

S&E Pre-solicitation Release Teleconference

May 4, 2015

0900-1100, PDT

NOTE: The tentative release for the S&E solicitation is currently scheduled for the first week of June 2015. We are in the process of revising the PWS based upon feedback from the questions we received for this Pre-solicitation Release Teleconference. An additional question period will open upon release of the formal solicitation. Should there be any difference between these responses and the formal solicitation (or questions responded to after the solicitation is issued), those documents supersede this one.

Highlights of Opening Remarks from Dana Purifoy, Director, Safety and Mission Assurance Office at NASA Armstrong Flight Research Center (AFRC)

- Many challenges with contractor fit
- Contractor will be part of the Safety and Environmental Team
- AFRC is a Flight Research Center
 - Main Campus
 - Building 703 in Palmdale, which houses Airborne Science
- Broad range of aircraft operations
- S&E team will be operating in an aircraft operations and maintenance environment
- Environmental Programs operating with “an army of one.”
- Limited opportunities for Civil Service mentoring for contractor employees

Highlights of Contract Summary by Robbin Kessler, Contracting Officer

- Current effort being performed by Nelson Engineering, from Merritt Island, Florida
 - BPA Call Order off GSA Contract
 - POP 5/17/14 – 8/31/15
 - Value \$1,947,544.00
 - Includes Occupational Health Services (OHS) – not part of current requirement
- Complex competition history
 - June 2013 GSA solicitation
 - LPTA
 - NND14AB04C in the amount of \$9,039.624 awarded to ISSi of Walnut Creek, CA on 12/18/13
 - Included OHS
 - Five year POP

- Concluded 5/16/14
 - 2010 Solicitation
 - Agency Protest Sustained
 - Cancelled after Procurement Integrity Violation
 - Most recent long-term incumbent
 - MECx, Houston, TX, NND06AB40B
 - POP 5/1/06-1/31/14
 - Value \$14.5M
- Anticipate
 - FFP Contract
 - 12 Month Base Period
 - Four 1 year option periods
 - Three CLINS per year
 - Basic Effort (outlined in PWS)
 - NTE T&M for Other Direct Costs (travel, training, approved overtime, etc)
 - IDIQ CLIN for Direct Labor rates for unknown requirements
- Incumbent employees
 - Encouraged to watch for ads in periodicals (Desert Wings, Antelope Valley Press)
 - Job Recruitment websites (Monster, Career Builder)
 - LinkedIn Profile
 - No Government resources allowed for recruitment efforts
- Draft PWS only. Solicitation will have final and only authorized version
- Solicitation
 - Tentative release week of 5/7/15
 - Tentative proposals due 6/9/15
 - Black out notice once solicitation is released
 - Set aside exclusively for SDVOSB
 - Will offer a pre-proposal conference, including a tour
 - Another opportunity to ask questions will be open after solicitation release

Highlights of Safety Discipline by Ralph Anton, Branch Chief, AFRC Safety and Environmental Branch

- Safety scope
 - Institutional Safety
 - Emergency/Urgent Response
 - Fire Safety, Construction Safety
 - Confined Space program,
 - Pressure Vessels
 - Fall Protection and Lifting devices
 - Mishap investigation
- Slightly different scope from previous contracts
 - Removal of Chemical Crib Daily Operations
 - Removal of OHS functions
- Current effort was a stop-gap measure to ensure critical services were provided

- Overall safety staffing needs experienced individuals with capability to make sound, independent decisions on OSHA work practices
- Involved in project review, design development, and operation phases
- PWS includes both Main campus and two Palmdale locations (Building 703 and AERO Institute). These facilities are located 45 miles apart.
- Building 703 works 3 shifts to support aircraft operations
- Some tasks, like emergency/urgent response, may need two or more personnel to respond.
- Site manager could have Safety or Environmental background to augment work.

Highlights of Environmental Discipline by Jennifer Flavin, AFRC Environmental Officer

- Environmental compliance support for Main Campus and B703.
- Environmental Scope
 - Environmental Management Systems (ISO Compliant. Not certified)
 - Pollution Prevention
 - NEPA
 - Air Quality (Synthetic Minor for Nox and minor source for all other pollutants)
 - Water Program
 - Hazardous Materials & Waste Management
 - POLs/ASTs/SPCC
 - Cultural Resources Management
 - Natural Resources Management
 - Restoration (Remediation efforts conducted by separate contractor. Project Management support may be needed for Restoration Program Manager).
- Specific program responsibilities are outlined in the PWS
- Only 1 environmental civil servant for HPO, RPM, etc. and rely heavily on contractor support to assist with day-to-day compliance activities.
- HQ Energy and Environmental Functional review audit (conducted every 3 years) conducted in February. Audits results indicated some programs changing from green to yellow with a trending down.
 - Air Quality
 - Hazardous Waste
 - POL
 - EPCRA
- The audit identified top challenges
 - Reduction in resources allocated to environmental management which resulted in:
 - Limited ability of environmental staff to fully understand, communicate, and execute compliance requirements
 - Loss of knowledge base with no redundancy or backups for environmental program staff
 - Lack of effective environmental training for Center personnel
 - Noticeable decline in compliance with increased risk for many program areas.
- Due to the challenges identified in the EEFR audit a high level of experience is desired to bring the environmental programs back to green.

Questions Received

1. Based upon your new PWS, and your expert opinion of the anticipated contract workload at AFRC, can you expand on what adequate staffing may look like?

In 2013 and 2014, we were transitioning contracts, and there was an early termination. During this time, staffing levels that were proposed were not fulfilled, which caused major slowdowns in all facets of the Safety, Health and Environmental office.

As far as adequate staffing for the Safety protocols, it is my professional opinion that for the main campus a group of 7 to 9 Mid to senior level personnel would be able to successfully handle the work load. And for Palmdale's two locations, 3 or 4 senior professionals would be able to handle the two sites for the Safety Discipline only.

For the Environmental protocol, it is our professional opinion that the requirement could be performed by 4 senior to mid-level specialists, 1 environmental technician, and 1 environmental coordinator for the main campus and one mid-level specialist for the Palmdale sites.

There are some tasks, like emergency/urgent response, that may require two or more appropriately trained personnel to respond, so that should be considered when building your staffing complement. We also wanted to point out that, in our opinion, the site manager could be either an Environmental or Safety professional, which could help augment the staffing workload.

We want to point out that this staffing is based upon our professional opinion on how we think the effort could be accomplished. Prospective offerors should propose staffing in the manner they feel will best accomplish the effort, which may include their innovative approaches or methods, or other circumstances we have not considered.

We did include historical staffing numbers for previous contracts. We would like to point out that those staffing numbers did not appear to appropriately account for vacations, and absences adequately. We often found that if someone took a day off, or went on extended leave, there was not enough remaining personnel to handle the routine tasks.

We will include in our final PWS a list of our minimum desired qualifications. We will discuss those qualifications in another question we received.

2. What aspects do you like about the current contract?

On the current effort, we are getting some very good performance within the Safety Discipline, both on main campus and B703. The Safety Leads are providing great communication to the Government regarding the effort. We believe they have been doing an excellent job with the resources they have, which includes coordinating and prioritizing the work to ensure that there are minimal impacts to Center supported missions.

