same as for Reports, Work Plans, Designs, but add: Unanticipated or unplanned “No Further Action” ROD obtained for AOC.	Same as for Reports, Work Plans, Designs	Same as for Reports, Work Plans, Designs	Same as for Reports, Work Plans, Designs	Same as for Reports, Work Plans, Designs
Field Execution	Innovation in data management methods or field methods resulted in significant advances in performance.	Field work completed ahead of schedule and under budget with no loss of quality.	Field work completed per approved Work Plan or RD, with zero exceptions documented by construction QA representative or other stakeholder.	Minor schedule slip (not due to external factors) but without impact on critical path.	OSHA recordable or reportable injury. Problems with execution required re-mobilization and re-sampling.
<b>PAR Category: Schedule</b>					
<i>Performance Indicator: <b>Select from Column (7) of Attachment A</b></i>					
Plans, Reports, Work Plans, Designs, Record of Decision	Completion of documents was ahead of schedule to a degree that allowed an advance in other critical path milestones.	Submittals made ahead of schedule, with equivalent rating for the Quality of Product or Service Metric.  Stakeholder approval of deliverables, PPs, RODs occurs ahead of schedule.	Deliverables received on schedule and in accordance with the requirements for each type of document in terms of content and quality.	Deliverable received between one and five days late.	Deliverable received more than five days late.
Field Execution	Completion ahead of schedule to a degree that allowed an advance in other critical path milestones.	Field work completed ahead of schedule or on schedule even with adverse weather conditions	Field work completed on time in accordance with Work Plans.	Minor schedule slip (not due to external factors) but without impact on critical path.	Schedule slip caused impact on critical path items.
<b>PAR Category: Cost Control</b>					
<i>Performance Indicator: <b>Select from Column (7) of Attachment A</b></i>					

**Table B-1. Performance Metrics Guidance**

<b>QASP Performance Metrics Table<sup>1</sup></b>					
	<b>Exceptional</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Record of Decision	Securing an unanticipated or unplanned “No Further Action” ROD for an AOC.	Record of Decision allowed a savings to the government in excess of 10% of the expected outcome.	Final document completed and approved within budget; no significant cost savings.	Cost to bring document to final approved state was greater than 1% but less than 5% above budget.	Cost to bring document to final approved state was greater than 5% above budget.
Proposed Plan and Record of Decision	Innovative resolution identified and accepted by stakeholders, to maintain schedule. Examples: Path forward identified in light of unforeseen events, such as regulatory changes; “new” toxicity value used to benefit of project.	Same as Record of Decision	Same as Record of Decision	Same as Record of Decision	Same as Record of Decision
<b>PAR Category: Business Relations</b>					
<i>Performance Indicator: <b>Select from Column (7) of Attachment A</b></i>					
Plans, Reports, Work Plans, Designs, Record of Decision	Receipt of written, unsolicited stakeholder compliments which support breaking a log jam in progress. Successful resolution of public comments, where successful is defined as resolution without schedule delay.	Receipt of written, unsolicited stakeholder compliments, for which USACE is in agreement.	No violations of Director’s Findings & Orders or PWS requirements.	Minor violations of Director’s Findings & Orders requirements (e.g., do not result in NOV).	Significant violations of Director’s Findings & Orders requirements (e.g., NOV issued).

