

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 000001	3. EFFECTIVE DATE 06/19/2012	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Langley Research Center 5 Langley Blvd., Bldg. 2101 M/S 12 Hampton VA 23681-2199	CODE LARC	7. ADMINISTERED BY (If other than Item 6) NASA/Langley Research Center 5 Langley Blvd., Bldg. 2101 M/S 12 Hampton VA 23681-2199	CODE LARC
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X) 9A. AMENDMENT OF SOLICITATION NO. NNL12429428R	9B. DATED (SEE ITEM 11) 06/15/2012
		<input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.	<input type="checkbox"/> 10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation cate, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The Purpose of this Amendment is to Revise Sections and Exhibits:

- A. Solicitation Section L, Page 49, paragraph 1.1, change "Full Time Equivalents (FTEs)" to "Work Year Equivalents (WYEs)". Replace Page 49 with attached revised Page 49.
- B. Solicitation Section L, Page 54, paragraph (2) change "...no more than three previous or current contracts (3)..." to "...no more than three (3) previous or current contracts..." Replace Page 54 with attached revised Page 54.
- C. Solicitation Section M, Page 57, paragraph 1.1, change "Full Time Equivalents (FTEs)" to "Work Year Equivalents (WYEs)". Replace Page 57 with attached revised Page 57.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
<hr/> (Signature of person authorized to sign)		<hr/> (Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

PAGES

NNL12429428R/000001

2 of 2

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>D. Solicitation Exhibit A, Page 17, first paragraph last sentence, change "FTEs" to "WYEs". Replace Page 17 with attached revised Page 17.</p> <p>E. Solicitation Exhibit B, Page 3, paragraph L, delete "and Section H.#, Organizational Conflicts of Interest". Replace Page 3 with attached revised Page 3.</p> <p>All Other Items Remain Unchanged.</p>				

- 1.1 A staffing approach reflecting the skill mix and associated Work Year Equivalents (WYEs) of fully qualified and trained staff capable of meeting the PWS requirements of the contract (See PWS Attachment 1).
- 1.2 The offeror's proposed approach to capture LaRC's corporate knowledge associated with this PWS. If the offeror plans to retain incumbent personnel, identify the specific percentage of retention, basis for the retention rate, and position categories.
- 1.3 The capability to meet the Waste Management and Remediation requirements identified in PWS Attachment 2 by the effective date of the contract. Provide evidence (e.g. certificate of completion) of meeting these areas of responsibility.
- 1.4 Provide evidence (e.g. certified letter) that the proposed Environmental Laboratory is certified (accredited) under the Virginia Environmental Laboratory Accreditation Program.
- 1.5 A description of the offeror's proposed approach that demonstrates its understanding and capability to comply with deliverables and associated due dates and permit requirements in the areas of tank compliance, air and water permitting and in Contract Exhibit B.
- 1.6 Verification that the Treatment, Storage and Disposal Facilities (TSDF) selected is on LaRC approved list or if proposing to use a non-approved TSDF provide a LaRC audit report for TSDF.
- 1.7 A schedule of transition activities, including identification of compliance tasks required by deliverables and permit requirements in the PWS and Contract Exhibit B for the 30-day phase-in period.

(2) Operational Requirements: The offeror shall provide evidence of the ability to meet the following:

- 2.1 Clearly affirm in writing that all Federal, State, and local regulatory authorities; Executive Orders; and NASA and LaRC policies and directives related to environmental compliance within the PWS will be complied with throughout the period of performance.
- 2.2 Approach to obtain and maintain currency of all training and certification requirements identified in PWS Attachment A.2 and recertification to maintain fully trained staff throughout the period of performance.
- 2.3 Approach to meet the Waste Management requirements of PWS Section 8 specifically demonstrating the understanding related to the transport of wastes from Center hazardous waste Satellite Accumulation Areas (SAAs) and the generation points to the 90-day Central Hazardous Waste Storage.
- 2.4 Describe your organizational structure, including any subcontractors and/or teaming partners, detailing (1) responsibilities (ie. specific work requirements); (2) lines of authority; and (3) relationships within the organizational structure delineating responsibility for environmental support.
- 2.5 Résumé(s) and commitment letters for the proposed Key Personnel Positions for Project Manager and Waste Management Program Lead (Senior Environmental/Scientist)