3. What type of hours/schedules will the contract work?

In general, the Center operates on a 9/80 schedule, however, Building 703 in Palmdale is currently working a traditional 8-hour schedule with 3 shift. In Palmdale, shift coverage will be required for the first two shifts, but not the 3rd as it is minor tasks that don't require oversight. It's mandatory that during NASA work core hours coverage for all locations occurs, including having appropriately qualified staff to respond to emergencies, should they occur. Beyond that, we encourage contractors to create the staffing and schedules that best fit into their approach to accomplish the effort. This include having personnel participate in the 9/80 schedules, but utilize alternative RDOs.

At times, there will be some tasks that will be scheduled on weekends, which may require Safety oversight. Typically we are aware of those dates and times in advance, and can use the "ODC CLIN" to approve overtime for those events. This is not a common occurrence.

4. Does the contract staff all sit in one area?

No, the main campus personnel and the Site manager will be co-located on the main campus, the remaining personnel will be located in Palmdale at Building 703. The Government provides office space & furniture, computer seats, and desk phones.

5. What aspects do you like the least about the current or past contracts

Historically the site managers were overcome with tasks in Safety, which meant there wasn't sufficient time to monitor many of the daily contract tasks. If the site management task is also a second duty, then it should be a duty that allows sufficient time for both. The Safety field tends to consume a large portion of time. Perhaps it would be more efficient for the Site Manager to have an Environmental background. Promptness is a necessity, and needs to be monitored. Many tasks at the Center are time specific, and tardiness impacts missions.

6. Does the government provide training?

The PWS will call out the training and certification that is expected, and what the Government will pay for. The Government expects the contract to provide certified and/or trained personnel on contract Day 1.

7. In the draft PWS it references an EMS system and the continued implementation of those systems (due to EO13693). Do you know what EMS system NASA uses? How does one introduce these systems to the different entities that need to use them?

AFRC has been ISO 14001 EMS compliant/self declared since 2006. Policy documents are already in place and the program is currently in maintenance mode.

8. What is generally the split between health/safety and environmental work at the Center?

Currently the split is approximately 60% Safety and 40% Environmental

9. How much of the environmental work is related to compliance under CEQA and NEPA versus permitting, remediation, etc.?

We follow NEPA for environmental planning. Remediation clean-up and investigation efforts are contracted separately. Remediation support identified in the PWS is to support the RPM with project management.

10. Some NASA Centers, like the Kennedy Space Center and Wallops Flight Facility, are working on updating their Master Plans and developing the associated Environmental Impact Statements. Does AFRC anticipate similar plan updates in the near term?

We currently do not have an EA/EIS for the master plan. The master plan is in the process of being revised. A decision has not been made on whether we will pursue an EA for the revision.

11. What are your top priorities over the next couple of years with regards to strengthening and evolving the Center's environmental programs to achieve more robust and streamlined environmental compliance?

At this time, top priorities will be focused on improving the deficiencies identified in our recent HQ Environmental audit. The audit notated a limited ability of environmental staff and loss of knowledge base. I'm concerned on how much this has negatively affected the environmental programs.

12. Could you share a few strengths or traits that you seek in a potential environmental contractor team for AFRC?

It is our desire to work with a team that is well versed in the environmental regulations, can think critically and understands the importance of customer service. Our office threads the needle between environmental compliance and supporting the mission. The environmental program at AFRC is not as mature as I would like it to be. There are a lot of customers we've reached out to who are new to environmental. I would like a team who is able to incorporate our requirements without jeopardizing our relationship with our customers.

13. If you feel it is appropriate, could you share the contact information for the Nelson Engineering Project Manager who is currently managing the Onsite Support for Safety and Environmental Services at the AFRC?

We are unable to share that information at this time. As stated in the opening remarks, we have encouraged all of the current contractor employees to monitor various resources for potential employment opportunities.

14. Can you provide the historic numbers and contact information for incumbent staff members?

We will provide historic staffing numbers in the final PWS – it should not change from the information contained in the Draft PWS that we’ve provided. I am unable to provide contact information for incumbent staff. We have encouraged incumbent staff to monitor various resources for potential employment opportunities. Prospective offerors should be cautioned to avoid using Government resources for their recruitment efforts.

15. May we have the current or desired organizational structure/positions for the Safety and Environmental Office (Code SH) with contracted positions delineated from Government positions?

An organization chart incorporating the contractor support staff to the Safety and Environmental Office does not exist. We will provide the Organizational Chart of the office of the Government personnel when we post the responses to today’s forum.

16. Is the requirement for Pressure Vessels a single position or additional duties for another position? If so, which position?

It is not mandated that a single person be designated for pressure vessels. One civil servant currently supports this program. This is a new requirement. We believe the amount of additional support should not exceed ½ of a full-time WYE. However this is still in the developmental stages. Should the workload increase beyond our initial estimates, the Government may capture the supplemental workload through an IDIQ task order or formal contract modification.

17. Question: Since the PWS speaks to the “broad duties for functional categories” and says the COR can providing additional clarification on requirements, would a cost plus or T&M contract be considered?

Observation: This could lower NASA’s overall cost by decreasing the contractor’s need to budget extra to ensure coverage for unknown “specific technical requirements” of “priority, quantity and quality” for each “functional area” and for unknown “non-routine” support services or services “as needed.” It would allow NASA to specify levels of technical expertise by labor category for some positions. This would also ensure the awardee has an accounting system capable of passing a DCAA audit – realizing many SDVOSBs under \$15M have DCAA compliant-systems and need only a post-award DCAA audit to confirm compliance. This contract type would allow NASA to require financial updates and documentation – since FFP contracts don’t usually afford NASA cost

visibility and are concerned only with a final price, having the contractor monitor/govern their own financial execution without oversight.

The Government is seeking a Firm-Fixed Price for the basic effort. In accordance with FAR 12.207(a), since we have classified the Safety and Environmental services as commercial, we must use a firm-fixed price contract. Additionally, we believe we have provided clearly defined requirements and sufficient historical data for offerors to provide a price for the basic effort, thus not meeting the application criteria for cost-reimbursement contracts defined in FAR 16.301-2. For the long-term efforts requiring support outside of the basic effort, the Government will issue task orders based on the agreed upon labor rates of the IDIQ CLIN. We also will include a time and materials CLIN to capture other direct costs, such as after-hours overtime, training and travel.

18. Is it possible to add an “oral presentation” as part of the technical proposal? It seems that would help bolster the confidence of choosing the right company.

We are still in the developmental stages of the solicitation, and will take this request into consideration before finalizing the RFP.

19. From the NASA weekly notes April 20-24, 2015 - AFRC will hold its Annual Safety Day on 20 April. Question: Does the contractor help with this Safety activity or lead the Safety day effort?

The planning of Safety Day rotates amongst the different organizations at AFRC, which may require some contractor assistance. Our organization does provide Safety oversight for the event. On some Safety Day events we offer training classes already developed by the Safety Office. Additionally, contractor support does assist staffing of informational booths during the event. Safety Day events are considered “down days” for the Center, therefore, the contractor would not be expected to perform the routine activities of the basic effort on those days.

20. Are GOV-provided vehicles provided for contractor personnel on-duty whose duties require them to travel to different locations on-and-off AFRC?

GOVs are assigned to the Safety and Environmental department and are available for contractor use, if available. Additionally, AFRC has a motor pool where Government vehicles may be checked out for non-routine travel requirements.

21. On-site business management is not a requirement for this effort. Question: What does “On-site business management is not a requirement for this effort” mean?

The contractor’s business management practices, such as the contractor’s human resources functions, business accounting functions, and other types of administrative activities, are not required to be performed on-site at AFRC.

22. Safety and environmental management system documentation and implementation (e.g., ISO 14001, OHSAS 18001). Question: Are ISO 14001 & OSHAS management systems in place? Question: If not, is the government or contractor responsible for implementation costs to include third party certification?