**Table B-1. Performance Metrics Guidance**

<b>QASP Performance Metrics Table<sup>1</sup></b>					
	<b>Exceptional</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
Field Execution	Finishing ahead of schedule creates an impact on the stakeholders to a degree that allows unexpected advancement of other project objectives, including projects for other stakeholders such as OHARNG.	Finishing ahead of schedule allows a public announcement of positive progress.	No Notices of Violation from regulatory agency; no regulatory non-compliance issues identified by stakeholders.	Notice of violation (without fine) that has little or no impact on the project schedule or budget.	Notice of violation (with fine) that significantly impacts project funds to support corrective action.
Project Execution	Receipt of environmental “award” from Army, other stakeholder, that is determined by USACE to have merit. Positive “publicity” by media, Army or other agencies/ organizations, determined by USACE to have merit.	Contractor works well with the project team. Proactive in communicating expectations and managing change.	Contractor meets project expectations. generally communicates well but shows no extra initiative.	Contractor meets most project expectations with occasional flaws. Does not communicate well; often unresponsive to requests for status and other information such as missing periodic schedule update teleconferences, late submittal of monthly reports or meeting minutes.	Contractor routinely fails to meet project expectations.
<b>PAR Category: Management of Key Personnel and Resources</b>					
<i>Performance Indicator: <b>Select from Column (7) of Attachment A</b></i>					
Plans, Reports, Work Plans, Designs, Record of Decision	Provided unplanned Subject Matter Experts for unanticipated needs and avoided a slip in schedule	Proactive management of an unanticipated and unavoidable change in personnel	No change in key personnel, other than due to retirement or other normal life events.	Changed a Key person for the convenience of the Contractor with no real impact on project execution.	Changed a Key person without notifying the Corps.

**Table B-1. Performance Metrics Guidance**

QASP Performance Metrics Table <sup>1</sup>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Field Execution	Contractor independently identified a better, faster, cheaper resource (material, equipment, process) that accelerated the schedule or lowered the cost or minimized waste generation.	Successfully implemented a better, faster, cheaper resource (material, equipment, process) jointly identified by the Contractor and the Corps.	Maintained project budget, schedule and quality with existing, planned key personnel and resources	Changed a Key person for the convenience of the Contractor with no real impact on project execution.	Changed a Key person without notifying the Corps.
<b>PAR Category: Safety</b>					
<i>Performance Indicator: <b>Select from Column (7) of Attachment A</b></i>					
Field Execution	Proactive safety solution for an unanticipated hazard to maintain schedule without risk to health or safety of personnel	Near loss incident prevented by proactive personnel actions. Lessons learned developed of value Corps-wide.	No OSHA recordable or reportable accidents. No CARs issued by USACE construction representative. No safety citations or warnings issued by other stakeholders.	One OSHA recordable on a field mobilization	Multiple OSHA recordables or one OSHA reportable on a field mobilization

<sup>1</sup> See “Metrics Codes and Guidelines for Use” (Table B-2).

**Table B-2. Metrics Codes and Guidelines For Use**

<b>Code</b>	<b>Meaning</b>	<b>Examples</b>
E	Exceptional	<p>The contractor met the contractual requirements and exceeded many requirements and expectations of the PWS to the Government’s benefit; and worked well with the project team. 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. Examples:</p> <ul style="list-style-type: none"> <li>a. The contractor is proactive-calling the team when issues arise and doesn’t wait until the document is issued (e.g. problems with sample quality); contractor recognizes major problems or issues as they occur and proposes solutions, but makes sure any proposed solution is okay with the project team before it is implemented.</li> <li>b. The contractor meets with the team to outline their proposed approach and finds out team expectations for work before it begins and meets those expectations with the first work product completed.</li> <li>c. Works well with the project team – demonstrates good listening skills, returns phone calls, follows through and keeps commitments made to team, initiates calls to check in with team to ensure meeting team expectations.</li> </ul>
G	Very Good	<p>The contractor met the contractual requirements and exceeded some of the requirements in the PWS to the Government’s benefit. Worked well with the project team and needed minimal changes and guidance. 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. Examples:</p> <ul style="list-style-type: none"> <li>a. The contractor meets with the team to outline their proposed approach and finds out team expectations for work before the work begins, needs minimal guidance or comments to revise the first work product completed to meet team expectations.</li> <li>b. Effectively reissues submittals to meet team expectations after receiving comments on the first draft; document has had effective QA/QC review to make sure all proposed changes have been incorporated.</li> <li>c. Works well with the project team –demonstrates good listening skills, returns phone calls, follows through and keeps commitments made to team, initiates calls to check in with team to ensure meeting team expectations.</li> </ul>
S	Satisfactory	<p>Performance met contractual requirements. Acceptable work product with minor changes by the team. Project coordination was average. The contractual performance of the element or sub-element being assessed contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory. Examples:</p> <ul style="list-style-type: none"> <li>a. Effectively reissues submittals to meet team expectations after receiving comments on the first draft; document has had effective QA/QC review to make sure most of proposed changes have been incorporated, only minor wording changes in document necessary to address comments;</li> <li>b. Works well with the project team –demonstrates good listening skills, returns phone calls, follows through and keeps commitments made to team-however, does not initiate conversations or checking in with team on work products –waits until team members contact them to respond with information or find out if meeting team expectations.</li> </ul>
M	Marginal	<p>Performance does not meet all contractual requirements. The contractor’s work required substantive comments by the team and project coordination was minimal. 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. Examples:</p> <ul style="list-style-type: none"> <li>a. Deliverables need extensive comments and revisions to meet expectations of team, minimal QA/QC review such that the contractor cannot ensure that most of proposed</li> </ul>