- (1) Attached to the RFP is a PPQ and sample cover letter to be used with the questionnaire. The PPQ reflects those elements of the offeror's past performance determined to be most germane to NASA's PWS that will serve as the primary focus of the Government's evaluation of the Past Performance Factor. There are no weights or rankings related to the individual elements. The elements include (1) Quality of Services, (2) Schedule, (3) Business Relations, (4) Management of Personnel, (5) Safety, Health and Quality Control and (6) Other Areas as detailed in the PPQ. Completed questionnaires will be used by the Government as part of its evaluation of the Past Performance Factor. The Government reserves the right to consider any element determined to be pertinent to the performance of this contract.
- (2) Offerors shall request PPQs be completed by references on no more than three (3) previous or current contracts and no more than three (3) previous or current contracts for each proposed team member (teaming arrangements and significant subcontractor(s) associated with this offer, etc.). Offerors are responsible to provide the PPQs directly to the reference(s)/POC(s) listed in the "List of Contracts". The offeror shall annotate in the "List of Contracts" above those contracts where questionnaires were requested by the offeror. The burden to provide up-to-date reference/POC information rests with the offeror. The Government is not responsible to seek out corrections to incomplete or insufficient information on behalf of offerors. Unverifiable information will not be considered in the past performance evaluation.
- (3) Offerors shall be responsible to complete the contract identifying information in PPQ Section I for each of the contracts identified prior to sending to the reference(s)/POC(s). The offeror shall then send the questionnaire and cover letter to the appropriate reference(s)/POC(s) (e.g. Program Manager, COR, and/or CO). The questionnaires must be completed by the reference/POC, not the offeror, and returned by email directly to the NASA Contract Specialist email address detailed in the PPQ.
- (4) Offerors are responsible to ensure completed PPQs are submitted on or before the date and hour shown in Block 9 of the SF 33; however, earlier submission is encouraged to assist in the Government's evaluation. Again, references selected by the offeror must return the completed PPQ by email within the timeframe specified in this solicitation to the email address provided in the PPQ. The Government reserves the right to consider PPQs received at any time during the evaluation of past performance. In addition, the Government may choose additional contracts and have a PPQ filled out by the respective POC(s).

F. Supporting Narratives - For contracts where questionnaires have been requested by the offeror, the offeror shall describe in this section how those contracts are similar in size, content, and complexity to requirements of this acquisition. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that it is comparable. Discuss the relevant contract technical requirements, any unique schedule requirements, problems encountered and initiative in problem resolution and overall performance. The offeror shall discuss its overall accomplishments and performance under the contracts described above. The discussion shall include any major technical problems and/or negative performance issues and corrective actions taken to overcome the issue(s). The offeror may submit additional information at its discretion (within the page limits established in Section L) if it considers such information necessary to establish a record of relevant performance.

For each entity that is a part of the proposed team (teaming arrangements and significant

offerors remaining from Step 3. The past performance evaluation will be conducted in accordance with FAR 15.305(a)(2), NFS 1815.305(a)(2), and Section M of the solicitation.

Step 4a: If during the evaluation process the Government determines that none of the remaining offeror's price proposals has received either a "High" or a "Very High" Level of Confidence for the Past Performance Factor rating and/or the proposed price cannot be determined reasonable. The Government will include the next lowest priced offeror of the proposals not originally included, starting with the 6th-lowest remaining offer, until a proposal meets the requirements in Step 3, with a "High" or a "Very High" Level of Confidence for Past Performance, and a reasonable proposed price is identified. Once such a proposal is identified, no other higher priced proposals will be evaluated, and those higher priced offerors will be notified that they have been eliminated from the competition.

Step 5 - The SSA, after consultation with the SET and other advisors, will select the offeror that can perform the contract in a manner most advantageous to the Government, all factors considered. The SSA will make an integrated assessment of each offer and comparatively evaluate competing offers, considering input from the SET. The SSA will consider adjectival ratings assigned by the SET; however, the SSA will base selection on substantive proposal differences that are reflected by the adjectival ratings as opposed to basing selection on mere differences in ratings.

M.3 TECHNICAL PROPOSAL (TECHNICAL CONSIDERATIONS)(VOLUME I)

(1) Fully Operational on the Effective Date of the Contract: The Government will evaluate the offeror's approach to be operational on the effective date of the contract and that identifies and minimizes changeover risks, to include the following:

- 1.1 A staffing approach reflecting the skill mix and associated Work Year Equivalent (WYEs) of fully qualified and trained staff capable of meeting the PWS requirements of the contract (See PWS Attachment 1).
- 1.2 The offeror's proposed approach to capture LaRC's corporate knowledge associated with this PWS. If the offeror plans to retain incumbent personnel, identify the specific percentage of retention, basis for the retention rate, and position categories.
- 1.3 The capability to meet the Waste Management and Remediation requirements identified in PWS Attachment 2 by the effective date of the contract. Provide evidence (e.g. certificate of completion) of meeting these areas of responsibility.
- 1.4 Provide evidence (e.g. certified letter) that the proposed Environmental Laboratory is certified (accredited) under the Virginia Environmental Laboratory Accreditation Program.
- 1.5 A description of the offeror's proposed approach that demonstrates its understanding and capability to comply with deliverables and associated due dates and permit requirements in the areas of tank compliance, air and water permitting and in Contract Exhibit B.
- 1.6 Verification that the Treatment, Storage and Disposal Facilities (TSDF) selected is on LaRC approved list or if proposing to use a non-approved TSDF provide a LaRC audit report for TSDF.