AFRC is ISO 14001 compliant and not certified. We are currently not OSHA 18001 certified. If the Center pursues VPP or ISO 14001 certification in the future, the contractor will not be responsible for implementation costs, but would be requested to support certification efforts.

23. Conduct hazard analysis of all jobs, i.e. job hazard analysis (JHA) Question: How many JHAs are currently in place? Question: If not, what is the expected deliverable on this line item? The metrics associated with annual reviews on JHAs was not defined in Appendix 2.

The AFRC Facilities task tracking database maintains numerous JHAs. Support is needed to review when equipment is new or modified. Additionally, there are other JHAs for non-reoccurring tasks. The number of reviews for JHAs are included in the document reviews numbers listed on Appendix 2 of the draft PWS.

24. Attend daily safety tail gate meetings for construction contractors. Question: Is there a list available of “new work” locations, “all jobs” in process and projected number of locations for “daily safety tail gate meetings?” Question: Is the construction site estimate of 3-5 sites in PWS 4.1 a good estimate for all these requirements?

The estimate of 3-5 job sites is the Government’s best estimate based on current construction activities. We do not anticipate a robust increase in the Center’s construction activities due to the current budget climates for Federal Agencies.

25. Provide professional support to employee safety and environmental awareness programs, which may include open houses, fairs, etc. Question: How often with the contractor conduct “open houses, fairs, etc.” to support safety/environmental awareness? Question: Would the fact sheets, information bulletins, or other documents be designed and produced the government expense IAW PWS 2.4?

Safety and environmental awareness programs would include Earth Day, America Recycle Day, events, etc. The Government would be responsible for costs associated with the publication of support documents, fact sheets, etc. The Government has on-site photography, graphics and reproduction functions available to support these efforts.

26. The contractor shall prepare and maintain, at a minimum, an electronic Continuity Folder (CF) in each functional area. Question: Can bidders have access to the “Continuity Folder (CF) in each functional area?”

No continuity folders exist at this time. This will be a challenge for the next contractor to create written processes and procedures for each functional area.

27. The Contractor shall participate in various committees and represent Code SH on various on-site and off-site boards as required by the CO or COR. Question: How many off-site boards would the contractor be required to support? Question: How often do they meet? Question: Would these be in the local Edwards AFB area? Question: Will costs associated with off-site boards as required by the CO or COR be covered in a separate task order?

Support may include representing the Government at Restoration Advisory Board (RAB), Regulatory, or NASA meetings. Any travel costs associated with attendance with these meetings would be funded through the time and materials CLIN, and in accordance with the Federal Travel Regulations.

28. Some positions may require the traditional 8-hr workday support. Question: Specifically, in regards to some positions may require an 8-hour workday, is there an anticipated need to put some contract employees on an 8-hour workday? Question: Are there currently any employees working on an IDIQ? Question: If so, will the tasks orders associated with those IDIQs expire by the start of the new contract? Question: Do the staffing numbers present in Appendix 2 represent personnel assigned to those IDIQs?

We currently have 2 IDIQ safety specialists supporting backlogged safety tasks. The IDIQ contract will expire by the start of the new contract. IDIQ numbers are included in the staffing numbers on Appendix 2.

29. For IDIQ Tasks, provide detailed task proposals to the Government, including labor categories necessary to perform the work, number of hours necessary for completion by labor category and by task element, technical approach, and milestone schedule. Question: What has been the historical workload trend for IDIQ tasks in number of tasks, annual labor hours, and number of labor categories used in IDIQ tasks?

We expect offerors to propose a fixed price for the basic effort outlined in the PWS. At this time we are requesting fixed price labor rates for a potential IDIQ circumstances, such as if AFRC takes on additional temporary flight test aircraft which would require some long-term support that would strain the basic effort requirements. There should be no expectation that work identified in the basic effort of the PWS, and with the provided historical workload indicators, will be accomplished through the IDIQ CLIN. The IDIQ will be used only for the unknown requirements that may arise in our dynamic flight research environment.

30. Create, generate and maintain Standard Operating Procedures (SOPs) to ensure positions and routine tasks are performed consistently and that comprehensive evaluations are conducted. The SOPs shall describe the methods to be used, data to be collected, standardized formats to be used for presentation of data and results, etc. SOPs shall be submitted to NASA for review and approval. SOPs shall be reviewed and updated as appropriate, at least annually. Where existing SOPs have been developed, NASA will make them available during Phase-In. Question: Workload Indicators in Appendix 2 did not define how many SOPs are currently reviewed annually. How many currently require creation? Question: How many currently require review?

No SOPs exist at present. This will be another challenge the next contractor will encounter. We will provide a reasonable timeframe for creation of these documents.

31. For all vacant positions, contractor shall provide a plan or approach to the COR to accomplish the work until vacancy is filled. Question: What is the government expectation on filling vacancies?

We need to ensure work is covered regardless of how much time is needed to fill a vacancy. Contractors are responsible for their own recruitment and hiring strategies. The contractor just needs to communicate with the Government how they expect to accomplish the work while a position is vacant. Telling the Government that they can't accomplish work "because we're short-handed" will not be an acceptable response and will impact contractor performance evaluations.

32. In the performance of this contract, the Contractor's personnel may be required to fly or serve onboard Government-owned aircraft and may be required to support deployments and off-site recovery of aircraft. Question: Does the contractor need to staff pilots to fly government owned aircraft? Are the support of deployments and off-site aircraft recovery issued as IDIQ task orders?

The contractor does not have to provide pilots under this effort. Any travel costs associated with this PWS requirement will be funded on the Time and Materials CLIN, and in accordance with the Federal Travel Regulations. Historically, this has been a rare occurrence for the S&E contractor.

33. The Contractor is responsible for providing their professional employees with training to maintain credentials and certifications necessary to perform this PWS. The Government will not directly reimburse the Contractor for this type of training, unless specifically itemized in Contract Task Orders (CTOs). Contractor shall provide evidence of qualifications, certifications and experience prior to contract start date.... For off-site training exceeding three days, the contractor may be required to provide backfill support while current contract staff is away at training in order to meet Appendix 3 Contractor required training. Question: Can you elaborate on the backfill requirement for training required in the PWS exceeding three days?

We need to ensure work is covered when a contractor is attending training, particularly those sessions lasting more than 3 days. If all Fall Protection certified personnel are attending a week long training, the contractor is still expected to provide on-site Fall Protection support to the Center. The contractor will need to communicate to the Government how they expect to accomplish their routine tasks in those circumstances, which may require a temporary backfill, or subcontract effort.

34. Meet as often as necessary with NASA and/or Contractor employees and provide consultation on all types of safety and environmental issues. Prepare briefing materials, take meeting minutes and prepare meeting summaries, as requested... Prepare briefing materials, take meeting minutes and meeting summaries as requested. Question: Is administrative support anticipated for this contract?

Dedicated administrative support is not a Government requirement for this effort. If the contractor feels administrative support is a necessity to accomplish the work, it's entirely in their purview, and should staff the requirement accordingly.

35. Audit training activities, develop and present various training courses, and prepare training plans and reports as requested. Question: What training courses would need to be developed?

New training requirements would stem from new EO, laws, regulations, etc. that would need to be communicated to Center personnel.