**Table B-2. Metrics Codes and Guidelines For Use**

Code	Meaning	Examples
		<p>changes have been incorporated into revised document.</p> <p>b. Works marginally well with the project team – does not consistently return phone calls, does not always follow through and keep commitments made to team, does not initiate conversations or checking in with team on work products – waits until team members contact them to respond with information or find out if meeting team expectations.</p> <p>c. Contractor does not actively participate in meetings with team, unprepared for field work, unprepared for meetings, does not work to provide information requested by team.</p>
U	Unsatisfactory	<p>The contractor did not meet most contractual requirements of the PWS and recovery is not likely in a timely manner. Substantial involvement by the Government and document changes were required. The contractual performance of the element or sub-element being assessed contains serious problems for which the contractor’s corrective actions appear or were ineffective. The contractor did not work well or coordinate with the project team. Examples:</p> <p>a. Project team has to re-write large sections of document to ensure contractor meets team expectations when document is reissued; no or minimal QA/QC review to ensure that most of proposed changes have been incorporated into revised document; repeated comments on submittals indicating contractor not putting forth effort to meet expectations of team</p> <p>b. Does not effectively work with the project team – does not return phone calls, does not keep commitments made to team, is argumentative or defensive about work products, tries to answer shop within team, waits until team members contact them to respond with information, does not attempt to meet or understand team expectations for work products.</p> <p>c. Field work is done in a manner that quality of investigation is in question, resulting in additional sampling or repetitive field efforts.</p>

**Table B-3. Performance Metrics Table (Blank)**

QASP Performance Metrics Table <sup>1</sup>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>PAR Category: Quality of Product or Service</b>					
<i>Performance Indicator:</i>					
<b>PAR Category: Schedule</b>					
<i>Performance Indicator:</i>					
<b>PAR Category: Cost Control</b>					
<i>Performance Indicator:</i>					
<b>PAR Category: Business Relations</b>					
<i>Performance Indicator:</i>					
<b>PAR Category: Management of Key Personnel and Resources</b>					
<i>Performance Indicator:</i>					
<b>PAR Category: Safety</b>					
<i>Performance Indicator:</i>					

<sup>1</sup> See “Metrics Codes and Guidelines for Use” table at end of Attachment B

**ATTACHMENT C**  
**Quality Assurance Report**



## Quality Assurance Report (QAR)

The QAR should address following topics; customize as necessary to fit the work scope assessed.

- 1) Contract No. / Delivery Order No.
- 2) Site Name
- 3) Personnel contacted and their respective positions on the project
- 4) Date(s) of QA assessment
- 5) Describe QA methods used (or reference where they are documented) and pass/fail criteria
- 6) Summarize QA activities (including data quality when applicable) performed (field or office) and describe any special conditions or circumstances encountered
- 7) Describe any constraints or problems encountered
- 8) Provide a list of all Corrective Action Requests issued and describe the corrective actions taken
- 9) List/describe lessons learned
- 10) Include a final statement that contract requirements were met regarding the quality of services provided or if not include a statement of how the corrective actions will remedy the deficiencies found
- 11) List supporting data/references and where they are filed
- 12) Signature of Project Engineer/Technical Manager preparing the report and date

