AWARD/CONTRACT	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES 1 | 2

2. CONTRACT (Proc. Inst. Ident.) NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUEST/PROJECT NO.
EP-C-12-052	See Block 20C	PR-OW-11-00356

5. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

6. ADMINISTERED BY *(If other than Item 5)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. NAME AND ADDRESS OF CONTRACTOR *(No., Street, City, Country, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

8. DELIVERY
☐ FOB ORIGIN ☒ OTHER *(See below)*

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN — ITEM

11. SHIP TO/MARK FOR CODE

12. PAYMENT WILL BE MADE BY CODE RTP

RTP Finance Center
US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
Durham NC 27711

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
☐ 10 U.S.C. 2304 (c) ( ) ☐ 41 U.S.C. 253 (c) ( )

14. ACCOUNTING AND APPROPRIATION DATA
See Schedule

15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Continued				

15G. TOTAL AMOUNT OF CONTRACT $107,800,000.00

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X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	3-5			PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE

17. ☒ CONTRACTOR' S NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return _____ copies to issuing office.)* Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. *(Attachments are listed herein.)*

18. ☐ SEALED-BID AWARD *(Contractor is not required to sign this document.)* Your bid on Solicitation Number SOL-CI-11-00094, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)

19A. NAME AND TITLE OF SIGNER *(Type or print)*

20A. NAME OF CONTRACTING OFFICER
Noelle Mills

19B. NAME OF CONTRACTOR — **19C. DATE SIGNED**

BY
(Signature of person authorized to sign)

20B. UNITED STATES OF AMERICA — **20C. DATE SIGNED**

BY
(Signature of the Contracting Officer)

NAME OF OFFEROR OR CONTRACTOR

MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DUNS Number: (b)(4) Technical Support for Assessment and Watershed Protection Closely Associated - Max Expire Date: 09/27/2017 Delivery: 1825 Days After Award FOB: Destination Period of Performance: 09/28/2012 to 09/27/2017				
0001	Ordering Period -Technical Support for Assessment and Watershed Protection Obligated Amount: $50,000.00 Accounting Info: 12-13-B-87FL-202BE2-2505-1287AE2010-001 BFY: 12 EFY: 13 Fund: B Budget Org: 87FL Program (PRC): 202BE2 Budget (BOC): 2505 DCN - Line ID: 1287AE2010-001 Funding Flag: Partial Funded: $50,000.00 The obligated amount of award: $50,000.00. The total for this award is shown in box 15G.				107,800,000.00

ATTACHMENT 1
PERFORMANCE WORK STATEMENT

TECHNICAL SUPPORT FOR ASSESSMENT AND WATERSHED PROTECTION

1.0 PURPOSE

Since passage of the Clean Water Act of 1972, considerable progress has been made in reducing water pollution from both point and nonpoint source (NPS) dischargers. Although progress has been made in reducing pollution from point and nonpoint sources in the nation's streams, lakes, estuaries, wetlands, and coastal waters, state water quality assessments continue to show significant impairments of designated uses in these waters. On the other hand, states have identified healthy biota and habitats and intact watershed functions in watersheds. To fully meet the requirements of the Clean Water Act (CWA) and other legislation enacted since 1972, continued work must be performed to improve point and nonpoint source controls and to promote and foster improvements in nonpoint source management. Also, to fully meet the maintenance objective of the CWA, healthy watersheds must be identified and protected if restoration is to be successful. Water quality monitoring programs at the state, tribal, federal, local, and private levels are necessary to document the extent and nature of pollution problems nationwide, to determine the effects of pollution control programs, and measure progress toward water quality objectives and goals. The purpose of this Performance Work Statement (PWS) is to support the activities and mission of the EPA to: 1) monitor water quality, and manage and display water quality information; 2) assess water quality conditions and report on those conditions to the public and Congress; and 3) advance the protection and restoration of the nation's watersheds and water bodies. Protection and restoration of watersheds and water bodies can be accomplished through: 1) the development and implementation of Total Maximum Daily Loads (TMDLs), 2) ensuring the use of point and nonpoint source pollution controls, 3) the development of tools for ecosystem restoration, 4) the identification and protection of healthy watersheds, and, ultimately, 5) the improvement of water quality.

The following major activities are involved in this effort:

1.1 Support watershed protection and restoration. The contractor will provide techniques and strategies in the protection (i.e., biota and habitat and functional processes) and restoration of ecosystems (e.g., habitat, riparian, and stream corridor restoration) in conjunction with the programs of states, tribes, and other federal agencies.

1.2 Promote watershed protection. The contractor will provide technical, logistical, and administrative support to spread the message that traditional EPA, state, and tribal programs are most logically coordinated and implemented on a watershed basis, including the advocacy of the watershed scale approach to the development and implementation of TMDLs. This will involve public outreach and technology transfer to interested parties, and the forging of partnerships with those groups to achieve watershed protection goals using incentives, outreach, education, and creative, often non-regulatory, methods of improvement.

In addition, the contractor shall support the EPA in providing guidance and technical services for watershed planning activities. Those watershed planning activities will coordinate water quality protection and restoration programs, provide measurable goals for managing water bodies, and address the chemical,

physical, and biological integrity of water bodies impacted by land-use related activities, stormwater and runoff, habitat loss, invasive species, climate change, and pollution.

1.3 Promote and support the identification and protection of healthy watersheds. The contractor will provide technical and administrative support in identifying healthy watersheds at the state and local level and in implementing programs with the EPA Regions, states, tribes, federal agencies, local government, and other organizations to protect those watersheds. This will include supporting the EPA in the development of guidance and technical tools, healthy watershed assessments and measures, management strategies, protection program performance measures, and social and economic benefits analyses.

1.4 Promote and support water quality monitoring across EPA programs, including integrating NPS monitoring, TMDL effectiveness, and site-specific water quality standard (WQS) attainment monitoring and statistically-valid surveys of surface water bodies at multiple scales. The contractor shall provide technical, logistical, and administrative support to the EPA in: 1) designing monitoring plans, 2) the field collection of water quality samples for water quality studies, statistically-based surveys, and other purposes, and 3) laboratory analysis of water quality samples and assessment of results for water quality studies, statistically-based surveys, and other purposes. The contractor will provide technical and administrative support to spread the message that, logically, the monitoring for all programs needs to be integrated and coordinated on a watershed basis.

1.5 Provide program tools. The contractor shall provide tools for more effective and efficient watershed management, including technical workshops which provide training for the Watershed Scale Approach to TMDL development and implementation. These tools will include guidance and procedures for: 1) water quality monitoring and data management; 2) development and application of screening tools such as landscape models and vulnerability assessments, indicators, decision support and prioritization tools; and 3) use of the TMDL development and implementation, including innovative, surrogate TMDL approaches, implementation-ready TMDLs, nutrient criteria development and implementation, preparation of guidance on ecosystem and watershed management, preparation of additions to the Watershed Academy and other training venues for broad-based training, education, and water quality technical support.

1.6 Promote water quality trading. The contractor shall provide technical, logistical, and administrative support in the Agency's efforts to promote the application of market-based approaches to environmental management, specifically water quality trading. Activities within this category may include support in the development of technical guidance, organizing and conducting workshops and training, developing tools, creating outreach and education and other communications materials, and support in the development of a water quality trading recognition and awards program.

1.7 Strengthen state and tribal NPS management. The contractor shall provide technical, logistical, and administrative support to the EPA for work associated with the EPA regions, states, tribes, and watershed stakeholder organizations to develop a framework for strengthening nonpoint source management. In particular, the contractor will provide support in incorporating more robust Reasonable Assurance documentation into TMDLs impaired by both point and non-point pollutants.

1.8 Focus programs on threatened and impaired waters. The contractor shall provide technical, logistical, and administrative support to the EPA as it promotes the implementation of more effective water quality control programs (including, but not limited to, non-point source (NPS) programs) that will improve the quality of threatened or impaired waters and work to avoid new impairments or threats to water quality.

1.9 Foster a commitment to solve water quality problems through private actions. The contractor shall provide technical, logistical, and administrative support to the EPA as it uses varied approaches to public outreach as a means of educating the public and local decision-makers so that there is a broader commitment to solve pollution problems through individual actions and appropriate public policies.

1.10 Work with the EPA to collect and share water quality information. The contractor shall provide technical, logistical, and administrative support to the EPA for work associated with its collection and sharing of water quality information to support the goals of the CWA and the EPA's mission.

1.11 Provide for the field collection of water quality samples. The contractor shall provide technical, logistical, and administrative support to the EPA in the field collection of water quality samples for water quality studies, statistically-based surveys, and other purposes.

1.12 Laboratory analysis of water quality samples and assessment of results. The contractor shall provide technical, logistical, and administrative support to the EPA in laboratory analysis of water quality samples and assessment of results for water quality studies, statistically-based surveys and other purposes.

1.13 The contractor shall provide technical, logistical, and administrative support on Green Infrastructure for Stormwater Management. This includes, but is not limited to: cost estimation, design guidance, training module development, webcasts, cross-media assessments (air, energy, urban forestry, etc.), outreach, and policy support.

The contractor will provide technical support to the EPA under this acquisition to develop the program tools for accomplishing the above goals. In the context of this acquisition, the term, EPA means the United States Environmental Protection Agency and its related organizations, including the EPA Regional Offices.

2.0 TASKS:

2.1 TMDLs PROGRAM SUPPORT

2.1.1 Development of TMDLs. The EPA Regions will identify specific TMDLs or portions of TMDLs for development or review. The contractor will provide technical support for TMDL development and implementation. That support could include activities such as: 1) gathering and evaluating existing data from public and private sources, and making recommendations on collection of new data to fill data gaps; 2) establishing numeric TMDL targets or surrogate targets; 3) assessing existing conditions; 4) conducting source analysis and analytical linkages between elements; 5) estimating loading capacity and TMDLs and allocating loads; 6) determining actions needed to address key sources; 7) completing assessment, analysis, and modeling efforts to establish draft TMDLs; 8) translating load allocations into daily loads using load duration curves and other methods; 9) preparing responses to public comments on technical portions of the TMDLs; 10) making recommendations for implementing TMDLs and monitoring towards the impaired waters to meet water quality standards and TMDL and waste load allocations; 10) assistance to States in incorporating various approaches for including Reasonable Assurance documentation into TMDLs, including approaches needed to incorporate nonpoint sources more effectively into ongoing TMDL development and implementation; 11) developing TMDL implementation plans; 12) preparing illustrative national case studies. Support for reasonable assurance could include: 1) providing technical assistance to estimate the current NPS load by sector, and a method for estimating expected NPS reductions by sector (e.g., type of Best Management Practices (BMP), how many will be applied, their pollutant reduction efficiencies, etc.);

2) development of an adaptive management procedure for reviewing key milestone progress and revising BMP to meet the TMDL target loads; 3) establishing a procedure for site-specific evaluation of water bodies with significant NPS pollution loads; 4) tracking the progress of NPS control implementation; and 5) developing a monitoring and reduction tracking system. For treatment of data, see Deliverables Section 4.0; for quality assurance, see Section 2.6.