36. In addition, verify that there is oversight by a competent person for fall protection, material lifting, asbestos control, electrical safety, and lockout/tagout. Question:

Construction Safety addresses a need for ensuring Asbestos control oversight. Would the government or the contractor be responsible for providing contract employees with Asbestos courses? Question: If so, is Asbestos Supervisor or Inspector sufficient for this contract?

Safety support needs to ensure that AFRC's construction contractors have the appropriate competent person(s) on site. Asbestos Supervisor/Inspector training is not required for this effort.

37. Inspect all construction sites at least daily (may include holidays, weekends, and/or evenings) for compliance with appropriate safety and health standards and specify appropriate corrective action, as necessary, to the construction project managers. Notify responsible parties of construction safety hazards. Question: When would holiday, weekend and evening construction inspections be required under "Inspect all construction sites at least daily (may include holidays, weekends, and/or evenings)?" Question: Would this after normal duty hours be on an IDIQ?

With the exception of the dedicated shift support at Building 703, support required outside of standard duty hours, such as holidays, evenings or weekends, would be funded through the Time and Materials CLIN, should comp time or adjustments to work schedules not be an alternative option.

38. Confined Space Program. Question: Are the confined spaces currently identified institutional and aircraft?

Yes, both institutional and aircraft confined spaces are identified.

39. Pressure Vessels - The contractor shall be familiar with the American Society of Mechanical Engineers (ASME) and the American Petroleum Institute (API) requirements and guidelines in order to adequately inspect an assortment of Pressure Vessels and systems. The contractor shall be able to provide safe design review, installation monitoring, operation functional checks, and reviews of the maintenance of pressure vessels in accordance with the appropriate codes and standards. Question: Are there any workload indicators for this program? Question: Historically, how many man hours have been assigned to this task?

We can offer no additional work load indicators other than the 175 plus vessels in our inventory. One civil servant currently supports this program. This is a new requirement; the amount of additional support should not exceed ½ of a full-time WYE. However this is still in the developmental stages. Should the workload increase beyond our initial estimates, the

Government may capture the supplemental workload through an IDIQ task order or formal contract modification.

40. For staffing purposes at Bldg. 703. Question: Will support for Environmental and Safety staff be required at Bldg 703 for all shifts or just day shift? Question: Has this requirement normally been filled by Senior or Junior level staff? Question: If night shift representation is required, what level of staffing is required?

For the core hours (M-F, 7:30-4:00) Safety and Environmental support is required. Environmental support at B703 is not required to be staffed for second and third shift. For second shift, senior level Safety support is recommended due to necessity of making critical decisions with minimal Government oversight.

For current night shift support, we have one senior level safety professional and we have experienced success because this individual's knowledge and experience appears to give them the ability to make sound independent safety decisions.

The contractor should ensure that adequate support for both Environmental and Safety disciplines are covered in the event of vacation, training, or other absences.

41. Facilitate implementation of the AFRC hazardous waste program and provide the following hazardous waste services; pick-up from generators and transport between facilities, handling, storage, selection of appropriate waste containers, labeling, and packaging. Question: What is the volume, frequency and types of hazardous waste required to be "pick[ed]-up from generators and transport between facilities, handling, storage, selection of appropriate waste containers, labeling, and packaging." Question: Does the government provide waste containers and storage areas? Question: Does the government provide labels and packaging and clean up supplies? Question: Does the government provide personal protective equipment? Question: Does the government provide vehicles or any heavy equipment required to move/transport/load/unload waste containers.

Main campus is 90-day and Palmdale is a 180-day site. Each location generates approximately 3-4 manifests per shipment. The Government does provide waste containers, labels, and packaging and clean up supplies, and vehicles.

The contractor must provide the PPE for their employees.

42. Conduct audits of off-site treatment, storage, and disposal facilities and provide audit reports. A minimum of two to four facilities shall be audited per year. Question: Will contractors be reimbursed for travel to off-site facilities?

If the contractor is required to travel to support the contractual effort, the travel costs will be funded on the Time and Materials CLIN, and costs will be in accordance with the Federal Travel Regulations.

43. Provide a minimum of three people with current Hazardous Waste Operator Emergency Response training who may be required to clean up or assist in minor HM/HW spills and releases. Question: Historically, which level of support has been required 40/24/8 Hour HAZWOPER?

40-hour HAZWOPER is required, which is a contractor cost responsibility.

44. Manage wildlife and habitat resources in an integrated manner. Question: Please expand/clarify what is meant by “Manage wildlife and habitat resources in an integrated manner.”

We will be removing this requirement in the final version of the PWS.

45. Question: Senior & Mid-Level Safety Specialists: Which certifications are considered acceptable for these positions? OHST? OSHA 30-Hour General Industry?

Certifications are not a mandatory requirement. Appendix 1 outlines minimum experience and education requirements for the different labor categories.

46. Appendix 2 – Past Five Years Estimated Workload Indicators. Question: “Document Reviews” appears to be trending up. Is this projected to continue increasing in 2015/2016?

Yes, we expect to see approximately 450+ documents in the future due to an increase in smaller NASA projects.

47. Appendix 2 – Past Five Years Estimated Workload Indicators. Question: “Safety Data Sheet Reviews” appears to be trending down. Is this projected to continue to decrease in 2015/2016?

Appendix 2 does not reflect a true downward trend. The Government did not sufficient resources available to accomplish the actual number of reviews that were available, but prioritizing those reviews that were essential to avoid mission impact.

48. Appendix 2 – Past Five Years Estimated Workload Indicators. Question: “Average Staffing” appears to be trending down yet these statistics infer the overall work load is steady. Was 2014 average staffing adequate to cover the work scope?

Due to the complications that arose with early termination of our contract, the Government has had minimal support until the new effort could be re-competed. We feel that adequate support would consist of:

For Safety, it is our opinion that 7 Mid-level to Senior Safety Specialists could complete the effort, and 3 Senior Specialist at the Palmdale site.

For the Environmental area, we believe the effort could be successfully performed with 4 Mid-level to Senior Environmental Specialists, 1 Environmental Technician, and 1 Environmental coordinator, with 1 mid-level specialist for the Palmdale site.

We want to point out that this staffing is based upon our professional opinion on how we think the effort could be accomplished. Prospective offerors should propose staffing in the manner they feel will best accomplish the effort, which may include their innovative approaches or methods, or other circumstances we have not considered.

49. Appendix 2 – Past Five Years Estimated Workload Indicators. Question: with “*Trends are reflecting this to increase substantially over the next few years. Estimates for 2015/2016 are approximately 500 annually.” Question: Will this projected increase in task correlate to an increase in average staffing? Question: Will the government provide an avenue for extra funding if the workload increases above the average?

The Government has provided historical workload indicators and their best estimate for future increased requirements. Offerors should take any upward trends into consideration when preparing their staffing and fixed price proposals.

50. Appendix 3, CONTRACTOR PERSONNEL REQUIRED TRAINING/CERTIFICATION. Question: Does NASA provide or cover the cost of required training/certification?

The draft PWS included a table at Appendix 3 identifying the contractor and Government cost responsibilities for training and certification.

51. Appendix 3, CONTRACTOR PERSONNEL REQUIRED TRAINING/CERTIFICATION. Question: Appendix 3 addresses a need for DOT training. Which DOT training is required? Question: Is DOT hazardous material shipping certification sufficient or is there an additional requirement?

The required DOT training is the Hazmat Shipper Training found in 49 CFR

52. Appendix 4, TRAINING PROVIDED TO AFRC PERSONNEL BY THE CONTRACTOR.

Question: Does teaching the Safety/ Env training courses (listed in Appendix 4) also mean tracking each employees training record and due dates? Question: Or is the tracking performed by NASA personnel and in a NASA provided system.