QUALITY ASSURANCE REPORT		No.
Contract No. _____		Delivery Order No. _____
Project Name _____	Project Location _____	
Contractor name: _____		
Personnel Contacted:		
_____	_____	
_____	_____	
_____	_____	
Date(s) Assessment Performed: _____		
QA methods used:	Pass/Fail criteria:	
_____	_____	
_____	_____	
_____	_____	
Summary of QA activities: _____		
Description of conditions, constraints or problems encountered: _____		
Corrective Action Request(s) issued:	Describe any corrective actions taken:	
_____	_____	
List/describe lessons learned: _____		
Were contract requirements met? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments: _____		
Supporting data/references:	File location:	
_____	_____	
_____	_____	
_____	_____	
USACE Representative Signature:		Date: _____
Distribution: _____		

**ATTACHMENT D**  
**Corrective Action Request**

<b>CORRECTIVE ACTION REQUEST</b>	<b>No.</b>
<b>Section A</b> (to be completed by USACE Representative)	
USACE Representative: _____	
Date Issued: _____	
Issued to (Contractor name): _____	
Response Due Date: _____	
Contract No. _____	Delivery Order No. _____
Project Name _____	
Project Location _____	
Nonconformance Type: Critical <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/>	
Description of Condition Found: _____	
Apparent Cause: _____	
<b>Section B</b> (to be completed by Contractor)	
Actual Cause: _____	
Action Taken to Correct Condition: _____	
Action Taken to Prevent Recurrence: _____	
Action Taken to Monitor Effectiveness of Corrective Action: _____	
Contractor Signature: _____	Date: _____
<b>Section C</b> (to be completed by USACE Representative)	
1) Has condition improved? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2) Additional corrective action required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
Date completed form provided to USACE Contracting Officer: _____	

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**ATTACHMENT E**  
**Project Areas of Concern**

**Table E-1. Project Areas of Concern**

Task 2: Areas of concern requiring achievement of 1) Records of Decision for soil, dry sediment, wet sediment, and surface water and 2) approved RI/FSs for ground water.	Optional Task 5: RIP, RC, O or SC for soil, dry sediment, wet sediment and surface water at the following sites:
RVAAP-06: C-Block Quarry	RVAAP-06: C-Block Quarry
RVAAP-12: Load Line 12 <sup>a</sup>	RVAAP-12: Load Line 12
RVAAP-13: Building 1200	RVAAP-13: Building 1200
RVAAP-19: Landfill North of Winklepeck Burning Grounds	RVAAP-19: Landfill North of Winklepeck Burning Grounds
RVAAP-29: Upper and Lower Cobb Ponds	RVAAP-19-R-01: Landfill North of Winklepeck Burning Grounds
RVAAP-33: Load Line 6	RVAAP-29: Upper and Lower Cobb Ponds
RVAAP-38: NACA Test Area	RVAAP-33: Load Line 6
RVAAP-39: Load Line 5	RVAAP-38: NACA Test Area
RVAAP-40: Load Line 7	RVAAP-39: Load Line 5
RVAAP-41: Load Line 8	RVAAP-40: Load Line 7
RVAAP-42: Load Line 9	RVAAP-41: Load Line 8
RVAAP-43: Load Line 10	RVAAP-42: Load Line 9
RVAAP-44: Load Line 11	RVAAP-43: Load Line 10
RVAAP-45: Wet Storage Area	RVAAP-44: Load Line 11
RVAAP-46: F-15 and F-16	RVAAP-45: Wet Storage Area
RVAAP-48: Anchor Test Area	RVAAP-46: F-15 and F-16
RVAAP-50: Atlas Scrap Yard	RVAAP-48: Anchor Test Area
Task 4: Achieve approved interim Record of Decision	RVAAP-50: Atlas Scrap Yard
RVAAP-12 Groundwater	RVAAP-50-R-01: Atlas Scrap Yard
RVAAP-66 Facility-wide Sewers	RVAAP-67: Facility-Wide Sewers

<sup>a</sup> Record of Decision for surface water and wet sediment only.  
RA(O) = Remedial Action  
RC = Response Complete  
RIP = Remedy in Place  
SC = Site Closeout

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**ATTACHMENT F**  
**Contractor Evaluation Form – LRL Quality Assurance Team**