2.1.1.1 The temporal expression of TMDL loads in all the deliverables, in addition to the averaging period used by the modeling, shall also include a daily loads expression, unless otherwise indicated by the Task Order Project Officer (TOPO). The contractor is referred to the draft document entitled "Options for Expressing Daily Loads in TMDLs" dated June 22, 2007, for technical guidance until more guidance becomes available. The draft document is available at: http://water.epa.gov/lawsregs/lawsguidance/cwa/tmdl/upload/2007_06_26_tmdl_draft_daily_loads_tech-2.pdf.

2.1.1.2 The TMDL support document shall meet all regulatory requirements for a TMDL unless otherwise specified by the EPA. The table of contents and content of the draft TMDL support document must also follow the table of contents and format specified by the TOPO if it is not otherwise specified in the PWS.

2.1.1.3 The contractor shall also prepare an electronic library of the administrative records containing documents that support the establishment of and calculations/allocations for each of the TMDL support document deliverables. Components of the record should include all materials relied upon to develop and support the calculations/allocations in the TMDL, including: 1) any data, analyses, or scientific/technical references that were used; 2) records of correspondence with stakeholders and the EPA; 3) responses to public comments; and 4) other supporting materials. This record is needed to facilitate public and/or EPA review of the TMDL. The contractor can exclude copyrighted material from the electronic library, but must include the reference in the Index of the Administrative Record required of each of the TMDL support documents. All material in the Index of the Administrative Record should be properly cited in the TMDL support document deliverables. Any references made in the TMDL support documents should be properly documented in its Index of the Administrative Record.

2.1.1.4 Comments received regarding the draft deliverables shall be indexed into a separate document and included with the contractor's responses when addressing the comments.

2.1.2 Water Quality Assessments (for development of TMDLs) and TMDL Alternatives.

2.1.2.1 The contractor shall provide technical, logistical, and administrative support to prepare manuals and technical documents for monitoring and assessing water quality health, progress towards meeting water quality standards, and TMDL effectiveness. The contractor shall support the EPA in: 1) identifying and collecting currently available assessment methods; 2) summarizing their contents, applicability, and usefulness; and 3) preparing recommendations of variations and combinations of methods which are appropriate to meet individual situations and site-specific needs.

2.1.2.2 The contractor shall provide technical, logistical, and administrative support to identify and collect currently available methodologies, procedures, and approaches used by states, tribes, and territories to assess waters and calculate TMDLs of pollution for individual water bodies not meeting designated uses. The contractor shall support the Agency's efforts to: 1) review these methodologies,

procedures, and approaches; 2) disseminate information on their technical adequacy and sufficiency to states, territories, and tribes; and 3) design and implement demonstration projects utilizing technical methods, procedures, and approaches which are technically sufficient and adequate to assess waters and calculate TMDLs of pollution for individual water bodies not meeting designated uses. This support includes calculations, methodologies, or approaches for innovative TMDL approaches that may use surrogate parameters to bring water bodies into attainment.

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2.1.2.3 The contractor shall provide technical, logistical, and administrative support to identify and collect currently available methodologies, procedures, and approaches used by states, tribes, and territories to assess waters and develop TMDL alternatives (e.g., Category 4b) for pollution for individual water bodies not meeting water quality standards (designated uses, water quality criteria and antidegradation requirements). The contractor shall support the Agency's efforts to 1) review these methodologies, procedures, and approaches; 2) disseminate information on their technical adequacy and sufficiency to states, territories, and tribes; and 3) design and implement demonstration projects utilizing technical methods, procedures, and approaches which are technically sufficient and adequate to assess waters and develop TMDL alternatives.

2.1.2.4 The contractor shall provide technical, logistical, and administrative support to identify, collect, and review the procedures utilized by states, tribes, and territories to screen water quality assessment data and prepare priority lists of waters not meeting designated uses for which the calculation of a TMDL is scheduled.

2.1.2.5 The contractor shall provide technical, logistical, and administrative support to identify and collect the baseline data and individual assessment methodologies necessary to develop and promulgate TMDLs of pollutants for individual water bodies, where the EPA has been assigned a mandatory duty by the Federal Courts to assist states, tribes, and territories in meeting CWA requirements for TMDLs.

2.1.2.6 The contractor shall provide technical, logistical, and administrative support to develop and apply the assessment methodologies for calculating TMDLs of pollutants for individual water bodies in cases: 1) where existing methods are determined to be inadequate, 2) ruled insufficient by the Federal Courts, or 3) of potentially impaired waters identified by the EPA.

2.1.2.7 The contractor shall provide technical, logistical, and administrative support in the Agency's efforts to identify and quantify the effects of stressors to present and future water quality, including, but not limited to, climate change, ocean acidification, invasive species, population growth, and shifts in land use. The contractor shall assist the EPA in evaluating and developing methodologies to adequately reflect such stressors for 303(d) listing and TMDL development and implementation.

2.1.3 Water Quality Technical Modeling Support.

2.1.3.1 Provide technical support for application of information, procedures, and predictive tools that will facilitate incorporation of multi-source considerations into screening and planning/decision - type analyses.

2.1.3.2 Provide technical support for application and/or refinement of modeling tools for assessing the impact of point and nonpoint sources on receiving waters and linkages to ground water. For treatment of data, see Deliverables Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.1.3.3 Provide technical support for the development and application of modeling tools for determining the point and NPS controls necessary in meeting water quality objectives. This support could include quantifying the loads anticipated to be reduced by specific point or NPS control approaches, BMP, or strategies. For treatment of data, see Deliverables Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.1.3.4 Provide technical support for the development of cost-effective monitoring strategies for gathering field data when such activity is required.

2.1.3.5 Support training and the application of water quality management models with state and local government watershed organizations. Many of these tools address both point and NPS planning and management, primarily at the watershed level. Examples of such models are the Generalized Watershed Loading Function (GWLF) model, Spreadsheet Tool for Estimating Pollutant Load (STEPL), Soil and Water Assessment Tool (SWAT), Agricultural Non-Point Source model (AgNPS), Storm Water Management Model (SWMM), Hydrologic Simulation Program FORTRAN (HSPF), and Phosphorus Load (P-load). Training may also include working with the Pollution Reduction Impact Comparison Tool (PRedICT) and the Site Evaluation Tool (SET), which are tools for predicting load reductions for water quality management measures. For treatment of data, see Deliverables, Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.1.4 Economic Modeling and Analysis of Costs and Benefits

2.1.4.1 The contractor shall provide technical, logistical, and administrative support to identify, collect, and evaluate economic analyses and models which have been prepared to determine the costs (and benefits) of watershed management and existing regulatory requirements for surface water quality assessments and management approaches, such as calculating TMDLs of pollutants in individual water bodies. In particular, the contractor shall support State and local efforts to more accurately estimate the cost of developing fully-approvable TMDLs. The contractor shall support the Agency's efforts to review for technical sufficiency these existing analyses and models. For treatment of data, see Deliverables, Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.1.4.2 The contractor shall provide technical, logistical, and administrative support to apply these analyses and models to determine the costs and economic benefits of alternative regulatory approaches, which the Agency might be required to consider as a result of public comment or judicial review of the current regulations in the Code of Federal Regulations supporting individual requirements contained in the CWA. For treatment of data, see Deliverables, Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.1.4.3 The contractor shall provide technical, logistical, and administrative support to consider the costs and economic benefits of developing, managing, and implementing alternative approaches to implement specific statutory requirements in the CWA, as a result of public comment, judicial review, or congressional CWA reauthorization.

2.1.4.4 The contractor shall provide technical, logistical, and administrative support to identify, collect, and evaluate technical data and economic analyses and models to prepare a Regulatory Impact Analysis for alternative agency actions. Such a Regulatory Impact Analysis might be considered as a result of public comment, judicial review, or congressional reauthorization of CWA requirements for surface waters, water quality assessment, and management actions, such as the identification and

scheduling of individual water bodies needing a calculation of TMDLs of pollutants. For treatment of data, see Deliverables, Section 4.0. For quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.2 Point Source (PS) & NPS Technical Support

2.2.1 NPS monitoring, land treatment tracking, and NPS data analysis methods. Provide technical, logistical, and administrative support in the development of technical guidance, workshops, and training on water quality, ecological, and NPS monitoring, including chemical, physical, biological, and habitat monitoring in freshwater (both surface and ground waters) and saltwater environments. The contractor shall also support development of techniques for tracking land use changes and the implementation of NPS control practices for purposes of documenting the status of implementation and linking land-based data with water quality data to determine the effects of land management on water quality at the watershed-level and site-specific evaluations through statistical means. This work may include assessment, development, calibration, verification, and application of water quality models for surface and groundwater management. For treatment of data, see Deliverables Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.2.2 BMP design, site planning, and development of technical information, such as BMP effectiveness, BMP options, and Green Infrastructure for Stormwater Management. Provide technical support that will enable the EPA's state, territory, and tribal partners, and related organizations to incorporate BMP and management measures for point and NPS control. Areas to be addressed include BMP design, BMP system design, site planning, cost estimation, policy, case studies, cross-media integrated water resources management, integration of Green Infrastructure in watershed planning and urban development, and information on BMP effectiveness and limitations. Specifically, the contractor will assist the EPA and, through the EPA, the various states in defining the range of technically-feasible BMPs that span current NPS load estimates to the technologically-achievable limits. Such technical support may include life-cycle analyses, and analyses of operation and maintenance practices, performance, and costs. These analyses may also include the use of integrated water resource management policies, approaches, methods, and support to provide tools and analysis regarding the energy implications of using integrated water resource management approaches, including green infrastructure and low impact development practices. The range of point and nonpoint sources will include agriculture, urban, forestry, hydro modification, on-site disposal systems, marinas, storm water, Confined Animal Feeding Operations/Animal Feeding Operations (CAFOs/AFOs), and mining.

2.2.3 Pollution control needs and priorities for various sectors (e.g., dairies, soybeans, private foresters, etc.), and support in developing strategies to address identified priorities. Provide technical, logistical, and administrative support in the EPA's development of profiles of NPS sectors (e.g., dairy, agriculture) to assist in developing strategies for addressing problems caused by the sectors. Sector profiles will be developed that document the: 1) economic and social significance of the sector (e.g., share of world market, exports, production, jobs, products), 2) ways in which the business of the sector is conducted across the nation (e.g., details regarding planting, harvesting, and processing of soybeans), 3) water quality problems caused by the sector (e.g., sediment and nutrient loads from conventional-till corn), 4) BMP for preventing water quality problems (e.g., no-till corn and nutrient management), and 5) opportunities for working with the sector to help solve its water quality problems, both in surface waters and in ground water.

2.2.4 Implementation issues related to point and NPS strategies.

2.2.4.1 Assess implementation issues related to point and nonpoint source strategies and provide recommendations to EPA. Provide technical, logistical and administrative support in the assessment and implementation of watershed-based strategies for controlling urban storm water, CAFOs, municipal, and industrial discharges, and recommend options to facilitate implementation of responsibilities under the National Pollution Discharge Elimination System (NPDES) at the state, local, and regional levels. This task will include support to effectively assess and track progress in the implementation of NPS controls, proposed as part of the TMDLs' Reasonable Assurance documentation. This task will also include support for EPA's management and administration of water quality planning programs under CWA sections 604(b), 303(e), 205(j) and 208 to further the assessment, protection, and restoration of watersheds. In addition, this will include technical assistance to the EPA concerning state grants procedures and program scope, analysis of environmental benefits and other outcomes of water quality planning activities, and support for implementation and/or revision of water quality management policies. All decisions and policy direction shall be the sole responsibility of the EPA.