NASA uses SATERN and Excel spreadsheets to track training provided to the Center's employees.

53. Is there an incumbent contractor for this requirement? If so, can you tell us who that firm is and how long they have been the incumbent?

The current effort is being performed by Nelson Engineering, from Merritt Island, Florida, through a blanket purchase agreement call order. The BPA was established through Nelson Engineering's GSA contract, and the period of performance began on May 17, 2014.

54. What was/is the value of any existing contract that for this requirement?

The value of all of the BPA call orders since contract performance began on May 17, 2014 through August 31, 2015, is \$1,947,544.00

55. Can you clarify/more fully define the expected level of effort for the other-than on-site positions? Perhaps based on past experience?

We understand the confusion with the PWS, as written. The position descriptions on Appendix 1 are all on-site support for AFRC and 703 that we would expect to see to accomplish the requirement. We will amend the PWS to reflect this information.

56. Can you provide any guidance on the proposal submission requirements?

The solicitation is still in the developmental stages, and will outline all evaluation criteria and proposal submission requirements. We will accept questions after the RFP has been released to clarify any questions that may arise.

57. Specifically, how many resumes for key personnel and which key disciplines will be required as by name submissions?

We anticipate the solicitation will include the following Key Personnel positions, for which resumes would be required with proposal submission:

- Program Manager
- Lead, Safety Discipline
- Lead, Environmental Discipline

Lead, Building 703

Offerors may propose additional Key Personnel, should they choose to do so.

58. Can you provide any information regarding the selection process/criteria for the solicitation?

The solicitation is still in the developmental stages, and will outline all evaluation criteria and proposal submission requirements. We will accept questions after the RFP has been released to clarify any questions that may arise.

59. Section 3.0 Training, ...the Contractor shall: Track and update records of all training activities and the database of trained and certified personnel. Will training requirements and records be maintained in NASA's SATERN database, or will an additional database need to be developed to accomplish this requirement. If a new database, will that be through an IDIQ task, or part of the base requirements?

Yes, SATERN will be used to track the training. No new database development is required.

60. Section 4.1 Construction Safety, The Contractor shall: • Provide technical consultations to construction project managers. Can you clarify what is intended by this statement, i.e., the scope and nature of these consultations?

Contractors will act as Subject Matter Experts to ensure the construction contractors follow site specific requirements

61. Section 4.2 Confined Space Program, The Contractor shall: Identify, classify, and manage all confined spaces at NASA AFRC. Does NASA believe that all confined spaces have been identified, either generally or specifically, or is it intended that additional permitted and non-permitted specific confined spaces will need to be identified? If so, will this be a specific IDIQ task under this contract?

We believe most have been identified and classified. However, through inspections and/or new construction projects other confined spaces may need to be addressed. Offerors should propose to accomplish this task as part of the basic effort in their fixed-price proposal. For clarification, the IDIQ CLIN will be used only for the unknown requirements that may arise in our dynamic flight research environment.

62. Section 5.3 National Environmental Policy Act (NEPA)/Environmental Justice (EJ) Program, The Contractor shall: • Prepare Environmental Assessments, Environmental Impact Statements, Environmental Baseline Surveys and Executive Order 12114 reports and associated studies and surveys. Is a NEPA Planner with this experience need to be onsite or would these

documents be prepared through an IDIQ Task Order on an as needed basis? How many EAs, EISs, EBSs per year?

A NEPA planner with experience in environmental impact analysis is required under this effort. NEPA is one of our challenging areas that I hope to strengthen. To date, AFRC has not completed any EA, EIS or EBSs, however this may change as the program evolves. Offerors should propose to accomplish this task as part of the basic effort in their fixed-price proposal. For clarification, the IDIQ CLIN will be used only for the unknown requirements that may arise in our dynamic flight research environment.

63. Section 5.4 Air Quality, The Contractor shall: Conduct air quality research and studies, as needed, Prepare air program regulatory correspondence, permit amendment requests, permit applications and required reports and submit to Environmental Task Monitor for concurrence and signature. Does the AQ onsite support need to be staffed with a CAA Specialist/AQ Permitting Engineer with this experience or would these permits and studies be performed through an IDIQ Task Order on an as needed basis? How many permits/studies per year?

We would expect the air quality on-site support to have these credentials. Offerors should propose to accomplish this task as part of the basic effort in their fixed-price proposal. For clarification, the IDIQ CLIN will be used only for the unknown requirements that may arise in our dynamic flight research environment.

64. Section 5.5 Water Quality. The Contractor shall: Conduct water discharge research and studies. Prepare Air Force and Los Angeles County industrial wastewater discharge permit application and collect associated samples, as necessary. Does the WQ onsite support need to be staffed with a CWA Specialist/WQ Engineer with this level of experience or would these permits and studies be performed through an IDIQ Task Order on an as needed basis? How many permits/studies per year?

We would expect the contractor to have experience in wastewater discharge permit applications and regulatory knowledge with respect to wastewater. Offerors should propose to accomplish this task as part of the basic effort in their fixed-price proposal. For clarification, the IDIQ CLIN will be used only for the unknown requirements that may arise in our dynamic flight research environment.

65. Section 5.7 Hazardous Waste Program. The Contractor shall: • Conduct hazardous waste research and studies as needed. Does the HW onsite support need to be staffed with a RCRA Specialist/Engineer with this level of experience or would these studies be performed through an IDIQ Task Order on an as needed basis? How many studies per year?

Yes, Individuals should have specialized RCRA and CA waste experience (See Appendix 3). Studies/Research may be needed in the event of an exotic waste stream. In our recollection we have not needed this in the last 10 years. Offerors should propose to accomplish this task as part of the basic effort in their fixed-price proposal. For clarification, the IDIQ CLIN will be used only for the unknown requirements that may arise in our dynamic flight research environment.

66. Section 5.7 Hazardous Waste Program. The Contractor shall: Assist in completing appropriate hazardous waste manifests and related documentation in compliance with Department of Transportation (DOT), Environmental Protection Agency, and California Department of Toxic Substance Control regulations, and provide manifests for Government approval and signature. As the manifests are prepared by the waste disposal contractor, should this read “review appropriate hazardous waste manifests....? If completion of manifests is required, can this be provided by an offsite source with this expertise? How many manifests per year?

Manifests may be completed by the disposal contractor or by in-house support. The training outlined in Appendix 3 would allow on-site support to review and/or complete manifests as necessary. There are approximately 20/year for main campus and Palmdale combined.

67. Section 5.7 Hazardous Waste Program. The Contractor shall: • Conduct audits of off-site treatment, storage, and disposal facilities and provide audit reports. A minimum of two to four facilities shall be audited per year. Can TSDF audits be performed by qualified and experienced offsite RCRA specialists or is this to be performed by onsite staff?

Audits can be performed by off-site support. However, this task is part of the basic effort and any additional costs using this approach must be factored into you fixed price proposal.

68. Section 5.7 Hazardous Waste Program. The Contractor shall: Provide a minimum of three people with current Hazardous Waste Operator Emergency Response training who may be required to clean up or assist in minor HM/HW spills and releases. Provide appropriate professional response to AFRC emergencies, declared or undeclared, to assist in supporting on-scene management and documentation of the emergency for the purpose of effective response, mitigation of severity, and prevention of additional loss from scene hazards. Must this be a cert/knowledge/experience maintained by onsite staff or can local, experienced offsite staff meet this requirement and respond as necessary? How many events per year are anticipated?