## Contractor Evaluation form – LRL QA Team

**Evaluator:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

**Evaluation Time Period:** \_\_\_\_\_

**Document Evaluated:** \_\_\_\_\_

Contractor Quality/Attribute	Evaluation	Remarks
Thoroughness of field work		
Compliance with applicable published manuals		
Accuracy of plans		
Clarity of plans		
Plans support project objective(s)		
Adherence to schedule		
Defensible rationale for proposals		
Knowledge of laws/regulations		
Compliance with Orders, laws, regulations		
Acceptable written reports		
Acceptable presentations		
Re-submittals		
Repeat comments		
Responsiveness		
Innovative approaches		
Effective communication		
Health & Safety		

Overall Evaluation<sup>1</sup>: E       VG       S       M       U

*(See Attachment B for guidelines on evaluation metrics categories)*

Overall comments: \_\_\_\_\_

<sup>1</sup> E= Exceptional; VG = Very Good; S = Satisfactory; M = Marginal; U = Unsatisfactory

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**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

Comment Number	Page or Sheet	New Page or Sheet	Comment	Recommendation	Response
<i>U.S. Army Corps of Engineers</i>					
			Nice Plan.		
A-1	Cover	Cover	Contract is identified as a GSA contract.	Please correct, on outer cover and on sheet that appears right after the ITR certification.	Agree. "GSA" removed in both instances.
A-2	Table of Contents	Table of Contents Pg i	Page numbers are incorrect for List of Figures, List of Attachments, and List of Acronyms.	Please correct.	Agree. Corrections will be made to page numbers for List of Figures, List of Attachments, and List of Acronyms.
A-3	Acronym List	Acronym List  Pg iv	Change "COR" to "Contracting Officer's Representative".  Change the "P" in "FWGWMP" from "Plan" to "Program".  "MC" is defined as "miscellaneous condition"?  "RC". Change to "Response Complete"	Please explain from where the "MC" definition arose. I only know of "MC" meaning "munitions constituents". Is this a QA acronym of some kind?	Agree. Text changed from "Contract" to "Contracting"  "Plan" changed to "Program"  Changed to "Response Complete"  Clarification. MC was incorrectly defined, should have been "munitions constituents". However, in response to Comment A-18, the acronym is no longer used and is removed from the List of Acronyms.
A-4	Page 1-1, line 6	Pg 1-1  1 <sup>st</sup> paragraph	Change "remedy" to "response" in line 6.		Agree. Text revised as follows:  "...is responsible for attaining <del>remedy</del> <b>response</b> complete (RC), remedy in place (RIP)..."

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-5	Page 1-1, line 11	Pg 1-1 1 <sup>st</sup> paragraph	<p>Change "...in evaluating the technical and safety performance of SAIC..." to "...in evaluating the contract performance of SAIC..." That is, delete the words "technical and safety".</p> <p>While those elements will be evaluated by the USACE, they are not the only elements that will be evaluated. I understand that this text was taken directly from the EM 1110 document; however, that document is directed toward MEC work, for which technical and safety are the key elements. For the PBA08 project, let's just keep it more general.</p>		<p>Agree. Text changed to "...in evaluating the contract performance of SAIC..."</p> <p>Remainder of comment is acknowledged.</p>
A-6	Page 2-1, line 5	Pg 2-1 1 <sup>st</sup> paragraph	Change "Contract" to "Contracting" in the COR reference.		Agree. Text changed from "Contract" to "Contracting"
A-7	Page 2-1, lines 12 and 15	Pg 2-1 Bullet list	Delete the word "the" before "SAIC's".		Agree. Deleted "the" from text.