2.2.4.2 Provide technical, logistical, and administrative support on the development of watershed plans to address waters that are threatened or impaired by nonpoint sources, and which may include point sources. The contractor may be asked to develop watershed based plans or modify existing watershed-based plans that both meet the TMDL requirements and the requirements for NPS watershed based plans listed in the EPA 2004 Supplemental 319 guidance. These watershed management or implementation plans may be associated with implementation of TMDLs or might address other threats to the physical, chemical, and biological integrity of the nation's waters. This would include support for the development and use of NPS models, other technical tools, and other implementation planning processes to assist in the implementation of NPS TMDLs.

2.2.4.3 Provide technical, logistical, and administrative support in the analysis and evaluation of the range of voluntary and regulatory approaches to pollution control, including the use of incentive systems to strengthen such efforts. Technical assistance regarding the use of incentive systems may include topics such as voluntary and regulatory incentives and other mechanisms, such as offsite mitigation schemes, to reduce the impacts of various land uses or development practices on receiving waters.

2.2.4.4 Provide technical, logistical, and administrative support to integrate the policies of other agencies and their programs (e.g., Farm Bill, Transportation Programs, and Grazing Reform) with the monitoring, assessment, and NPS programs. The types of support the contractor may provide include data analysis (e.g., economic and water quality analyses), graphics presentations (e.g., Geographical Information Systems (GIS) applications), legislative analyses, and meeting support.

2.2.4.5 Provide technical support in implementing TMDLs for point sources through NPDES permitting, including translating waste load allocations into permit limits or other allowable methods.

2.2.4.6 Provide technical, logistical, and administrative support to the EPA for effective and responsible water use, treatment, disposal, and management, and in encouraging the protection and restoration of watersheds under the NPDES program. Contractor support shall consist primarily of collecting, compiling, and/or analyzing data and information from files, records, and databases of the EPA, states, tribes, local authorities, and treatment facilities (including decentralized wastewater and stormwater facilities). The contractor shall provide recommendations, options, analyses, tool development, studies, peer review, database support, outreach material or training with regard to standards and requirements for compliance. All decisions and policy direction shall be the sole responsibility of the EPA.

2.2.4.7 The contractor shall provide technical, logistical, and administrative support for the EPA to address onsite stormwater and wastewater management systems (e.g., onsite wastewater treatment systems, low impact development stormwater systems, graywater systems, rainwater harvesting systems, water reuse systems) to reduce the impacts on receiving waters and restore impaired water bodies. Support will include analyses of water related codes and ordinances, "green building" approaches and water resources, landscape design (including sustainable landscaping/turf management) and architecture, groundwater recharge, hydrology and water balance (at both the site and watershed scale), green transportation systems (including roads, highways, bridges, parking lots, and alleys), and "water sensitive design" approaches. Such technical support may include quantification of benefits and costs, performance and effectiveness analyses, decision making tools, database assistance, economic analysis, case studies, and modeling to determine relative costs and benefits, as well as technical support regarding the treatment and differential use of water based on end use, treatment costs, and public health risk.

2.2.5 Coastal NPS Programs under Section 6217.

2.2.5.1 Evaluate state coastal nonpoint pollution control programs submitted to the EPA and the National Oceanic and Atmospheric Administration (NOAA) under the Coastal Zone Act Reauthorization Amendments (CZARA) of 1990 to determine their conformity with the technical § 6217(g) guidance.

2.2.5.2 Develop periodic "Coastal Coordinators Workshops" [names of workshops will vary from year to year], which will provide an opportunity for technology and information exchanges among states beginning to implement their own coastal NPS programs.

2.2.6 Best Management Practices summaries and evaluations under CZARA. Support EPA investigations of the effectiveness of BMP for agriculture, urban, forestry, hydromodification, on-site disposal systems, marinas, CAFOs/AFOs, and mining. The EPA currently has extensive documentation of BMP effectiveness through the coastal nonpoint pollution control program, or section 6217(g) guidance on management measures, but this information will require updates and expansion. The contractor shall perform literature retrievals, consolidate information, and provide summaries of the effectiveness and costs of BMP.

2.2.7 Evaluate existing State and Tribal CWA Section 319 assessment reports and management programs. Evaluate existing State and Tribal CWA Section 319 assessment reports and management programs to identify and clarify the need for technical and programmatic materials, tools, and guidance to strengthen Section 319 assessments and management programs. Evaluate monitoring programs to develop guidance and training materials for use with states and tribes on developing and implementing more effective NPS monitoring/assessment programs.

2.2.8 Database development, data analysis, and data presentation capabilities--ability to access and use Federal data. Provide support in database development, analysis, and presentation of data from various federal agencies, such as the U.S. Department of Agriculture, Department of Interior, and Department of Commerce. Data sources include, but are not limited to, the National Resources Inventory, Census, and National Water Quality Assessment. Analyses will identify areas of concern with regard to water quality problems, potential and existing NPS problems, and linkage of the two. National, water basin, state, and local-level analyses are all anticipated, as is presentation within a GIS environment.

2.2.9 Manage the Section 319 Grants Reporting and Tracking System (GRTS): The contractor will provide system enhancements and improvements to make documenting and reporting of grants implementation efficient and highly useful. The contractor will also ensure that the system works well, and it

is appropriately linked to the Web-RIT locational tool. The contractor will provide overall support to the GRTS in order to ensure proper operation and maintenance. (See also Section 2.5.5, Support the Section 319 GRTS.)

2.2.10 NPS Management Measures for Design, Operation, and Maintenance. Provide technical support in the design, operation, and maintenance of measures in the following areas. ***Note that the technical support work relative to the structures referenced below involves analysis and evaluation activities, and it does not include physical construction work, or actual performance of maintenance or operation of the structures.***

1. Dams and impoundment structures, and how they can affect surface water quality and habitat;

2. Channelization and channel modifications, and how they can affect surface water quality and habitat;

3. Constructed wetlands and vegetated filter strips--and how they can affect surface water quality and habitat;

4. Wetlands/riparian protection (particularly those restored for functional, as well as mitigative, purposes);

5. Structures and other measures related to treatment of nonpoint sources from agriculture, silviculture, urban development, mining, onsite wastewater treatment marinas and boating, and other sources of NPS pollution.

2.3 MONITORING PROGRAM AND DATA MANAGEMENT TECHNICAL SUPPORT

2.3.1 Monitoring Guidance and Technical Support

2.3.1.1 Provide monitoring support (i.e., ambient, point, and NPS) at relevant scales (i.e., assessment unit, watershed, state, regional, national) to the EPA and, via the EPA, to its partners (states, tribes, local governments, territories, and other entities) in the characterization of water resource condition(s), evaluation, or stressors; developing and refining water quality standards; development, revision and tracking of TMDLs progress towards meeting water quality standards; evaluate TMDL assumptions and effectiveness and/or other watershed-based controls. Perform actual water monitoring work on coastal, estuarine, and inland waters such as streams, rivers, lakes, ponds, reservoirs, and wetlands. For treatment of data, see Deliverables, Section 4.0; for Quality Assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.3.1.2 Provide technical and logistical support to the EPA for the development and implementation of monitoring guidance to support multiple program and environmental management objectives. Guidance should address requirements and needs outlined in the *Elements of a State Monitoring and Assessment Program*, such as appropriate network designs, indicators and methods, quality assurance, and data management. The above guidance is dated March 2003 (EPA 841-B-03-003) and can be found at: http:/water.epa.gov/type/watersheds/monitoring/repguid.cfm. Provide technical support for the development of cost-effective monitoring strategies for the EPA, States, Tribes, and local governments.

2.3.1.3 Provide technical, logistical, and administrative support of EPA efforts to work with monitoring partners outside the Office of Water and/or the Agency in collaborative monitoring, such

as surveys of the nation's waters, data sharing, improving method comparability, documenting method performance, developing tools for evaluating protection and restoration priorities, measuring progress toward program goals, and interpretation and reporting of information for use by the public and decision makers.

2.3.1.4 Develop information, procedures, and tools that facilitate the incorporation of multi-source considerations into water quality screening and planning/decision analyses.

2.3.1.5 Provide support in the assessment and development of local/public participation programs for water quality assessment.

2.3.1.6 Provide technical support for the development of cost effective monitoring strategies for gathering field data.

2.3.1.7 Provide technical support in the assessment, development, and implementation of water and watershed indicators and scorecards to measure progress toward water quality goals. Evaluate the roles and responsibilities of Federal, State/Tribal, and local governments in meeting objectives for point and NPS control. Develop reports and technology transfer tools to inform the public about progress toward water quality goals.

2.3.1.8 Provide technical support including user support, training, system development and maintenance for current and future monitoring and assessment data systems and their geospatial layers (e.g., STORET, ATTAINS, NHD).

2.3.1.9 Support EPA workshops and training on data systems and GIS applications, GIS data development, and technical guidance on GIS applications. The contractor shall develop training materials, conduct training sessions, and develop data layers associated with watershed-level and national-level analyses of water quality problems, including those related to nonpoint sources. The range of nonpoint sources will include agriculture, urban, forestry, hydromodification, on-site disposal systems, marinas, and mining.

2.3.2 EPA Volunteer Monitoring Program

Provide technical support to the EPA volunteer monitoring program, including supporting EPA in its promotion of volunteer monitoring as a component of state, tribal, local or regional watershed protection projects and community-based environmental programs; researching, evaluating, adapting, updating or developing volunteer monitoring methods; supporting volunteer program use of EPA's STORET data management system or follow-on data systems through the development of user guides or other educational tools; and writing and editing text for volunteer manuals, planning guides, fact sheets, and outreach materials.

2.3.3 Biological Assessment Program

2.3.3.1 Provide technical support for the production and development of national biological assessment protocols for a variety of water body types, including streams, rivers, lakes, ponds, reservoirs, wetlands, estuaries, coastal waters, and coral reefs.

2.3.3.2 Provide user technical support for all biological assessment protocols. This technical support includes building training modules and conducting workshops to disseminate information to state and local governments on the national biological assessment guidance documents; managing and analyzing state and

local government biological data sets on an as-needed basis; modifying national guidance to fit local environmental considerations; and performing biological surveys for the EPA to assist State and local governments and to test proposed national protocols.

2.3.3.3 Provide technical support for outreach activities for the EPA's biological program, including development of program highlights of case studies of bioassessment programs; development of program updates that track information on the use of biological data in state and local government water quality management programs; and development of additional outreach tools, such as display boards and brochures, that provide an overview of the EPA's biological assessment program. This will also include providing support to the EPA for state, regional, and national workshops.

2.3.3.4 Provide technical support for development of Tiered Aquatic Life Use guidance and implementation of case studies for all water body types, including workshops, meetings, and training.

2.3.3.5 Provide technical support for Bioassessment Comparability guidance, studies, and implementation, including workshops, meetings, and training.

2.3.3.6 Provide technical support for development and implementation of the Reference Condition Guidance document. Support includes case studies, workshops, meetings, and training.

2.3.3.7 Provide support to EPA for state, tribe, and local government monitoring of best reference sites, particularly those that may be threatened by future development.

2.3.3.8 Provide technical support to investigate and assess new innovations in bioassessments including DNA bar-coding of biota and new ways of analyzing data (i.e., statistical, graphics, and modeling approaches).