The Government has no objection, provided they can respond to a spill within 15 minutes of initial call out. This task is part of the basic effort and any additional costs using this approach must be factored into you fixed price proposal. Historically, we respond to 3-4 calls/year.

69. Section 5.7 Hazardous Waste Program. The Contractor shall: Evaluate changes associated with ASTs on a quarterly basis to determine if updates to the Spill Plan are required. The Contractor shall update the Center SPCC as necessary to reflect changes in Center operations and environmental regulations. If a change at the Center impacts the Plan and requires an amendment, the update must occur within 6 months of the change. The contractor shall update the plan once every 5 years. The current plan expires on December 2019. Each update or change other than minor or administrative shall be reviewed and certified by the contractor’s California licensed Professional Engineer (PE), then submitted to the Government for final approval. Does the 5 year SPCC update and the CA Licenses PE certification need to be performed/met with onsite staff or would it be performed through an IDIQ Task Order?

This is part of the basic effort and can be performed by off-site support provided the costs are included into your fixed contract price. The 5 year PE certification costs will be supported through the Time and Materials CLIN.

70. Section 5.9 Cultural Resources Management Program. The Contractor shall: Conduct or participate in CRM surveys, research, and studies. Participate in the updates and development of Center management plans including but not limited to Programmatic Agreements, Section 106 Consultation, Integrated Cultural Resources Management Plan, etc. Ensure that contractors providing recommendations for NHPA compliance have completed the required training and work experience identified in the PWS. Appendix 3, CONTRACTOR PERSONNEL REQUIRED TRAINING? CERTIFICATION Historic Preservation, 36 CFR Part 800. Does the CR support need to be staffed with an onsite Qualified Archeologist and Architectural Historian who meets Secretary of Interior Standards or would these tasks be performed through an IDIQ Task Order on an as needed basis? How many agreements/plans/studies per year?

A qualified archeologist and Architectural Historian is not required, however, a person well versed in culture resources is essential. AFRC completed a gate-to gate historic structures survey in 2013 that is still waiting for CA SHPO concurrence. Cultural Resource support is needed for Section 106 consultation, Programmatic Agreement developments, Integrated Cultural Resources Management Plan development, etc.

Additional surveys beyond these may be executed through the IDIQ Task Order CLIN.

71. Section 5.10 Natural Resources Management Program. The Contractor shall: Conduct surveys, research, and studies and prepare reports and briefings. Obtain Center permits (e.g., banding, salvage, and depredation), and monitor and evaluate implementation of permit terms and conditions. Does the NR onsite support need to be staffed with an Field Biologist with Mojave Desert experience or would these studies/permits be performed through an IDIQ Task Order on an as needed basis? How many plans/studies per year?

Currently AF Environmental biologist conduct surveys for us when needed. Contractor support is required for day to day assistance, such as desert tortoise awareness training and compliance with our Fish and Wildlife permit conditions.

Any wildlife surveys not performed by the Air Force may be executed using an IDIQ Task Order. An on-site field biologist is not necessary, however Mojave Desert experience is preferred.

72. Section 5.11. Environmental Restoration Program. The Contractor shall: Conduct or participate in surveys, investigations, analyses, and studies. Prepare plans, as needed, for example, under the Comprehensive Environmental Restoration, Compensation and Liability Act (CERCLA), the Resources Conservation and Recovery Act (RCRA), and the Clean Water Act. Does the ERP onsite support need to be staffed with a CERCLA Specialist/ERP Engineer or would these studies be

performed through an IDIQ Task Order on an as needed basis? How many plans/studies per year?

Remediation clean-up and investigation efforts are contracted separately. Remediation support identified in the PWS is to support the RPM with project management to include, assisting in the reviews of plans, conducting awareness training to Center personnel, etc.

73. Appendix 1 – Services Position Description Title Guidelines.

Project Manager (On-Site): Bachelor’s Degree from an accredited school in Environmental Management or Institutional Safety Management or comparable. Project Manager should have a minimum of 10-years experience in institutional safety or environmental fields; include leading tasks, projects or programs related to the technical areas described in the Performance Work Statement with desired experience in multidisciplinary environmental programs, and a minimum of 5-years serving in a strategic role with oversight in project or program execution including planning, communication, resource allocation, etc.

Senior Environmental/Scientist: Bachelor’s Degree from an accredited school in an environmentally related field and a minimum 10-years of progressive environmental management experience. Collective experience should be in waste management, Resource Conservation and Recovery Act (RCRA) requirements, pollution prevention assessments, analytical services, environmental training, Air regulations and permitting, Storage Tanks and environmental compliance auditing, Environmental Management Systems, NEPA, Cultural/Natural Resources. Provide regulatory analysis and environmental consultation.

Mid-Level Environmental/Scientist: Bachelor’s Degree from an accredited school in an environmentally related field and a minimum 6 years progressive experience in pollution prevention, recycling, solid waste/hazardous management, water compliance/permitting, hazardous materials, environmental audits, natural/cultural resource management, EMS, training and sustainable acquisition. Personnel should have 6-years experience in environmental planning, data collection and analysis, training, and regulatory review and compliance requirements.

Can years of experience be substituted for a Bachelor’s degree for these positions?

The Government established the minimum descriptions based on the recent agency audit findings. One of the routine findings involved shortcomings of qualified personnel. The Government feels both education AND experience are essential for successful contract performance. We intend to revise the position qualifications to include Occupational Health experience as a qualifier towards years of experience.

74. Appendix 1 – Services Position Description Title Guidelines. Safety Specialists (On-site AFRC and 703 locations). Are any of the environmental staff specifically allocated to the 703 locations?

Currently the support identified in the PWS is not being accomplished at 703. We believe that one mid-level specialist could accomplish the level of work identified in the PWS.

75. Appendix 2 – Past Five Years Estimated Workload Indicators. Trends are reflecting this to increase substantially over the next few years. The text indicates an increase in workload; however, the staffing has declined over the period represented in the table. Will the pricing structure in the RFP give the basis for staffing?

Historical staffing is provided for informational purposes only. Proposals should be prepared with staffing requisite of the contractor's approach to accomplishing successful contract performance. Offerors should provide a fixed price proposal for staffing the basic effort of the PWS, factoring in upward trends in workload indicators that have been identified.

76. Will the RFP include instructions to offerors, basis for evaluation and a pricing structure?

The solicitation is still in the developmental stages, and will outline all evaluation criteria and proposal submission requirements. We will accept questions after the RFP has been released to clarify any questions that may arise.

77. Due to the research nature of the AFRC mission, hazardous activities that are conducted include operation of air, wastewater, and noise emitting equipment, petroleum consuming equipment, ionizing and non-ionizing radiation emitting equipment, and processes that generate hazardous wastes. Q: Based on contract requirements can the contractor expect to establish a hearing conservation program (HCP) for their employees? If yes, does the AFRC Occupational Health Services contract provide contractors medical surveillance exams particularly audiometric baseline and annual follow-up and appropriate training for workers in a HCP.

The S&E contractor will be responsible to have and comply with a HCP for their own employees. AFRC Occupational Health will provide medical surveillance. Contractors will need to provide their own PPE for their employees.

78. Current databases that shall be maintained by the Contractor are listed in Appendix 6. Utilize NASA furnished databases or other NASA-authorized software (i.e. chemical management, air emissions, facility inspection databases). The Contractor shall also input data, maintain data, and generate reports. Q: In the sentence "databases that shall be maintained by the Contractor...", does the term maintain relate to data entry, data analysis, and data reports or does it also include database software development, maintenance, troubleshooting, and updates? Also are some of the databases listed in Appendix 6 just data maintained in Excel spreadsheets or are all programmed databases?