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-8	Page 3-1, Table 3-1, and lines 18-23	Page 3-1	<ul style="list-style-type: none"> <li>• Insert a row line between the “Load Line 10” and “Load Line 11” entries.</li> <li>• Line 20, change “Plan” to “Program”.</li> <li>• Line 22, why is the DERP acronym used here, when it’s not used elsewhere?</li>   <li>• Line 23, change “RA” to “RA(O)”.</li> </ul>	<p>Add a sentence or two to explain why the DERP qualifier was included with respect to sewers, as addressed during PBA08 questions/answers process.</p>	<p>Agree. A row inserted between Load Line 10 and Load Line 11.</p> <p>Agree. Changed “Plan” to “Program”</p> <p>Agree. The bullet for Task 4 has been revised according to PBA 08 Q&amp;A information as below. The term “IRP” has been added and defined in the acronym list.</p> <ul style="list-style-type: none"> <li>• “Task 4 – Achieve approved IROD for groundwater at Load line 12 and approved ROD for RVAAP-67, Installation Restoration Program (IRP)-eligible Facility-wide Sewers (RVAAP-67 specifically includes all sewers within and between the AOCs that historically received AOC-related wastewater, prior to October 17, 1986, as mandated by IRP policy);”</li> </ul> <p>Agree. Changed to “RA(O)”</p>
A-9	Page 4-1, line 5	Page 4-1, 1 <sup>st</sup> paragraph	Change “completion” to “correction” as in “Successful correction...”		Agree. Text changed to “correction”.

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-10	Page 4-1, line 18	Page 4-1 Both are last bullet	<p>Last bullet:</p> <p>Change “RA” to “RA(O)”.</p> <p>Recommend changing text to “Task 5 (.....): 60 months following contract modification date.” Since “project award date” was used for the prior bullets, it would be a good idea to clarify that task 5 time clock does not start until the option to execute task 5 is awarded.</p>		<p>Agree. Text changed to “RA(O)”.</p> <p>Agree. Text changed to “contract modification date”.</p>
A-11	Figure 4-1	Figure 4-1	<p>When the Final QASP is submitted, include the most current schedule. If SAIC “updates” the schedule to reflect the concurrent review of the deep well installation work plan, then the updated schedule should be inserted into the QASP as well.</p>		<p>Agree. Latest schedule will be included in Final version of QASP.</p>
A-12	Page 5-1, lines 3 and 4	Page 5-1	<p>At the end of current line 3, please add: “These roles and responsibilities may be delegated/coordinated with other USACE design centers or districts as appropriate.”</p> <p>Delete the “MM” designation before “DC POC” for Glen Beckham. The Corps MM CX is not providing PM support on this project.</p>		<p>Agree. Text added as recommended.</p> <p>Agree. “MM” deleted.</p>

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-13	Page 5-1, lines 8-9 and lines 13-14	Page 5-1	<p>Move the “reviews vouchers and makes recommendations...” responsibility from the PM to the COR/TM, Cindy Ries.</p> <p>Change lines 13 and 14 to: “Initiates periodic contractor evaluations in the appropriate Army performance evaluation system.” The Army uses different evaluation systems depending on type of contract; thus, let’s use a more generic description of the evaluation system.</p>		<p>Agree. Specified text moved to COR/TM role/responsibility.</p> <p>Agree. Text changed as recommended.</p>
A-14	Page 5-1, lines 23 and 32	Page 5-1	<p>Change the word “Officer” to “Specialist” for BJ Durrett’s position title.</p> <p>Line 32: Change to: “Ensures that all necessary subject matter experts (e.g., geophysics, risk assessment, chemistry) are involved...”</p>		<p>Agree. Text changed to “Specialist”.</p> <p>Agree. Line 32 text changed as recommended.</p>



**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-15	Page 5-1	<p>Pg 5-1</p> <p>Pg 5-2</p> <p>Pg 5-2</p> <p>Pg 5-2</p>	<p>Line 37: Please insert, at the beginning of the line: “For geophysical efforts, reviews Quality Control Plan...”</p> <p>Line 40: Change to: “Provides periodic site inspection...the conduct of MEC and HTRW procedures...and for the review and approval of project plans and related documents.”</p> <p>Line 43: Change to: “Reviews the Work Plan for compliance with applicable standards and protocol.”</p> <p>Line 45: Delete line 45.</p>		Agree. All text changed as recommended.
A-16	Page 5-2, Line 1	Pg 5-2	The USACE Safety Specialist for HTRW will be Shelton Poole. For MEC-related work, the safety specialist will be Joe Vann, USACE, Rock Island District.		Agree. Names added as recommended.
A-17	Page 5-2, lines 3 through 15	Pg 5-2	Throughout this section, change to refer to “...Department of Defense (DoD), DA, and USACE safety requirements...”, e.g., delete the word “explosives” in front of the word “safety”. Since we need to address both HTRW and MEC safety requirements, let’s just say “safety” as an all-encompassing term.		Agree. Text changes as recommended. Explosives will be removed so the word “safety” will be used as an all encompassing term.