2.3.4 Geographic Information Systems (GIS).

Provide technical support in the application of spatial data and spatial analysis technologies, including GIS, to the Office of Water's (OW) integrated watershed protection initiatives. This support requires a multidisciplinary approach, including traditional computer skills combined with earth, physical, and environmental sciences, cartography, remote sensing, etc. It entails the full complement of project-related roles from project manager to spatial analyst. It requires the knowledge of spatial data (hydrology, land use, soils, wetlands, demography, habitat, etc.) and traditional spatial analysis techniques, including network analysis, buffering, polygon overlay, and proximity analysis. It includes the integration of environmental modeling techniques, such as fate-and-transport and dilution models. Products include interactive applications, paper maps, and the spatial data upon which they rely. These spatial analysis applications are intended to support OW programs at the EPA headquarters, the EPA regions, and with OW's external partners, including state and local governments. For treatment of data, see Deliverables, Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.3.4.1 Manage spatial data for use in spatial analysis applications. Provide effective spatial data management, including addressing the identification of data needs, inventorying available data, acquisition or development of priority data, preparation of data into a ready-to-use format, storage and delivery for use in desktop and Internet-based applications, and maintenance and archiving.

2.3.4.2 Provide quality assurance checks on an as-needed basis as new data sets are evaluated and implemented. Data quality descriptors shall be recorded consistent with Federal and EPA standards, e.g., Federal meta-data standard, EPA Locational Data Standard.

2.3.4.3 Develop spatial analysis applications. Spatial analysis applications development entails the identification of user application needs, as well as application design, implementation, testing, and delivery. Once applications are delivered, technical support, training, and maintenance will be required.

2.3.4.4 The outputs from these applications shall be incorporated in demonstrations or briefing materials, including maps, data characteristics, and findings.

2.3.5 National and State Assessment Data Base (ADB).

The Assessment Data Base (ADB) is a software package created by the U.S. EPA to manage state water quality assessment and related information. Although the ADB is designed for managing water quality assessment programs, it is not intended to store or analyze raw monitoring data. The ADB facilitates state preparation of the report of water quality status required by Sections 305(b) and 303(d) of the CWA and the tracking of actions (i.e. TMDLs, watershed plans) to restore impaired waters. ATTAINS (Assessment, TMDL Tracking And Implementation System) is the national compilation of state-provided ADB systems (www.epa.gov/waters/ir).

An assessment unit may be any discrete hydrologic entity, as defined by each state, which is useful for assessment and management purposes. All information in the ADB is tied to an individual geographically defined assessment unit and each individual use assessment within each unit is given a unique assessment date. State-wide or watershed-wide probability based assessment results may also be recorded in the ADB. States may modify the ADB to address information management needs of particular interest; states can add new data elements and utilize optional fields on many existing data elements.

Some key elements are tracked for each water body:

- Water quality status: measures of quality such as the extent to which designated uses are fully supported, not supported, or not assessed.
- Causes: the types of pollutant or pollution causing water quality problems, e.g. Nitrogen, Atrazine, or siltation.
- Sources: the types of point or nonpoint sources responsible for the pollution, e.g., municipal treatment plants, agricultural runoff, or acid rain.
- Total Maximum Daily Loads: the specific allocations (Waste Load Allocations (WLAs) by facility & Load Allocations (LAs) by sector) of the TMDL developed to bring the water body back into water quality standards attainment.

For all tasks involving software development, the process employed will comply with industry standards including the requirements documentation, design documentation, and testing. Agency standard tools, technology and procedures (i.e. Enterprise Architecture), should be employed.

2.3.5.1 Provide a customer support function to any user of the ADB or other EPA-developed mechanisms for state assessment data submission.

2.3.5.2 Provide support in defining water bodies (i.e., georeferencing) and digitizing them to provide map layers depicting the water bodies. These overlays will be compatible with Esri software, the Agency's GIS standard. For treatment of data, see Deliverables Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.3.5.3 Add data elements directly to the ADB system for either State or EPA personnel.

2.3.5.4 Maintain and modify, as appropriate, full user and system documentation of the ADB system, or other EPA-developed mechanisms for state assessment data submission, in accordance with EPA System Life Cycle standards. This documentation shall be available within three days of request.

2.3.5.5 Conduct training seminars based on technical guidance provided in task orders.

2.3.5.6 Maintain a copy of each version of the system. The contractor shall always have the latest version available. The TOPO and contractor will determine if any particular change to the current version represents a new release, a new version, or only an enhancement.

2.3.5.7 Maintain an on-line change control log of all changes, additions, or modifications to the ADB, or other EPA-developed system for state assessment data submission.

2.3.5.8 Translate state data into ATTAINS. Ensure that common formats enable national aggregation of information.

2.3.5.9 Make changes to online reports as per direction from the TOPO to ensure seamless access to all information on assessment decisions, impaired waters, and TMDLs to support Strategic Plan measures and public access. Web services should be utilized where appropriate.

2.3.6 Integrated Water Quality Assessment (305(b) and 303(d)) of the CWA

2.3.6.1 Integrated Water Quality Assessments (Sections 305(b) and 303(d)). Provide technical support to EPA in preparing the text, layout, and graphics for the National Water Quality Inventory Report and related summary documents and presentations, including Internet-accessible materials.

This technical support may include, but is not limited to:

1. Extracting water quality assessment data from state/tribal/ territorial water quality assessments;
2. Compiling additional data from other sources including, but not limited to, NOAA and USGS;
3. Maintaining and updating data in an electronic data base;
4. Performing quality control checks on data;
5. Analyzing and summarizing data;
6. Reviewing and summarizing state reports and other supplemental materials as necessary;
7. Providing technical assistance to the EPA to facilitate submissions by states, territories, and tribes of clear, properly formatted, and accurate 305(b) reports to the Agency (including support to facilitate submission of electronic information to the EPA);
8. Drafting text and creating graphics, including maps, to present the information requested in the Integrated Water Quality Monitoring and Assessment guidance;
9. Preparing materials for publication via hard copy and electronic media.

2.3.6.2 Provide technical, analytical, editorial, and document preparation support to the EPA in the development and revision of guidance and related supplements for states, territories, and tribes on the preparation of water quality assessments and integrated 305(b) and 303(d) reports. Provide technical, analytical, and logistical support to any future Integrated Report Workgroups. Support may include, but is not limited to:

1. Logistical support to the workgroup, including schedule and location of meetings, note taking and preparation of meeting summaries;
2. Technical and analytical support, including literature searches and related research, data collection and evaluation, and preparation of issue papers;
3. Editorial support in drafting and preparing guidance document text, layout, graphics, and camera-ready copy; preparing camera ready copy of reports to Congress and other related summary documents.

2.3.6.3 Provide technical and analytical support to the EPA and its partners to support 303(d) list and Integrated Report development for specific states, territories and authorized tribes. Potential activities could include: 1) analysis of data as a basis for placing waters on the §303(d) lists; 2) recommendations on listing methodologies for or evaluation of listing approaches used by states and territories; 3) review for technical sufficiency the 303(d) lists submitted by states, tribes, and territories; and 4) general technical analysis to provide information that is necessary to defend or settle lawsuits.

2.3.7 Reports to Congress. Provide technical support to the EPA in its preparation of reports to Congress under The Water Quality Act (WQA) of 1987; the Coastal Zone Act Reauthorization Amendments of 1990; and other laws related to the Nonpoint Source Program.

2.4 HEALTHY WATERSHEDS INITIATIVE SUPPORT

2.4.1 Provide technical and administrative support for the development of Healthy Watersheds Program Guidance. This includes assisting the EPA in the development of EPA Regional, state and tribal Healthy Watersheds Strategies, integrating healthy watersheds protection into EPA programs and guidance, and the development of Healthy Watersheds Initiative measures.

2.4.2 Provide technical support to the EPA and, via the EPA, to states and tribes for the development of Healthy Watersheds assessments. This support requires a multidisciplinary approach with expertise in general ecology and ecosystem science, landscape ecology, aquatic biology and habitat, chemistry (in the context systems ecology), hydrology (both groundwater and surface water), fluvial geomorphology, geology (including soils science), and atmospheric science. These assessments, at various spatio-temporal scales, include landscape ecology (e.g., green infrastructure), instream flow, groundwater quality and transport, lake-level variation, fluvial geomorphology and processes (including sediment transport), habitat and biology, water chemistry and physical characteristics, and integrated healthy watersheds assessments of all of the above. (http://water.epa.gov/polwaste/nps/watershed/hw_techdocument.cfm).

2.4.3. Provide technical support for the development of information, tools, and methods for both integrated healthy watersheds assessments and programs that protect healthy watersheds for implementation by states, tribes, local governments, and other organizations. This information, tools, and methods should capture both the integration of biota, habitat, watershed functions and processes occurring over different spatio-temporal scales that recognizes the dynamics of aquatic ecosystems and their interconnectivity in the landscape, and the protection and management of healthy watersheds at various spatio-temporal scales. Evaluate the roles and responsibilities of Federal, State/Tribal, local governments and

other organizations in protecting healthy watersheds. Support the EPA in assisting states and tribes in their development of healthy watersheds programs that coordinate and leverage programs and resources across the agencies/organizational elements and with other stakeholders to protect healthy watersheds using a systems approach (http://water.epa.gov/polwaste/nps/watershed/hw_techdocument.cfm).

2.4.4. Provide technical support for the development of Healthy Watershed indicators to measure progress towards protecting healthy watersheds and support listing and spatial displays of healthy watersheds. This includes providing technical support to the EPA and on EPA's behalf, to the states and tribes in developing a national framework that provides consistency in its approach (e.g., definition of a healthy watershed and healthy watershed assessment components (http://water.epa.gov/polwaste/nps/watershed/hw_techdocument.cfm)), but flexibility in methods, indicators, and spatial and textual communication displays. Contractors cannot provide services to the states and tribes except on the Agency's behalf.

2.4.5. Provide technical support for the development of information on economic and social benefits and cost savings of protecting healthy watersheds by preservation, sustainable management or conservation, and implementing EPA and other programs. This support requires expertise in social sciences and economics related to ecological benefits and services and the ability to develop this information in multiple forms (e.g., sound bites, management briefings, etc), for various audiences such as citizens, local governments, businesses, states, federal agencies, professional organizations, and other organizations.

2.5 GENERAL PROGRAM SUPPORT

2.5.1 Workshop and meeting logistics support. Provide administrative support in the planning and execution of workshops, training sessions, symposia, webcasts, webinars, and meetings related to this PWS and related task orders. This task requires the contractor to provide support in: (1) site selection; (2) meeting logistics, including arranging conference facilities, lodging, audio-visual needs, and registering participants; (3) preparing announcements and advance information for attendees; (4) soliciting attendees and papers, and inviting speakers to make presentations; (5) provision of logistical support for speakers and scientific or technical experts who directly contribute to the requirements of specific contract/task order performance; (6) planning meetings, and clerical preparation of EPA-developed workshop or meeting agendas; (7) developing workshop materials for all participants, including shipping technical materials for the workshops; (8) workshop evaluations; (9) on-site management, including registration support; (10) workshop facilitation; and (11) preparation of minutes, summary reports, and proceedings documents.

