PERFORMANCE WORK STATEMENT

1. SUBJECT AND LOCATION: Underground Storage Tank Prevention and Compliance Inspections and Follow-ups for Hawaii Department of Health, EPA Region 9

USACE Contract Specialist :	**TBD** U.S. Army Corps of Engineers CESPN-CT 1455 Market Street San Francisco, CA 94103-1398 Phone number email
USACE Contracting Officer Representative (COR)	**TBD** U.S. Army Crops of Engineers CESPD-PPMD 1455 Market Street San Francisco, CA 94103-1398 Tel number [HYPERLINK "mailto:Teresita.S.Salire@usace.army.mil"]
EPA Project Officer (PO)/Technical Point of Contact (POC):	**Bob Pallarino** U.S. Environmental Protection Agency – Region 9 Underground Storage Tank Program, Land Division 75 Hawthorne Street (LND-4-3) San Francisco, CA 94105 (415) 947-4128 [HYPERLINK "mailto:pallarino.bob@epa.gov"]
Hawaii Department of Health Technical POC:	**Roxanne Kwan** UST/LUST Program Supervisor 2827 Waimano Home Road Pearl City, HI 96782

CONTRACT NO: **TASK ORDER NO.:**

2. GENERAL: The purpose of the work specified herein is to complete compliance inspections of multiple underground storage tank facilities within the Hawaii Department of Health (HDOH) jurisdiction in EPA Region 9. This is to be accomplished by performing site visits, facility

inspections and interviews with on-site personnel. No written notice is to be provided to site operators and/or owners prior to the site inspections but HDOH calls 48 hours before inspection to make sure key person is on site to be able to answer UST-related questions and provide documents to inspectors. HDOH-supplied forms will be filled out by the contractor as part of the deliverables for the completion of this contract.

The Contractor is required to have available on site the right quipment and safety measures necessary to perform the inspections. The Contractor is required to have all of the necessary HDOH forms that are required to be completed prior to, during and after each inspection. These forms are discussed in detail in the attachments to this Work Statement.

The Contractor shall submit all completed forms to the HDOH Technical Point of Contact (POC) and copies to the EPA Technical POC.

The Contractor shall coordinate with the HDOH Technical POC for a project kick-off meeting within five (5) days of contract award. EPA Tech POC or USACE COR to be present.

Table 1 is attached which lists the facilities to be inspected with their corresponding Facility Identification Number, Facility Name, Address, Operator, Owner, Facility Representative, and Phone Numbers.

3. WORK TASKS / DELIVERABIES

TASK 1 ACCIDENT PREVENTION PLAN (APP) – QUANTITY: 1

The Contractor shall:

- Use a qualified Safety and Health Manager (SHM) to prepare the written site-specific APP in accordance with the format and requirements of USACE EM 385-1-1 ([HYPERLINK "http://140.194.76.129/publications/eng-manuals/"]).
- Cover all paragraph and subparagraph elements in Appendix A of USACE EM 385-1-1 "Minimum Basic Outline for Preparation of Accident Prevention Plan".

The APP shall include an Activity Hazard Analyses (AHAs) appendix (EM-385-1-1, 01.A.13). Where a paragraph or subparagraph element is not applicable to the work to be performed indicate "Not Applicable" next to the heading. The APP shall be job-specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program (SHP). Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The Contractor, SHM, on-site Project Supervisor, and Site Safety and Health Officer (SSHO) shall sign the APP.

TASK 1a. Activity Hazard Analysis (AHA) Appendix to the APP. The Contractor shall develop an AHA for every operation involving site activities presenting hazards not experienced in previous project operations or where a new work crew or subcontractor will perform work. The AHA(s) format shall be in accordance with Figure 1-2 of EM 385-1-1, 01.A.13. Subsequent AHAs shall be submitted as amendments to the APP. The analysis must identify and evaluate hazards and outline the proposed methods and techniques for the safe completion of each phase of work.

TASK 2 SITE PRE-INSPECTION PLANNING & INSPECTION

Contractor shall execute the Pre-Inspection Activities for up to 140 separate UST facilities as requested by the Government. The first efforts for this task shall include:

- Reading the HDOH UST compliance inspection protocol and regulations (hyperlink)
- Contacting the HDOH before inspection for any facilities
- Preparing a list of facilities and inspection schedule as agreed upon with HDOH
- File review for the identified sites (Table 1), completion of Inspection Trip Schedule and Report Form (Attachment 1)and completion of the Inspection Planning Worksheet (Attachment 2), scheduling inspections, assembling documentation for the facility inspections, and travel arrangements, if needed.
- Coordinating the first two inspections with a designated HDOH inspector(s) who will be the lead on these two inspections in order to familiarize the Contractor with HDOH protocols during field inspection

TASK 3 SITE INSPECTION

Contractor shall follow the HDOH protocols outlined in Appendix A in completion of this task. Task shall include visiting each facility and conducting an inbriefing of the facility representative for each facility, inspecting the USTs, piping, and all related appurtenances, completing the forms identified in Appendix A, conducting an outbriefing of the facility representative for each facility, and providing appropriate copies of paperwork to the facility representative.