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

<p style="text-align: center;">A-18</p>	<p style="text-align: center;">Page 5-2, line 18 through 43</p>	<p>Pg 5-2</p> <p>Pg 5-2</p> <p>Pg 5-2</p> <p>Pg 5-2</p> <p>Pg 5-3</p> <p>Pg 5-3</p>	<p>What are “Miscellaneous Condition (MC)-related tasks”? From where did the term “miscellaneous condition” originate? Has this been confused with the MMRP definition of MC=munitions constituents?</p> <p>Throughout this section, change “to ensure that <i>MC</i> requirements are ...” TO “to ensure that <i>chemistry</i> requirements are...”</p> <p>Line 24: Change to: “...Environmental Sampling and Chemical Analyses and the RVAAP facility-wide SAP/QAPP.”</p> <p>Line 35: At end of bullet, change to “Chemical Quality Assurance Report”, e.g., add the words Quality Assurance Report.</p> <p>Lines 36 and 37: Delete “MC”.</p> <p>Delete lines 38 through 40.</p>		<p>Clarification. MC was incorrectly labels. The acronym should have been for “Munitions Constituents”. However, per the second portion of this comment, the word “chemistry” is replacing “MC” throughout this section.</p> <p>Agree. Lines 24, 35, 36, 37 revised as recommended.</p> <p>Agree. Lines 38 – 40 deleted.</p>
<p style="text-align: center;">A-19</p>	<p style="text-align: center;">Page 5-3, end of section</p>	<p>Pg 5-3</p>	<p>Please add a sentence that reads: “The government officials participating in this project may change. In the event that government personnel changes occur, equally qualified persons will assume the roles and responsibilities identified herein.”</p>		<p>Agree. Sentence added as recommended.</p>

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-20	Section 5.0	Pg 5-3	Please add a section for : “USACE Project Scientist/Biologist: Tom Chanda”. Tom’s roles and responsibilities should be similar to Angela Schmidt’s, except that instead of referring to “risk assessment”, they should refer to “technical assessment” or “technical requirements”. Also, a few of the roles/responsibilities for the chemist should be identified for Tom. Please call to discuss.		Agree. An additional section has been added to Section 5.0. This section is shown at the bottom of the CRT.
A-21	Page 7-1, line 18	Pg 7-1 2 <sup>nd</sup> paragraph	Delete reference to “PPIMS”. Use “appropriate Army performance evaluation system...”		Agree. Change made to text as recommended.
A-22	Page 7-1, line 19	Pg 7-1 2 <sup>nd</sup> paragraph	Change to: “Completed forms will be consolidated...at appropriate intervals, typically at completion of a major phase of work or at least annually.”		Agree. Change made to text as recommended.

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-23		All Table A-1.	<p>NICE JOB ON TABLE A-1.</p> <p>In column 4, include number “1” in all lines.</p> <p>For Task 2, insert the word “AOCs” before “in” in the task 2 description line.</p> <p>For Task 2, change “Proposed Plan(s)” to “Proposed Plan(s)/RODs”. Also, in column 2, also cite Section 3.0.</p> <p>For Task 2, “Proposed Plans..”, include item “f” in column 7, e.g., innovative approaches.</p> <p>For Task 3, column 3, delete the number “5”.</p> <p>For Task 3, Groundwater sampling and analysis..., cite sections 4.14, 4.15, 4.16 and 4.17 in column 2.</p>	<p>Agree. “1” is added to all lines in Column 4.</p> <p>Agree. “AOCs” added to the Task 2 description line.</p> <p>Agree. Text changed to “Proposed Plans(s)/RODs”</p> <p>Agree. Task 2, Proposed Plans, Column 7 has the following added:  <b>f. Innovative approaches.</b></p> <p>Agree. The number “5” deleted from Task 3, column 3.</p> <p>Agree. Citations for section 4.14, 4.15, 4.16, and 4.17 added to Task 3, Groundwater sampling and analysis. Additionally, Section 4.7 has been added to as a citation.</p>
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**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