2.5.2 Provide watershed educational and outreach support. Provide watershed educational and outreach support in the form of workshops targeted at Federal, State, and local agency personnel, as well as involved citizens and watershed stakeholders. The execution of these educational seminars includes general workshop support, as described in the preceding paragraph, plus organizing workshops, delivery of training materials/modules, and post-workshop evaluations. The development of watershed focused outreach and educational materials for use in workshops and/or to be made available to the Agency as stand-alone materials and guides for distribution to the public, including web posting, is also required. These materials could cover topics including: techniques and approaches for delivery of effective outreach/educational programs, methods to improve stakeholder involvement, techniques to effectively evaluate outreach programs, and other relevant topics to enhance outreach programs at the watershed level.

2.5.3 Internet and Public Education. The contractor shall support the Agency's efforts to develop effective outreach materials and program information for use on the Agency's Internet/World Wide Web site and for distribution to the public at conferences and other venues. The contractor shall maintain and enhance current EPA Internet sites that focus on watersheds, and provide information and data on watershed management programs to the public. The contractor shall also have access to editors, graphic artists, and multimedia experts that can develop outreach strategies, displays, fact sheets, other publications, on-line modules, and videos/DVDs/PSAs to educate the public on key water/watershed issues and/or solutions that can be developed to support EPA outreach efforts.

2.5.3.1 Maintain and enhance current EPA Internet Sites that focus on TMDLs, and provide information and data on TMDL waters; summaries of completed TMDLs; and the lists compiled by states, tribes, and territories of waters qualifying for TMDLs.

2.5.3.2 Catalog Data. Process, document, and track data sets. The contractor shall support the Agency's efforts to ensure appropriate data and metadata entered into the Environmental Information Management System (EIMS) online data catalog.

2.5.3.3. Support in maintaining existing watershed-related web sites and for designing new web sites. Support in conducting Webcasts and Webinars on a variety of watershed-related topics. Support in updating the Catalogue of Federal Funding for Watershed Protection and the Watershed Academy Web, which are both Oracle databases.

2.5.3.4 All materials published to the Web must be in compliance with Section 508 of the Rehabilitation Act of 1973, as amended regarding disabilities, in addition to being consistent with the EPA Web standards posted at: http://yosemite.epa.gov/oei/webguide.nsf/standards-guidance

2.5.3.5 GIS Analysis. Produce GIS displays and overlays of data for the monitoring and assessment, and related data systems, using arc GIS, the agency standard GIS software. For treatment of data, see Deliverables, Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

2.5.4 Graphics Support.

2.5.4.1 Produce camera-ready art work (in either hard-copy or computer file format) and graphics that clarify and enhance EPA documents (manuals, brochures, and reports).

2.5.4.2 Provide editorial support, develop graphics and text materials for educational publications, and develop scripts used in educational and technical videos. The contractor shall also support the Agency's efforts to design and produce new videos on topics related to watershed protection, assessment, and restoration.

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2.5.5 Support the Section 319 GRTS. The contractor will provide support to ensure graphic components of reports from GRTS are prepared in a cost-effective and efficient manner, and they are highly useful. All deliverables will be furnished to the TOPO in electronic formats that are supported (i.e., PDF) and can be edited (i.e., Word, Excel) by the EPA. (See also Section 2.2.9 Manage the Section 319 Grants Reporting and Tracking System (GRTS) and Section 4.0, Deliverables).

2.5.6 Translation Support.

Provide document translation. Unless otherwise specified, the translations should be in the standard language of the language being translated. For example, standard Spanish is one without regionalisms. There are some expressions that may be easily misunderstood in one country versus another. As with any other foreign language translation, content must be peer reviewed for accuracy.

2.6 Quality Assurance (QA) Requirements

2.6.1. General Quality Assurance/Quality Control Support

The contractor shall provide technical support in accordance with Agency guidance and requirements for Quality Assurance/Quality Control (QA/QC) to ensure that the analytical results and other data provided in all task orders issued under this contract are of known quality for regulation development or other specified data use(s). General information on EPA's Standard Operating Procedures (SOP) for QA/QC can be accessed in the following documents: **http://epa.gov/quality/faq7.html, http://epa.gov/quality/qs-docs/g6-final.pdf.**

The contractor shall ensure that the data provided for all task orders issued under this contract meets the data quality objectives that will be developed for each task order's Quality Assurance Project Plan (QAPP) (reference: *EPA Requirements for Quality Assurance Project Plans,* U.S. EPA Quality Assurance Management Staff), **http://www.epa.gov/QUALITY/qa_docs.html#.** For purposes of this PWS, "data" is broadly defined. Environmental data include any measurements or information (both primary data and existing data) that describe: environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. This includes models; databases/IT systems; literature; software that impacts environmental data; and economic and statistical analyses. The contractor shall follow all Agency QA/QC guidelines associated with data collection and data management, including the EPA **OW Quality Management Plan (QMP)** (EPA 821-R-09-001) published in February, 2009, http://www.epa.gov/oamcinc1/1100002/attach9.pdf.

The contractor shall provide support in the development of techniques for implementing the OW QMP within the EPA Office of Wetlands, Oceans, and Watersheds (OWOW). This shall include: support in analysis of QA/QC needs conforming to the areas defined in the **OW QMP** (EPA 821-R-09-001); http://www.epa.gov/oamcinc1/11/00002/attach9.pdf ; ANSI/ASQC E4; application of operational analysis techniques, Plan Do, Check, Act quality life cycle principles and approaches for continuous improvement, and Total Quality Management (TQM) approaches to analyzing environmental tasks to ensure quality and effectiveness; and, assistance in defining and implementing more effective approaches for the areas defined in the OW QMP. These areas cover complete systems development, such as watershed management approaches to specific technical, environmental, and economic data and information. Accordingly, analysis and implementation support will range from total systems through development of data quality objectives to establishment of controls for, and assessment of, confidence levels for environmental and related economic data.

The types of services to be provided under this work area include:

2.6.1.1. The contractor shall anticipate receiving task orders to provide quantitative as well as qualitative review of all analytical data generated by sample analysis, with the emphasis on quality control. All of this work shall be performed by individuals who are independent of the analytical data generation effort. Work may include the review of data from a variety of analytical techniques. These data include economic and statistical data, as well as chemical, physical, biological, and other environmental quality parameters

including, but not limited to: data from gas chromatography, gas chromatography/mass spectrometry, gas chromatography/Fourier transform infrared spectroscopy, high performance liquid chromatography, inductively coupled plasma emission spectroscopy, atomic absorption spectroscopy, and real-time quantitative polymerase chain reaction (qPCR) platforms; enzyme-linked immunosorbant assay (ELISA), and diatom, fish and benthic macro invertebrate identification and enumeration. For an example of constituents that are analyzed using some of the aforementioned techniques as a part of the 2010 National Coastal Condition Assessment (NCCA) see Attachment A, Table One: "Analytes Measured in 2010 National Coastal Condition Assessment".

2.6.1.2. The contractor shall anticipate receiving task orders to provide: evaluations of the performance of analytical methods; and, recommendations for necessary modifications/deviations for complex matrix sample analysis in support of EPA sampling activities.

2.6.1.3. The contractor shall anticipate receiving task orders to develop and evaluate QA/QC limits for new methods; and, instrument parameters, and to evaluate new research and innovative practical applications for potential use in the laboratory and in field efforts. The contractor shall, based on its thorough knowledge and understanding, provide technical support in developing and documenting technical requirements for analysis, performance specifications, and reporting requirements, and prepare deliverables necessary to meet the goals and objectives of EPA studies that require laboratory analysis, and field measurement and analysis.

The contractor shall support the EPA in researching and developing appropriate measurement procedures, for traditional methods used by laboratories, *in situ* probes, and new innovations and novel applications. The contractor shall anticipate requests for support for: measurement procedures for methods that can be used in the field, determination of probable biases, identification of sources of error due to methods used for measurement, and developing recommendations for modifications to minimize error.

2.6.1.4. In order to document the ability of laboratories to perform the required analysis, the contractor shall anticipate receiving task orders to compile and report laboratory performance data, such as quarterly performance evaluation samples, blind samples, and laboratory audits. The contractor shall support EPA in conducting laboratory on-site audits, and paper audits of analytical laboratories, as well as studies prepared by contract laboratories. The contractor shall coordinate its on-site visits with the laboratory personnel and EPA staff. When conducting on-site audits, contractor personnel must be accompanied by an EPA employee, and wear identification badges that clearly identify them as contract employees.

2.6.1.5. The contractor shall anticipate receiving task orders to assemble information and prepare reports on QA/QC to include, but not limited to, issues related to the EPA's environmental data collection activities.

2.6.1.6. The contractor shall anticipate receiving task orders to provide technical support (*e.g.*, recommendations to the Agency on water quality modeling) to the TOPO on QA/QC activities required by Agency policy. These efforts may include the preparation of QA/QC manuals and reports, QA/QC guidance and training materials, and other QA/QC assistance.

2.6.1.7. The contractor shall support Agency efforts to implement Quality Assurance policies, guidance, and requirements. This may include supporting individual TOPO in the organization and conduct of QA/QC training activities, meetings, conference calls, and webinars.

2.6.2. QUALITY MANAGEMENT PLAN (QMP).

The contractor shall have an approved QMP that conforms to Agency QA/QC procedures, and ANSI/ASQC E4, and is customized relative to the performance activities under this PWS. Information on EPA requirements for the Quality Management Plan can be accessed at the following URLs:

http://www.epa.gov/quality/qmps.html ;

http://www.epa.gov/quality/qs-docs/r2-final.pdf or *[EPA Requirements for Quality management Plans (QA/R-2)* (PDF 30pp, 86k) –March 2001; and

(Reissued May 2006), EPA/240/B-01/002. Reissue Notice (PDF 2pp, 91K). This document contains specifications for organizations that receive funding from the EPA (equivalent to those in EPA Manual 2105-P-01-0).

The offeror's QMP and general approach for implementing QA requirements in the PWS may become part of the public record at time of the contract award. Any subsequent updates and revised versions of the approved QMP are also subject to public release. If the Offeror feels the QMP should remain proprietary, then upon receipt of a final contract in response to this solicitation, the Offeror will be required at the Offeror's expense to prepare a version of the QMP and furnish it to the EPA that the EPA may make publicly available.

2.6.3. QUALITY ASSURANCE PROJECT PLAN (QAPP)

In many, but not all, task orders, there will be a requirement in the TO PWS for the contractor to support the preparation of a QAPP. Consistent with EPA Quality Manual for Environmental Programs, CIO 2105-P-01, which can be accessed at: http://www.epa.gov/irmpoli8/policies/2105P010.pdf, a QAPP is usually required when data is generated to be used to make an agency decision, whether the data are derived from monitoring, sampling, analysis, modeling, existing data, or literature.

The QAPP will be specific to the individual task order, and it must be reviewed and approved by the appropriate EPA Quality Assurance Officer (QAO) prior to the contractor incurring any billable costs for portions of the task order which contain QA/QC related actions.

EPA policy requires that the QAPP be reviewed and approved by the EPA TOPO and by the appropriate EPA QAO. This review is to ensure that the QAPP contains the appropriate content and level of detail. Previously-approved QAPPs that do not specifically address the particular TO at issue will require editing and resubmission for approval, and those portions that do not apply to the TO must be deleted from the QAPP.

Any QAPP that is approved by the appropriate EPA QAO for a task order awarded under this contract will be considered by the EPA to be available in the public domain and may be distributed by the EPA to the public.