TASK 4 INSPECTION FOLLOW UP

Contractor shall follow the HDOH protocols outlined in Appendix A in completion of this task. Task shall include preparation and presentation of completed forms and documents to the HDOH Technical POC. The Contractor shall meet with HDOH at the end of each inspection week as well as entering all required data in the HDOH UST database (USTRAC).

4 WORK SCHEDULE:

The HDOH POC will arrange the exact time and place of project work. The Work Schedule will be determined by the HDOH POC in coordination with Contractor. In any event, the work schedule will not exceed 10 hours per day, Monday through Friday, excluding Federal and State holidays.

5 PERIOD OF PERFORMANCE:

All work and services are estimated to be completed within 240 days of issuance of this task order. Any delays must be reported immediately to the COR. Any extension of the period of performance requires a modification to the task order and must be requested in writing to the COR and the Contracting Officer at least 15 days prior to the expiration date.

6 DELIVERABLES

6.1 15 business days after task order award, the Contractor shall submit its Accident Prevention Plan to the COR.

6.1.1 15 days after the COR requests an Activity Hazard Analysis Appendix to the APP, the contractor shall submit the appendix to the COR.

6.2 At the end of inspection week, the Contractor shall provide copies of (1) the Completed Inspection Trip Schedule & Report Form and (2) the Inspection Planning Worksheet for the following week for each of the facilities in the request. Copies shall be provided to the HDOH Technical POC and the USEPA Technical POC.

6.3 At the end of the inspection week, the Contractor shall update and enter new data in USTRAC for each facility inspected.

6.4 At the end of the week, the Contractor shall submit all remaining forms and records of inspection for each of the facilities in the request to the HDOH Technical POC and the USACE COR. Documents shall include but are not limited to:

6.4.1 Summary page for each facility inspection
6.4.2 Completed UST Inspection Checklists
6.4.3 Completed Notice of Inspection
6.4.4 Field Citation filled out only to the extent that the inspector was able to record in the field (FCs are to be served only by HDOH personnel)
6.4.5 Updated Notification for Underground Storage Tanks forms

7 INVOICES AND CONTRACT PAYMENTS

a. INVOICES AND CONTRACT PAYMENTS: Invoices for payment shall be submitted upon acceptance of deliverables as outlined in the Payment Schedule.

Invoices shall be submitted to:

Original invoice only **WITHOUT** additional information or supporting documentation:

USAED, FINANCE CENTER
ATTN: CEFC-FP
5722 Integrity Drive
Millington, TN 38054-5005

U.S. Army Corps of Engineers
Attn: CESPN-CT (TBD)
1455 Market Street
San Francisco, CA 94103

One copy of each invoice **WITH** all required information including any necessary supporting documentation:

U.S. Army Corps of Engineers, South Pacific Division
Attn: CESPD-PPMD (T. Salire)
1455 Market Street
San Francisco, CA 94103

One electronic copy of each invoice **WITH** all required information including any necessary supporting documentation to:

U.S. Environmental Protection Agency – Region 9
Attention: LND-4-3 (B. Pallarino)
75 Hawthorne Street
San Francisco, CA 94105

The Government will pay the Contractor upon submission of proper invoices for services delivered and accepted for the portion of the work actually performed under the contract. Payment will be made as indicated in the contract's Payment Schedule, not on percentage of completion. Deliverables as defined in the Payment Schedule of the contract must be accepted by the Government before payment will be made.

NOTE: All invoices must reflect contract and Task Order number and the final invoice must be marked "FINAL".

8. AUTHORITIES/TECHNICAL DIRECTION

The Contractor shall take no direction from any Government employee or any other person other than the Government Contracting Officer that changes the terms and conditions of this contract action, the scope, or any change that impacts the cost, price or schedule. Changes authorized by the Contracting Officer will be in the form of a written, official, signed modification to the contract action received by the Contractor before the Contractor will act upon those changes. The Contractor will comply with the Changes clause of this contract when the Contractor believes direction has been given from persons other than the Government Contracting Officer that equate to a change by notifying the Contractor Officer as directed by the clause. Any direction given by any Government employee or any other person outside their authority must be reported to the Contracting Officer. Contracting Officer Representatives (CORs) are limited to the authorities stated in the COR appointment letters.