Databases included excel spreadsheets and FileMaker Pro. Yes support includes data entry, data analysis, and data reports. Database development, maintenance, and troubleshooting are provided by software owners.

79. The contractor shall review and evaluate chapters in the AFR Procedural Requirements (DCPs) listed in Appendix 5. Q: The list of AFRC DCPs does not appear to be available outside the AFRC firewall. Will AFRC provide electronic versions of the DCPs and other AFRC requirements documents not openly available to the proposal organizations?

AFRC will provide copies of these documents at the pre-proposal conference, which will be scheduled shortly after the RFP release.

80. Develop, implement and maintain the Center's occupational safety and environmental training programs, which provide instruction for personnel in relevant policies, procedures, guidelines, and regulations. Q: Based on the PWS it appears the training courses provided by the contractor are classroom based. Are there any elements (classes) of the training program that are computer based training (CBT) such as in SATERN that needs to be maintained or updated as part of the contract? Q: Reference to AFRC personnel, are training classes provided to NASA and resident contractors only or are construction contractor and sub-contractor employees also allowed to attend the training provided under this contract (i.e. fall protection, confined space, etc...)?

Contractor will be responsible for course content but not delivery. On rare occasions construction contractors are authorized to attend these trainings.

81. Safety professionals must be knowledgeable of the regulations contained in the Uniform Building Code, Uniform Fire Code, OSHA standards including Voluntary Protection Program, and National Fire Protection Association (NFPA) standards. Q: The safety requirements in NASA NPR 8715.3 are in most cases equal to or surpass most if not all of the requirements for a site to be recognized as an OSHA VPP Star site, but for reference purposes is AFRC an OSHA or Cal/OSHA VPP Star site, does AFRC plan on pursuing VPP Star site status, or will AFRC be renewing their Star site status during the period of the contract?

Currently AFRC is not a VPP STAR site, however we follow the guidelines and may pursue this status in the future.

82. The Contractor may occasionally work with the local Fire Department to address, mitigate or consult on special fire issues. Q: Is the local fire department and emergency medical services (EMS) services that supports AFRC and Palmdale a NASA asset, Air Force asset, or local community fire department?

Palmdale is an AF and local community fire department. Main campus is an AF asset.

83. The contractor shall: oversee perform air, water, soil and material sampling...; Operate and maintain all AFRC hazardous waste accumulation points; provide a minimum of three HAZWOPER trained personnel. Q: Based on the element requirements of section 5.7 and the Haz-Waste commodities at AFRC can the contractor except to have to establish a respiratory protection program for their employees and to what types of respirators can they be expected

to be trained to (SCBA, half-face or full-face air purifying)? Does the OH services contract provide applicable respirator training for contractor employees?

The contractor will fall under the AFRC Respiratory Program. (DST-8715.3-004, Respiratory Protection Program)

84. Can you define and differentiate what types of tasks you would expect a Senior Safety Specialist to perform, as opposed to a Mid-Level or Junior Safety Specialist?

For High Level duties, it would be my opinion to see that level having the capability to perform tasks with minimal oversight, specifically, daily oversight of Safety functions at B703, alternate shift, reviewing job safety hazard analyses, active participation in mishap investigations, performing critical audits, permit reviews and approvals, and other complex safety related activities. For mid-level duties, assistance in accident investigation, ergonomics studies, training, routine audits, fall protection surveys and other important safety related duties. Junior level duties would likely consist of assistance to the more tenured safety specialists, conduct routine safety inspections for safety hazards, and other routine safety related tasks.

85. Can you define and differentiate what types of tasks you would expect a Senior Environmental/Scientist, as opposed to a Mid-Level Environmental/Scientist or Environmental Coordinator?

I would define the environmental coordinator position as supporting and managing the AFRC Chemical Management Program. A more detailed description is outlined for the position in Appendix 1. I believe Senior Environmental specialists could support the more heavily regulated or more involved environmental disciplines (I.e. Air Quality, Hazardous Waste, NEPA, EMS, etc.) and would assist in consultations with regulators and customers, development of compliance strategies and training, analysis of new regulatory requirements. Senior Environmental specialists should have the experience to make independent decisions with minimal government oversight. It's my opinion that mid-level environmental specialists would support the Senior Staff by conducting field audits, permit preparations, providing established training to Center employees, assisting with data collection.

86. The Contractor will be allowed flexibility in performance of the contract and shall be required to fulfill all performance requirements. **Question:** Please clarify 'allowed flexibility'.

The Government will not tell the contractor how they should perform specific tasks. We have identified the requirements in the PWS, and the contractor will have the flexibility to perform those tasks in the manner they choose. The Government is concerned that work is getting completed – not the manner it is getting accomplished.

87. Establish and/or maintain existing hazard reporting system. **Question:** Does the system already exist and strictly require maintenance, or does it need to be established? Do we need to have staff capable of creating new databases? What is NASA IT involvement for new database assistance?

NASA currently utilizes the NASA Incident/Hazard Management System-NIMS database for its reporting system. This is a relatively new system, so we're still trying to work out the nuances associated with report development. Currently, we are preparing reports and tracking findings utilizing Excel spreadsheets based on output from the database. We welcome feedback from the contractor to improve and/or come up with innovative data collection ideas.

88. Investigate and report on all hazards, close calls, and mishaps and assure corrective and preventive action. **Question:** What is Task Monitor role vs. contractor role during investigations?

To ensure there isn't contractor support staff performing inherently governmental functions, the contractor will support Government personnel in investigations and documentation for mishaps. The ultimate responsibility for the mishap investigation remains with the Government.

89. Analyze all injury, illness, and "close calls" and trend the data for identification and resolution of negative trends. **Question:** Is there a current automated system in place for trending this data?

The Government is using NIMS – The NASA Information Mishap System. This system is still relatively new, so we are still learning about capability, as well as identifying problems with the system.

90. Establish a hazard identification process and measurements. Questions: (1) Is this process not currently established? (2) What is meant by 'measurements'?

The process does exist through NASA DCP-S-002, and the measurements are defined within that document.

91. Conduct emergency preparedness and response planning and training. Question: What does this entail? Note: Most of this used to be owned by Security, not Safety.

Security owns the Master emergency preparedness and response planning functions. The S&E support contractor would assist in emergency evacuation plans and other OSHA related duties.

92. Records shall be maintained on-site in an organized, accessible manner, in accordance with Federal, State, and Local regulations and NASA policy. Questions: Is a NASA-approved electronic filing plan currently in place? If not, will this contract be responsible for creating the filing plan?

Code SH is in the process of creating an electronic filing plan. The contractor would be responsible for complying with the filing plan.

93. The Contractor shall be responsible for maintaining communication with each supported organization and alerting the COR immediately of any problems that would prevent meeting established performance standards. Question: Where can we see the 'established performance standards'?

Performance standards will be identified in the Quality Assurance Surveillance Plan, which the Government will share prior to contract performance. A large emphasis on performance will involve effective communication between the contractor and the COR.

94. The on-site manager, or designated alternate, shall be available on-site to Government personnel during the standard business hours (7:30 - 4:30). Questions: (1) Does 'on-site' include AFRC and 703? (2) Section 2.0, paragraph 1 uses the term 'core hours' which indicates 0730-1530. This section uses 'standard business hours' identified as 7:30-4:30. Are these two different terminologies? Is the PM expected to be on-site until 4:30 or 1530? The PWS indicates 'core hours' and 'business hours' in other sections as well. Please clarify each section where these terms are found.