When contractor support for preparation of a QAPP is requested in the PWS of a Task Order, the QAPP will be prepared in accordance with the contract-specific QMP described in Section 2.6.2 of this PWS, and in accordance with the following:

EPA Requirements for Quality Assurance Project Plans (QAPP) (EPA QA/R-5)
http://www.epa.gov/quality/qs-docs/r5-final.pdf ; and

The Office of Water Quality Management Plan, (EPA 821-R-09-001) published in February, 2009, http://www.epa.gov/oamcinc1/1100002/attach9.pdf.

For task orders issued under this contract that request contractor support for preparation of a QAPP, the deliverables shall be furnished to the Contracting Officer (CO) and TOPO) in electronic form in both a word processing file and a PDF file.

2.6.3.1 Unless otherwise specified in any individual TO, the contractor will be expected to support the TOPO in preparation of QAPP deliverables for approval by the appropriate EPA QAO for any or all of the following:

2.6.3.1.1 When modeling is requested in the PWS of an individual TO, the contractor shall support the TOPO to develop a modeling QAPP that will be applicable solely to the activities requested in that TO. The contractor shall submit the QAPP to the TOPO. The QAPP will be reviewed and approved by the TOPO and by the appropriate EPA QAO to be specified by the TOPO.

2.6.3.1.2 The modeling QAPP shall conform to **EPA G5/M** (December 2002, EPA/240/R-02/007 (**http://www.epa.gov/QUALITY/qs-docs/g5m-final.pdf**). Modeling work cannot begin under any individual TO until the TO-specific QAPP is approved by the EPA. As referenced above in Section 2.6.3, a QAPP is usually required when data are generated to be used to make an agency decision, whether the data are derived from monitoring, sampling, analysis, modeling, existing data, or literature.

2.6.3.1.3 When monitoring is requested in the PWS of an individual TO, the contractor shall support the TOPO to develop a monitoring QAPP that will be applicable to the activities requested in that TO. The contractor shall submit the QAPP to the TOPO. The QAPP will be reviewed and approved by the TOPO and by the appropriate EPA QAO to be specified by the TOPO.

The monitoring QAPP shall conform to the EPA's QA guidance for a sampling QAPP **(http://www.epa.gov/QUALITY/qs-docs/g5s-final.pdf).** As mentioned previously, a QAPP is usually required when data are generated to be used to make an agency decision, whether the data are derived from monitoring, sampling, analysis, modeling, existing data, or literature.

2.6.3.1.4 When the generation of GIS data is requested in the PWS of an individual TO, the contractor shall comply with the QA guidance for GIS data (QA/G-5G, **http://www.epa.gov/QUALITY/qs-docs/g5g-final.pdf**). Depending upon the modeling techniques, data resolution, data consistency, software applications, and other characteristics, in lieu of the G-5G, the Digital Elevation Module (DEM) and National Elevation Dataset (NED) will most likely provide a generalized depiction of landforms, especially in areas of moderate topographic variations or flat areas. For this reason, delineations based on DEM and NED need to be independently checked on 1:24,000 Digital Raster Graphics (DRGs) and reviewed closely by the contractor prior to finalizing any QAPP deliverable involving GIS data. A detailed description of the source elevation model must be documented in the metadata. Consistent with EPA's QA/G-5M, such procedures must be included in the QAPP.

The contractor shall submit the QAPP to the TOPO. The QAPP will be reviewed and approved by the TOPO and by the appropriate EPA QAO to be specified by the TOPO.

2.6.3.1.5 When the performance of community-level biological assessments in wadable streams and rivers is requested in the PWS of an individual TO, the contractor shall follow the guidance in: "***Generic Quality Assurance Project Plan Guidance for Programs Using Community Level Biological Assessment in Wadable Streams and Rivers***" (EPA Number: 841-B-95004 – http://www.epa.gov/bioiweb1/pdf/EPA-841-B-95-004GenericQualityAssuranceProjectPlanBioassessment.pdf).

The contractor shall submit the QAPP to the TOPO. The QAPP will be reviewed and approved by the TOPO and by the appropriate EPA QAO to be specified by the TOPO.

2.6.3.1.6 Except where specifically delegated, all QAPP's intended for the performance of work under individual TOs that are prepared by non-EPA organizations must, prior to implementation, be approved by the TOPO and by the appropriate EPA QAO to be specified by the TOPO.

2.6.3.2 All QAPPs shall be implemented as approved for the intended work.

2.6.3.3 The prime contractor shall ensure that all parts of the organization performing the work, including subcontractors, are responsible for implementing the QAPP that has been approved by EPA for each individual TO, and for ensuring that all personnel involved in the work have copies of the approved QAPP, along with all other necessary planning documents.

2.6.3.4 The prime contractor shall ensure that all personnel in the contractor's organization, including subcontractors, who are involved in each individual TO, understand the requirements prior to the initiation of data-generation activities (including generation or interpretation of environmental data using modeling techniques).

2.6.3.5 The prime contractor must ensure that all personnel, including subcontractors, who develop and review a QAPP involving model development or application have the proper experience and educational credentials to understand the relevant issues.

2.6.3.6 QA Considerations when Technical Direction or TO Modifications are Issued :
Because of the complex and diverse nature of environmental data operations, changes to the PWS in individual TO, including revisions to methods or objectives, are sometimes required. If a modification to a TO issued by the EPA CO or Technical Direction issued by the TOPO warrants a change in protocols related to QA/QC, the QAPP must be modified to reflect the change. The contractor will be expected to furnish technical support to the TOPO to prepare changes to the QAPP, which then must be approved in writing by the EPA prior to the contractor incurring further billable costs related to QA/QC activities in the PWS.

According to EPA policy, a revised QAPP must be reviewed and approved by the same EPA authorities that performed the original review.

For those TOs where the PWS involves data collection and/or analysis, the contractor must not make any procedural changes to the methods for data collection or analysis, or to other activities involving QA/QC until a revised QAPP is prepared, furnished to the EPA for review, and approved in writing by the EPA. The contractor shall identify such changes to the TOPO when the contractor furnishes to the TOPO any proposed revisions to the QAPP for EPA review and approval. The TOPO will evaluate any proposed changes to the procedures, and review all proposed revisions to the QAPP.

The TOPO will determine if the proposed changes affect the technical and quality objectives of the TO. The TOPO will assess whether the proposed procedural changes have quality impacts, and whether the proposed revisions to the QAPP are sufficient to meet the objectives of the TO. The TOPO will then make a recommendation about the procedural changes and the proposed QAPP revisions to the EPA QAO. The changes to procedures involving data collection and analysis can be implemented by the Contractor only after the EPA QAO has approved in writing the revisions to the QAPP.

For those TOs where the PWS involves modeling, the contractor must not make any procedural changes until a revised QAPP is prepared, furnished to EPA for review, and approved in writing by EPA. The contractor shall identify changes to the TOPO when the contractor furnishes to the TOPO any proposed revisions to the QAPP for EPA review and approval. The TOPO will evaluate any proposed changes to the procedures, and review all proposed revisions to the QAPP. The TOPO will determine if the proposed changes affect the technical and quality objectives of the TO. The TOPO will assess whether the proposed procedural changes have quality impacts, and whether the proposed revisions to the QAPP are sufficient to meet the objectives of the TO, and make a recommendation about the procedural changes and the proposed QAPP revisions to the EPA QAO. The changes to the modeling procedures can be implemented by the Contractor only after the EPA QAO has approved in writing the revisions to the QAPP.

2.6.3.7 Quality Assurance Progress

When an approved QAPP is in place for any TO issued under this contract, the contractor shall be required to include Statements of Quality Assurance Progress in the contractor's monthly progress reports from the time of QAPP approval until the Final Deliverable necessitating the QAPP is accepted by the EPA.

The contractor shall also furnish a Quality Assurance Report (QAR) for review and approval by the TOPO. This report is intended to be a post-effort reporting to the EPA, which documents the contractor's QA/QC of the technical effort to produce a defensible deliverable. The contractor can anticipate including the QAR with other deliverables of the TO, and the contractor will follow a format for preparing the QAR which will be specified by the TOPO in the PWS of the individual TO.

2.7 Peer Review

The contractor, pursuant to a written TO approved by the CO, shall provide one or more recognized, independent peer-reviewers who will provide impartial evaluations of work products within the scope of that TO. This may also include conducting a blind or anonymous peer review. When conducting peer reviews, the contractor shall follow the EPA's Science Policy Council Handbook on *Peer Review, 3rd Edition,* (EPA 100/-B-06/002) (2006) and Addendum (2009). The handbook can be found electronically at the EPA website (**http://www.epa.gov/peerreview/**). In addition, the contractor shall complete the checklist provided as Attachment 3 of the solicitation for all peer review task orders. The contractor shall discuss coordination, including the specific charge, of peer reviews with the TOPO pursuant to an approved TO. Peer review services may be required to support work products encompassing, but not limited to:

- scientific and technical reviews;
- scientific assessments;

- guidance documents;
- Healthy Watersheds Assessments;
- Healthy Watersheds technical approaches;
- scientific and research proposals;
- various statistical methodologies;
- social and anthropological science approaches;
- aquatic ecosystem monitoring quality assurance project plans
- laboratory sampling plans and protocols, results, assessments, and reports;
- air and water modeling and modeling approaches;
- technical approaches and modeling used to develop and evaluate TMDLs;
- BMP measures, guidance, and tool development;
- water quality and wetland trading practices;
- watershed planning tool development and watershed plans;
- nonpoint source pollution control engineering approaches;
- low impact development effectiveness studies; and
- wetland monitoring, mitigation, and restoration plans.

There are two types of peer reviews that may be performed under the resulting contract: scientific/technical peer reviews, and editorial peer reviews. Scientific and technical peer reviews are conducted by individuals having scientific and/or technical expertise in disciplines relevant to the subject matter being reviewed.

Scientific and technical peer reviews (1) ensure that the most important literature has been reviewed, and the review has stated the scientific evidence correctly; (2) ensure the use of the scientific and technical evidence in developing a new theorem or supporting an existing theory; and (3) may include scientific and technical analysis, whereby the end-product may be unknown, and the review provides the best plausible scientific explanation of what is expected.

Editorial peer reviews are used to (1) correct punctuation, grammar, and spelling errors; (2) ensure that all text references are cited and listed correctly; and (3) ensure that the correct text format and scientific nomenclature have been used.

An independent peer reviewer is an expert who is not associated with the generation of the specific work product that is the subject of the peer review, either directly or by substantial contribution to its development or indirectly by consultation during the development of the specific work product. Independent peer-reviewers are required to declare whether or not they have any conflicts of interest. Peer reviewers shall: 1) have scientific expertise that bears on the subject matter under discussion; 2) be free of real or perceived conflicts of interest; and 3) represent a balanced range of technically legitimate points of view and disciplinary mix. The contractor shall provide high quality peer review services in a variety of scientific and engineering fields and disciplines. Individual peer reviewers shall have expertise, national and/or internationally, in the fields of aquatic and landscape ecology; ecological risk assessment including statistical, economic, and regulatory impact analysis; aquatic chemistry; social and anthropologic sciences; and aquatic hydrology and engineering.