ATTACHMENT 1 - ENVIRONMENTAL SERVICES POSITION DESCRIPTION TITLES GUIDELINES

The following list of qualifications reflects the minimum personnel requirements associated with the environmental activities in this contract. Other disciplines not listed will be required to have comparable qualifications in their field of expertise. The Contractor may have a single individual perform multiple functions but that individual shall be qualified and certified for any additional duties. Any request for substitution of degree and/or experience requirements must be approved by the Contracting Officer; however, in no instance does the Government's approval void the Contractor's responsibilities to meet the requirements of the contract. Also, based on the current contract workload the following annual current Work Year Equivalent (WYE) are provided only for informational purposes. The Contractor is solely responsible for determining the required WYEs.

Project Manager (On-Site) Key Personnel (1 WYE):

Bachelor's Degree from an accredited school in an environmentally related field and 10 years of multidisciplinary experience managing environmental services including areas of expertise in Environmental Management System (EMS), hazardous materials management, environmental policy, project management, and sustainability. Project Manager's experience shall include leading tasks, projects or programs related to at least three projects in the technical areas described in the Performance Work Statement.

Senior Environmental/Scientist (On-Site Waste Management Program) Key Personnel (1 WYE):

Bachelor's Degree from an accredited school in an environmentally related field or a minimum 10 years of progressive waste management environmental experience. Extensive experience shall be in waste management, Resource Conservation and Recovery Act (RCRA) requirements, recycling operations, pollution prevention assessments, analytical services, environmental training, emergency response and environmental compliance auditing. Provide regulatory analysis and environmental consultation.

Engineer/Scientist (2 WYEs):

Bachelor's Degree from an accredited school in Engineering and a minimum 10 years of professional experience in environmental engineering and regulatory compliance in air regulations, air pollution controls, air permitting, storage tank regulations, energy analysis and technologies and mechanical systems. Provide regulatory review and compliance requirements.

Junior Environmental/Scientist (3 WYEs):

Bachelor's Degree from an accredited school in an environmentally related field or a minimum 8 years progressive experience in pollution prevention, recycling, solid waste/hazardous management, EPCRA reporting, NEPA, water compliance/permitting, hazardous materials, environmental audits, natural/cultural resource management, EMS, training and sustainable acquisition. Personnel have extensive experience in environmental planning, data collection

charge direct or indirect in the Contractor's or subcontractor's accounting systems. Work performed on local college campuses shall not be considered "near site" WYE's.

The Contractor shall use the number of hours in its productive work year to compute the number of WYE's to be reported. For example, if the Contractor's standard work-year is 1,860 productive hours (excludes leave, holidays, etc.), the quarterly WYE reported would be calculated as the total labor hours for the quarter divided by the available productive hours in the quarter (in this example 1,860 annual productive hours divided by 4 quarters yields 465 hours). Thus, if 10,000 hours were incurred on the contract during the quarter the WYE would be $(10,000/465 = 21.5 \text{ WYE})$. The Contractor shall break out the On-site and Near-site WYE by skill category using the following categories: Scientist, engineer, technician, administrative professional, and clerical.

K. EPA-Designated Categories Annual Purchasing Report - In accordance with FAR 52.223-17, Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts, the Contractor shall submit an annual Purchasing Report detailing the total amounts of EPA-designated categories and products procured and used in performance of this contract during the preceding fiscal year period. The annual Purchasing Report is due by November 1st for purchases during the preceding fiscal year period (October 1 through September 30). If the contract ends prior to November 1st, the annual Purchasing Report is due at the end of the contract period of performance. After contract award, the Contractor will be granted access to this reporting template at <http://emis/ap.htm>.

L. Organizational Conflicts of Interest (OCI) and Personal Conflicts of Interest (COI) Avoidance Plan - The Contractor shall provide a plan for complying with the requirements of NFS 1852.237-72, Access to Sensitive Information. The Contractor shall explain its approach to identifying, mitigating and/or avoiding OCIs and COIs that may arise under this contract. The Contractor shall include, at a minimum: (i) an assessment of the potential risk for various types of conflicts such as access to sensitive, proprietary, or export controlled data; (ii) the Contractor process for identifying OCIs, including the Contractor's coordination with each of its parent, subsidiaries, affiliates, office locations, divisions and/or other similar entities (collectively, the "Business Units") to determine whether OCIs currently exist; (iii) the approach for maintaining communication with each Business Unit during the performance of this contract to identify potential OCIs arising during such performance period; (iv) the approach to training and refresher training for its employees, (v) once identified, the methods the Contractor will utilize to mitigate the various types of OCIs; (vi) the Contractor's approach for identifying, mitigating and/or avoiding personal COIs for employees performing work under the contract, and (vii) the approach for ensuring the processes and procedures included herein will be applied to each of its subcontractors and/or consultants (including their respective Business Units).

The plan and subsequent revisions will be reviewed and approved by the Contracting Officer. The approved plan will be incorporated into the contract as a compliance document once approved.

M. Environmental Management and Sustainability Plan - The Contractor shall submit one hard copy of the LaRC Environmental Management and Sustainability Plan no later than December 31st of each year. The Plan shall document the status and make recommendations to meet the requirements of applicable Executive Orders. The Plan should detail the goals, LaRC status, successes, implementation methods, and opportunities for program improvements.