The contractor PM will be required to be on-site at AFRC during standard business hours. Should the PM need to travel to B703, they should communicate that information to the COR. The PWS will be revised to include the definitions of Core Hours and Business Hours, and we will verify that the appropriate definition is used when identified.

95. Create, generate and maintain Standard Operating Procedures (SOPs) to ensure positions and routine tasks are performed consistently and that comprehensive evaluations are conducted. Question: What will be the completion time expectancy for new or revised SOPs at the beginning of the contract?

We will provide the new contractor sufficient time to complete these documents. WE anticipate allowing at least 6 months to complete the documents. The contractor should communicate any compliance issues with the provided date, should issues arise.

96. The Contractor shall maintain appropriate metrics to demonstrate the performance of all S&E programs. Question: Are metrics currently created and tracked?

There are a few metrics at are identified and tracked in our DCPs, but we are also interested in hearing options for meaningful metrics to begin tracking.

97. The Government will supply the contractor with all the administrative materials needed to perform the tasks with the exception of PPE. Question: Will NASA purchase all sampling media needed?

Yes. NASA will purchase any sampling media required.

98. Acquire additional expertise, courses, and/or materials for training as requested. Question: Will NASA cover this cost?

If new training needs to be developed (such as requirements stemming from Executive Orders) NASA would pay for any expertise or material necessary to develop that training through the Time and Materials CLIN.

99. Provisions shall be made by the Contractor to ensure there is at least one Competent person available on site during normal business hours. Question: Is this strictly for AFRC? Not 703?

At least one competent person must be available at both AFRC and B703 during normal business hours. This has been clarified in the PWS.

100. Monitor fire protection water supply and fire system maintenance programs and provide inspection (primarily for special projects/facilities). Assist AHJ with final facility inspection after construction completion and witness systems acceptance testing for all new fire alarm and automatic suppression installations. Document each acceptable test with memo to the Safety Division. Follow up on deficiencies noted for subsequent correction. Question: Some of these tasks are performed after normal business hours. Is a backfill required in these situations since Section 4.6 indicates that a fire protection specialist is required to be on-site during normal business hours?

A back-fill is not required for these occasions. This is a rare occurrence, and could be supported through a requested hours-available deviation from the COR, comp time, overtime, or other agreed upon approach.

101. Prepare or update pre-incident plans in accordance with NFPA 1620, Standard for Pre-Incident Planning. Question: Are all required pre-incident plans written and current?

No. This is a challenge that the incoming contractor will face. The Government will provide a reasonably sufficient timeframe for all plans to be brought current.

102. Serve as the local administrator to the Center's chemical management program software by providing upkeep, configuration control, and reliable operations. Question: Does this task require database administrator expertise?

This task involves only data management and entry. Database configuration is provided by the software developer.

103. Currently there are four chemical cribs at AFRC Main Campus and Building 703. Question: Will S&E contractor staff operate these 4 chemical cribs?

Daily operation of the chemical cribs will not be part of this contract effort.

104. Evaluate chemicals prior to disposal to determine if suitable for chemical sharing program with the Edwards AFB and the Air Force Research Lab (AFRL). Question: Is this a documented program used to evaluate chemicals?

No. This is an informal coordination of inventory with EAFB and AFRL.

105. Note: If necessary to contain/clean up larger HM/HW spills or releases, AFRC will request assistance from the local fire department. Question: What happens for large spills at 703?

Assistance from the LA Fire Department will be requested for large spills at B703.

106. There are currently 34 ASTs at AFRC. Question: Are there any ASTs at 703?

Yes. There are approximately 10 ASTs at B703.

107. Perform monthly spot inspections of ASTs, using the NASA AFRC Monthly AST Inspection Checklist. Question: Is there a specific number of spot inspections expected by the TM?

Each AST must be inspected annually, at a minimum. The AST spot inspections should be evenly distributed throughout the year so that all ASTs have at least one performed annually.

108. What protected species of natural resources are present at AFRC and 703?

At AFRC, the Desert Tortoise is a threatened species.

109. It would be helpful to see additional workload indicators here. (i.e., JHA, NEPA, NR surveys, CR surveys, hot work permits, lift plans, fall protection plans, permitted equipment inspections, new air permits, air permit renewals, DCP updates, waste profiles, waste shipments, CUPA/AQ inspections)

We will take this recommendation into consideration for the final PWS.

110. Emergency Action Plan training. Question: Is this the internal employee training required to be conducted by supervisors or NFPA 101?

This is an OSHA required training, with a frequency of one time and a refresher, as needed.

111. First Aid & CPR. Question: Are all contract staff members required to complete this training?

Yes. All S&E support contract employees are required to complete this training. This training is provided by NASA.

112. Are all of these training created and current?

All of the trainings listed in Appendix 4 are created, however, several need to be updated based upon recent Executive Orders.

113. Is all of this data maintained by S&E contract staff?

All of the data in Appendix 6 should be maintained by the S&E contractor.

114. Are the current contractors unionized?

There is not a Collective Bargaining Agreement in place at AFRC for the Safety and Environmental contractor employees.

115. Does the SCA apply to this procurement?

The Service Contract Labor Standards clause will be included in the solicitation, as well as the applicable Wage Determinations for LA and Kern Counties

116. There is an executive order related to first right of refusal for gov contractor incumbents. Does this solicitation/contract require us to offer the right of refusal to incumbent contractors?

The Nondisplacement of Qualified Workers clause is applicable to non-exempt employees.

117. If so, what discretion will we have in conjunction with NASA in ensuring incumbent contractors meet the standards outlined in the new contract?

The successful offeror will need to comply with the requirements outlined in the Nondisplacement of Qualified Workers clause, 52.222-17.

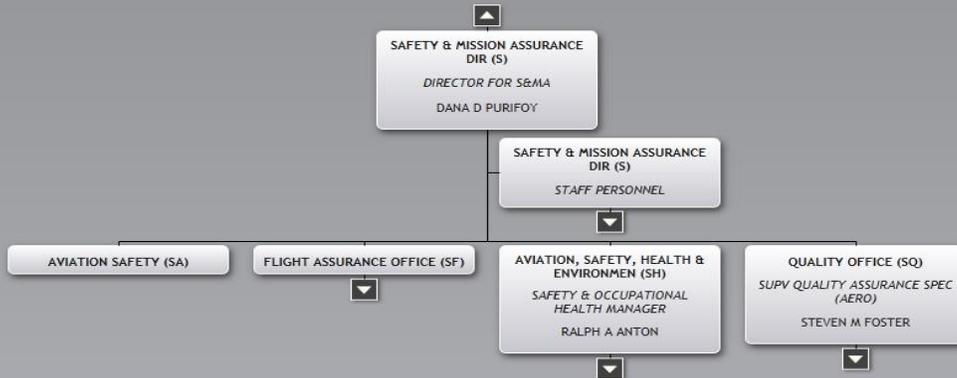
118. When is the expected start date?

It is likely that first date of contract performance will begin on or around November 1, 2015, with Phase-in beginning October 1, 2015.

119. Will there be a transition period?

We anticipate including a 30 day contract transition period between the outgoing and incoming contracts.

SAFETY & MISSION ASSURANCE DIR (S) - Data effective prior to 05/10/2015



AVIATION, SAFETY, HEALTH & ENVIRONMEN (SH) - Data effective prior to 05/10/2015