3.0 Special Conditions.

3.0.1 The contractor shall supply all necessary labor, materials, equipment and facilities in technical support of the program areas listed herein, and as further specified by written TOs issued by the CO. The

contractor shall perform multiple task orders concurrently. For treatment of data, see Deliverables Section 4.0; for quality assurance, see Quality Assurance (QA) Requirements, Section 2.6.

3.0.2 The contractor staff will be required to identify themselves as contractors whenever their EPA work brings them in contact with the public (such as when they are providing technical information or conducting training and conferences). Contractor staff must always wear contractor ID badges when interacting with the public.

3.0.3 When serving in either a technical or logistical support role at conferences and workshops, contractor staff shall only attend sessions that are relevant to their role in support of the proceedings. When the contractor is to conduct training, the EPA will review and approve all materials and courses before presentation, ensuring the training material is factually accurate, and clear in its presentation of the EPA's views, policies, and regulations.

3.0.4 Timely Progress Reports.

The contractor shall submit progress reports to the TOPO concurrent with its invoicing schedule. Progress reports must reflect contractor activity within the same time frame as the invoice being submitted by the contractor for payment consideration.

3.1 Compliance with information technology requirements

3.1.1 All work performed under this contract shall adhere to the clause EPAAR 1552.211-79 "Compliance with EPA Policies for Information Resources Management", which requires adherence to all applicable Agency directives for performance of any IRM-related work.

3.1.2 All contractor work shall be in compliance with pertinent Federal and EPA information processing and telecommunications standards and procedural guidelines. The contractor shall also comply with the Federal Information Processing and Standards (FIPS), published by the National Institute for Standards and Technology (NIST). The contractor shall also comply with the EPA's technical and operational standards as issued by its technology services organizations. The contractor shall observe the policies, procedures and formats described at the sources in Attachment B, Table Two,"Directives for Performance of IRM-Related Work".

3.2 IRM Policies, Standards and Procedures [http://www.epa.gov/irmpoli8/policies/index.html].

All contractor work shall be in compliance with the 2100 Series (2100-2184) of the Agency's Directive System, which contains the majority of the Agency's IRM policies, standards and procedures.

3.3 Registry of Environmental Applications and Data (READ). http://www.epa.gov/epahome/data.html

A contractor developing or enhancing an information resource shall first conduct a thorough search of existing information resources, through means such as READ, to ensure development/enhancement of information resources does not duplicate existing information resources. If potential duplication is determined, the contractor shall consult with the EPA TOPO to ensure that existing information resources are optimally utilized in conjunction with the information resource being developed/enhanced by the contractor. For any development/enhancement of information resources, the contractor shall work with the EPA on inserting/updating the resource description information in READ.

3.4 Data Standards and Environmental Data Registry (EDR).
(http://iaspub.epa.gov/sor_internet/registry/sysofreg/home/overview/home.do)

Any development/enhancement of information resources (information resources include systems, databases, and models/web applications that utilize information in the OW systems and databases), as well as any data products flowing to or from EPA information resources, must adhere to the data standards detailed in the EDR.

3.5 Monitoring information in STORET and follow-on data systems
(http://www.epa.gov/storet/)

Any ambient water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of any contract, grant, or cooperative agreement activities must be entered into STORET or its follow-on data systems and be made available to the EPA in a compatible format. The contractor shall use its own company name as the entity for data collected by the contractor when entering its data. The contractor shall report quality control of the data upload to the EPA.

3.6 National Hydrography Dataset (NHD) Indexing (http://www.epa.gov/waters/).

Data related to OW programs that is required to meet the EPA Latitude/Longitude Standard shall also be indexed to the NHD, using EPA OW standard formats available on the Watershed Assessment, Tracking & Environmental Results (WATERS) website. Exceptions include groundwater data and data related to points greater than two miles from the United States coastline. The WATERS website describes the EPA tools and training that are available for NHD indexing.

3.7 Web Standards

All software (including web pages) development shall be done in consultation with the TOPO according to functional requirements and design found in the following documents. All work performed by the contractor must also adhere to the government policies, procedures, and guidance in the following manuals:

EPA Standard Operating Procedures for the Development and Review of Publications: Printed, Web, and Other Media http://www.epa.gov/productreview/index.html

EPA Web Guide http://yosemite.epa.gov/oei/webguide.nsf/homepage/;
EPA Section 508 Accessibility Guide: http://www.epa.gov/accessibility/;

Guide for Developing Usable and Useful Web Sites (Usability Guidelines): http://www.usability.gov/;

EPA Information Resources Management (IRM) Policy:
http://www.epa.gov/irmpoli8/policies/index.html;

All policies/guides/manuals shall be made available to the contractor through the EPA CO or the TOPO at the time the Request for Proposal is submitted for competed task orders. Contractors should be familiar with all requirements prior to commencement of work.

4.0 Deliverables.

All deliverables developed at any time under this contract must be provided to the TOPO in electronic formats that are supported (i.e., PDF) and can be edited (i.e., Word, Excel) by the EPA. GIS data must be in ArcGIS format. Ambient Water Quality Data collected must be entered into STORET or its follow-on data systems.

4.1 The contractor shall furnish all data (e.g., GIS, monitoring, modeling inputs/outputs, etc.) to the TOPO upon completion and acceptance by the TOPO of final deliverables for each TO. The data must also be accompanied by an inventory list describing all the data used.

4.2 Metadata must be developed for all project-generated GIS and must accompany the GIS deliverables. Metadata must be compliant with the "Content Standard for Digital Geospatial Metadata" approved by the Federal Geographic Data Committee (FGDC). Metadata compliance can be checked using the following tool: **http://geo-nsdi.er.usgs.gov/validation/**

4.3 **PDF Requirements** - All PDF files must meet the following standards:

4.3.1. Adobe page numbers must reflect actual document page numbers. Include i, ii, iii and chapter/subsection re-numbering.

4.3.2 Bookmarks should be used in long documents with multiple sections.

4.3.3 Table of Contents entries must be jump-linked to the correct location in the document.

4.3.4 The initial view must display Bookmarks Panel and Page (unless the document is short and has no bookmarks) and Document Title (rather than file name)

4.3.5 All appropriate metadata must be entered in the document properties to be provided by EPA. This includes:

4.3.5.1 Document Title;
4.3.5.2 Author;
4.3.5.3 Subject (e.g. Total Maximum Daily Loads); and
4.3.5.4 Keywords.

4.3.6 The document must be created/saved for Fast Web View.

4.3.7 All PDF files must also conform to Section 508 – Accessibility. The contractor is provided the following references for guidance:

EPA's Short Checklist, guidelines for the use of PDFs:
http://yosemite.epa.gov/OEI/webguide.nsf/design/pdf_guidance;

EPA's PDF White Paper - Final Revised - July 20, 2006:
http://yosemite.epa.gov/OEI/webguide.nsf/design/pdf-2010/$File/pdf-white-paper.pdf

EPA's PDF website:

http://yosemite.epa.gov/OEI/webguide.nsf/design/pdf_guidance

Social Security Administration guidance for creating accessible PDFs and word documents (covers converting Word documents to PDFs) - **http://www.cio.gov/documents/Producing_Accessible_Word_and_PDF_docs-SSA_Guide_v2-1.doc**

4.4 All laboratory analyses performed under individual TOs issued under this contract shall be uploaded into STORET by the contractor (see Section 3.5). The contractor is referred to the WQX format to upload data to STORET until more current methods becomes available: **http://www.epa.gov/storet/wqx/index.html**.

4.5 Each initial deliverable shall be provided to the EPA TOPO in draft form for review and comment. The contractor shall incorporate procedures to ensure that these drafts completely document the methodologies being used, utilize the appropriate assumptions and data, are accurate and complete, and as specified in the task order or other written technical direction before providing them to the EPA. The contractor shall incorporate TOPO review comments into revisions of the drafts. All drafts and final reports shall be approved by the TOPO. Activities to be conducted under this contract are limited to technical support. The TOPO will review all contractor analyses and make final determinations with regard to program objectives and the content of Agency regulations and policy development.

4.6 It is anticipated that the work product of any federally funded agreement will be reviewed for scientific validity and may be used as a tool or reference for future projects. The EPA will use the deliverables that result from multiple award contract/TOs resulting from this RFP to answer questions during public notice. Therefore, all data, sampling, analysis, research, reference materials, geo-spatial layers, coding and modeling that is performed, utilized or produced under the multiple award contract/TOs resulting from this RFP shall be submitted to the EPA in a manner that allows the EPA to appropriately modify the information according to public comment.

4.7 The contractor shall support Agency efforts to meet current Federal Document and Records Management policy requirements. The contractor shall also anticipate requests to support Agency efforts to meet, interpret, or plan for implementation of any new policies, directives, or guidance issued for Federal Document and Records Management during the period of performance of this contract.

The kinds of contractor support which may be required in individual TOs issued under this contract include: support for the preparation of records in the project files of individual TOs issued under this contract; and support for the preparation of archival copies of draft and final deliverables developed in individual TOs issued under this contract.

The contractor shall also support Agency efforts to meet current and ongoing Federal Document and Records Management policy requirements for contract-level Project Reports furnished to meet Office of Acquisition Management (OAM) contract-level requirements.

The contractor is provided the following references for guidance:

ATTACHMENT (C): Office of Water Records Management background information from an internal agency website: **http://intranet.epa.gov/ow/records**

EPA Records Management Policy:
http://www.epa.gov/records/policy/2155/rm_policy_cio_2155_1_2.pdf;

EPA Records Schedule 258 "Final Deliverables and Reports" (all programs/agency-wide):
http://www.epa.gov/records/policy/schedule/sched/258.htm.

4.8 The contractor shall provide all supporting documentation to the EPA with its deliverable drafts, because the EPA cannot review and approve the contractor's draft deliverables without that supporting documentation. That documentation shall include the electronic modeling files and a detailed, written explanation of all steps and decisions. This shall be done regardless of whether it is described in a specific task order deliverable. This information shall be submitted in such a manner that no proprietary software will be needed to read, interpret, replicate, or model any resulting work product, unless otherwise noted in the task order or the contractor has received prior written permission of the EPA TOPO. The objective is that anyone with the appropriate skill level can use the information produced under the resulting contract(s) and/or TOs to check or duplicate the work for calibration, replication and/or verification. Consequently, any elements essential to successfully replicating the resulting analysis and modeling shall be provided to the EPA in a commonly used format. All water quality specific data gathered or generated by this contract shall be exported, by the contractor, into the EPA's Water Quality Exchange database, as that is part of providing all the supporting documentation.

At the end of the contract, the contractor shall ensure that any additional supporting documentation requested during the EPA's review of any draft work product is furnished in a timely manner upon written request from either the appropriate TOPO or the CO. All supporting documentation will be indexed in accordance with the current requirements of the Federal Document and Records Management policies as well as any new policies, directives, or guidance issued for Federal Document and Records Management during the period of performance of this resulting contract.

4.9 To meet these federal needs (unless modified by the EPA CO), all contractor deliverables to the EPA shall include one electronic and two paper copies formatted as follows:

4.9.1 Final electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries, or analysis documents; Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs); and Microsoft Access© format for any and all databases or for other data as approved by the EPA TOPO in writing. Electronic submissions shall be on Compact Disk (CD), Digital Versatile Disc (DVD), or USB drive. The contractor may utilize a File Transfer Protocol (FTP), but only if the TOPO gives written permission. Every electronic document and all of the sections, text, graphs, charts, or figures shall be unlocked, open and editable so that the EPA may make further changes.