		<p style="text-align: center;">All Table A-1.</p>	<p>For Task 4, cite the additional chemistry sections in column 2.</p> <p>For Task 4, Proposed Plan, cite Section 3.0 in column 2.</p> <p>Delete “Interim ROD: AOC ...-66” . This is duplicated on the next page by the line entry for “Interim ROD: AOC 12 Load Line 12...”</p> <p>Repeat citations to the chemistry sections of the PWS in column 2 wherever “sampling” is involved, such as for Task 5, Sampling and Reports.</p> <p>For Task 5, RIP, RC, SC line, change “O” to “RA(O)”.</p>		<p>Agree. Citations for section 4.7, 4.9, 4.14, 4.15, 4.16, and 4.17 added to Task 4, RI/FS, field execution and report.</p> <p>Agree. Section 3.0 is added as a citation to Task 4, Proposed Plan.</p> <p>Agree. Row deleted.</p> <p>Agree. Citations for section 4.7, 4.9, 4.14, 4.15, 4.16, and 4.17 added to Task 2, RI/FS, field execution and report; and Task 5, Sampling and Reports.</p> <p>Agree. Text revised as recommended.</p>
<p style="text-align: center;">A-24</p>		<p style="text-align: center;">All Table A-1.</p>	<p>For Project Management section, Project Schedule task, add number “3” in column 3. Also add “3” in column 3 for the Project Repository, Army Environmental Database, Protection of Property and remaining elements.</p>		<p>Agree. Text change made as recommended.</p>

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-25		<p>All Table B-1.</p>	<p>NICE JOB ON TABLE B-1.</p> <p>For PAR Category Schedule, in Very Good column, change to: “Submittals made ahead of schedule, with equivalent rating for the Quality of Product or Service metric. Stakeholder approval...”</p> <p>For PAR Category Business Relations, in Exceptional column, it states: “...support breaking a log jam in progress”. The phrase “log jam” seems somewhat comical, but I suppose it can remain. Point made. Same line, in “Satisfactory” column, please change to: “...Orders or PWS requirements.”</p> <p>Business Relations, Marginal: Change to “Minor violations..., e.g., do not result in NOV.” For Unsatisfactory, add at the end, “e.g., NOV issued.”</p>	<p>Agree. Text added as recommended.</p> <p>Agree. Change made as recommended.</p>
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**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
 CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
 COMMENT RESPONSE TABLE  
 SEPTEMBER 18, 2008**

A-26		All Table B-1.	<p>Business Relations, Field Execution, Exceptional: Change to: "...advancement of other project objectives, including projects for other stakeholders such as the OHARNG."</p> <p>Business Relations, Field Execution, Unsatisfactory: "...causes significant embarrassment to the Corps..." Please delete the reference to significant embarrassment to the Corps.</p> <p>Business Relations, Project Execution, Marginal: Please add examples including "such as missing periodic schedule update teleconferences, late submittal of monthly reports or meeting minutes."</p> <p>Mgmt of Key Personnel and Resources, Field Execution, Exceptional: Please add ", or minimized waste generation."</p>		Agree. Text revised as recommended.
A-27		Table B-1.	Change reference to "scope of work" to "PWS" throughout.		Agree. Changes made as recommended.
A-28		Table B-1	Footnotes at bottom: Change "O" to "RA(O)".		Agree. Change made as recommended.

**DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN FOR THE 2008 PBA  
CONTRACT W912QR-04-D-0028, DO 0001, SAIC  
COMMENT RESPONSE TABLE  
SEPTEMBER 18, 2008**

Page 13 of 13

Response to comment A-20

**USACE Project Scientist/Biologist: Tom Chanda**

- Participates in preparation of SOW/PWS to ensure that technical requirements are adequately addressed.
- Participates in proposal review to evaluate technical aspects of the tasks.
- Participates in TPP meetings, as appropriate.
- Reviews the Work Plan for compliance with standard protocols for the RVAAP Facility-wide SAP/QAPP.
- Reviews the Work Plan to ensure that planned effort will be technically adequate.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Reviews technical aspects of reports, to include decision-making regarding technical execution.