4.9.2 The paper copies shall be made in the following manner: two separate and identical copies of all deliverables must be submitted; each separate copy shall include all of the products due as of that date (i.e., Task 1, 2, etc.), and must be submitted in one or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, along with electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of the materials may be submitted at the contractor's discretion, neither electronic nor paper PDF versions will be acceptable as any final work product.

SOLICITATION SOL-CI-11-00094 : ATTACHMENT A

TABLE ONE : List of Analytes measured in NCCA 2010

Chemicals to be measured in sediments and tissue for 2010 Coastal Survey(PAH Sediment Only)

Compound Name

Polynuclear Aromatic Hydrocarbons (PAHs)	PCB No.	21 PCB Congeners
Acenaphthene		
Anthracene	8	2,4'-dichlorobiphenyl
Benz(a)anthracene	18	2,2',5-trichlorobiphenyl
Benzo(a)pyrene	28	2,4,4'-trichlorobiphenyl
Biphenyl	44	2,2',3,5'-tetrachlorobiphenyl
Chrysene	52	2,2',5,5'-tetrachlorobiphenyl
Dibenz(a,h)anthracene	66	2,3',4,4'-tetrachlorobiphenyl
Dibenzothiophene	101	2,2',4,5,5'-pentachlorobiphenyl
2,6-dimethylnaphthalene	105	2,3,3',4,4'-pentachlorobiphenyl
Fluoranthene	110/77	2,3,3',4',6-pentachlorobiphenyl
Fluorene	3,3'	4,4'-tetrachlorobiphenyl
2-methylnaphthalene	118	2,3',4,4',5-pentachlorobiphenyl
1-methylnaphthalene	126	3,3',4,4',5-pentachlorobiphenyl
1-methylphenanthrene	128	2,2',3,3',4,4'-hexachlorobiphenyl
2,6-dimethylnaphtalene	138	2,2',3,4,4',5'-hexachlorobiphenyl
Naphthalene	153	2,2',4,4',5,5'-hexachlorobiphenyl
Pyrene	170	2,2',3,3',4,4',5-heptachlorobiphenyl
Benzo(b)fluoranthene	180	2,2',3,4,4',5,5'-heptachlorobiphenyl
Acenaphthylene	187	2,2',3,4',5,5',6-heptachlorobiphenyl
Benzo(k)fluoranthene	195	2,2',3,3',4,4',5,6-octachlorobiphenyl
Benzo(g,h,i)perylene	206	2,2',3,3',4,4',5,5',6-nonachlorobiphenyl
Indeno(1,2,3-c,d)pyrene	209	2,2'3,3',4,4',5,5',6,6 '-decachlorobiphenyl
2,3,5-trimethylnaphthalene		

DDT and its metabolites	Chlorinated pesticides other than DDT
2,4'-DDD	Aldrin
4,4'-DDD	Alpha-Chlordane
2,4'-DDE	Dieldrin
4,4'-DDE	Endosulfan I
2,4'-DDT	Endosulfan II
4,4'-DDT	Endosulfan sulfate
	Endrin
Elements	Heptachlor
	Heptachlor epoxide
Aluminum	Hexachlorobenzene
Antimony (sediment, only)	Lindane (gamma-BHC)
Arsenic	Mirex
Cadmium	Trans-Nonachlor
Chromium	
Copper	
Iron	
Lead	
Manganese (sediment, only)	
Mercury	
Nickel	
Selenium	
Tin	
Zinc	

SOLICITATION SOL-CI-11-00094

ATTACHMENT B : TABLE TWO

" DIRECTIVES FOR PERFORMANCE OF IRM-RELATED WORK "

Federal Policies and Regulations	
Computer Security Act of 1987	http://csrc.nist.gov/groups/SMA/ispab/documents/csa_87.txt
The Privacy Act of 1974 Section 552a	http://www.justice.gov/opcl/privstat.htm
The Rehabilitation Act Section 508	http://www.access-board.gov/sec508/guide/act.htm
Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194)	http://www.access-board.gov/sec508/508standards.pdf
The Fair Labor Standards Act of 1938 as amended, and any applicable Executive Orders	http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf
U.S. Office of Management and Budget (OMB) Circular A-4, Risk Analysis	http://www.whitehouse.gov/omb/circulars_a004_a-4/
OMB Circular A-11, Financial Reporting and Performance	http://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc
OMB Circular A-76, Personnel Issues	http://www.whitehouse.gov/omb/circulars_a076_a76_incl_tech_correction
OMB Circular A119, Consensus Standards	http://www.whitehouse.gov/omb/circulars/a119/a119.html
OMB Circular A-123, Internal Control Management	http://www.whitehouse.gov/omb/circulars_a123_rev
OMB Circular A-130, Information Resource Management	http://www.whitehouse.gov/omb/circulars_a130_a130trans4
OMB Circular A-131, Value Engineering	http://www.whitehouse.gov/omb/circulars_a131/
OMB Memorandum M-08-27, Guidance for TIC compliance	http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2008/m08-27.pdf
OMB Memorandum M-08-22, Guidance on implementing FDCC	http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2008/m08-22.pdf
OMB Memorandum M-07-24, Updated principles for Risk Analysis	http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2007/m07-24.pdf
OMB Memorandum M-07-11, Implementation of Commonly Accepted Security Configurations for Windows Operating Systems	http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2007/m07-11.pdf
OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies	http://www.whitehouse.gov/omb/fedreg_final_information_quality_guidelines
Federal Information Security Management Act (FISMA)	http://csrc.nist.gov/drivers/documents/FISMA-final.pdf
U.S. Department of Commerce, National Institute of Standards and Technology (NIST) Special Publication (SP) 800-34	http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf
NIST SP 800-53, Rev. 3	http://csrc.nist.gov/publications/nistoubs/800-53-Rev3/SP800-53-rev3-final.pdf
Federal Continuity Directive 1	http://www.fema.gov/pdf/about/offices/fcd1.pdf
Electronic Signatures in Global and National Commerce Act (ESIGN)	http://uscode.house.gov/download/pls/15C96.txt
Federal Information Processing Standards	http://www.itl.nist.gov/fipspubs/
Government Information Security Reform Act	http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=106_cong_public_laws&docid=f:publ398.106.pdf.

Government Paperwork Elimination Act (GPEA)	http://www.cio.gov/Documents/paperwork_elimination_act.html
Information Technology Management Reform Act	http://www.cio.gov/documents/it_management_reform_act_feb_1996.html
OMB Memorandum on Agency Architecture Development	http://www.whitehouse.gov/omb/memoranda/m97-16.html
PDD-63 White Paper	http://fas.org/irp/offdocs/paper598.htm
Presidential Decision Directive - PDD-62	http://fas.org/irp/offdocs/pdd-62.htm
Presidential Decision Directive - PDD-67	http://fas.org/irp/offdocs/pdd/pdd-67.htm
FIPS Publications	http://csrc.nist.gov/publications/PubsFIPS.html
Section 508 Compliance	http://www.section508.gov/index.cfm?FuseAction=content&ID=12
NARA Electronic Records Management (ERM) Guidance	http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html
Homeland Security Presidential Directive (HSPD) 12	http://www.idmanagement.gov/documents/HSPD-12.htm

EPA Policy and Procedures	
EPA Data Standards	http://iaspub.epa.gov/sor_internet/registry/datastds/home/overview/home.do
Information Management & Information Technology Policies that apply to Contractor's performing work through an EPA issued Contract	http://www.epa.gov/irmpoli8/
EPA Web Guide	http://yosemite.epa.gov/OEI/webguide.nsf/homepage
IRM Policy Manual	http://www.epa.gov/irmpoli8/archived/polman/index.html

ATTACHMENT B

OW Intranet

Go

You are here:

Office of Water Records Management Program

On this Page:

Welcome

Management Support

Read the [illegible] in PDF format
(2 pages, 104 KB [illegible])

In April 2008, DAA Shapiro issued a memorandum to all Office of Water personnel emphasizing that proper records management directly supports the integrity of the Office of Water's mission to provide clean and safe water, and protect human health and the environment.

Read the [illegible] in PDF format
(2 pages, 142 KB [illegible])

In May 2008, the Office of Wetlands, Oceans and Watersheds (OWOW) received the Deputy Assistant Administrator's Mid Year Review Award for best progress in implementing the Office of Water Records Management Program's strategic plan. OWOW's success was achieved through the synergy of support from all levels of Program Office, Division, and Branch managers; leadership from Records Management Contacts; and cooperation and commitment from staff.

View the [illegible] of the Mid-Year Review Award presentation
(Last updated May 16, 2008) (PowerPoint, 10 slides, 13,749 KB)

[illegible]

Records Liaison Officer

The Records Liaison Officer (RLO) serves as the Office of Water's point of contact for the Agency Records Officer. The RLO's responsibilities involve all aspects of a records management program, including: procedures, evaluations, records schedules, file plans, disposition activities, briefings and training, vital records, and information security. The RLO coordinates these activities with the Office of Water's Records Management Contacts, Continuity of Operations Coordinator, and Information Security Officer.

You can read more about the records management responsibilities of the RLO, as well as all EPA personnel, in the EPA Records Management Policy.

Read the [illegible] in PDF format
(Approved June 8, 2009) (9 pages, 109 KB [illegible])

The Office of Water's Records Liaison Officer, Nancy New, has received the National Archives and Records Administration's (NARA) [illegible]. As one of the first RLOs in the Agency to achieve this goal, she successfully completed the coursework for NARA's core Knowledge Areas and passed the five Certification examinations in 2006. In 2007, the Agency's Document and Records Management Workgroup, chaired by the Office of Environmental Information, recommended that all RLOs receive the NARA Certification by the end of fiscal year 2008.

Nancy New, was awarded First Place for 2006 Best Practices in EPA Records Management at the EPA Records Workshop in Washington, D.C.

See the [illegible] in PDF format
(3 pages, 39 KB [illegible])

Nancy values the support she receives from the Deputy Assistant Administrator.

[illegible]

Records Management Contacts

[illegible] Office of Water [illegible] Records Management Contacts [illegible] and serve as experts on the Records Management Programs in their Program Offices, Divisions, and Branches. [illegible] to the strength of the [illegible] They are your first sources for answers to your [illegible]

[illegible]

[illegible]

[illegible] Records Management Contacts are [illegible] Program Offices to provide guidance on managing recorded information [illegible] familiar. In these situations, the Contacts turn to [illegible] Records Management Contacts [illegible] for directions on [illegible] records custodians, [illegible] and [illegible] the results.

[illegible]

Office of Water Program Office Lead and Division Lead Records Management Contacts [illegible] the National Archives and Records Administration [illegible], 2007. They saw original federal [illegible] from the 1700s and experienced the impact of records on the history of our nation and its individual people. After a tour of the Public Vaults [illegible] led by National [illegible] in front of a wall-sized illustration of the "Life [illegible]"

[illegible]

[illegible] in January 2007 to promote [illegible] of the National Archives and Records Administration [illegible] of the National Archives' Electronic Records Archives Program. [illegible] managing all electronic records today will help ensure that records with permanent historical value will be found and used by generations in the future.

[illegible]

[illegible]

[illegible] Office (AIEO) [illegible] Office of Water Program Offices [illegible], 2008. [illegible] refreshments, and big

smiles, they demonstrated that we can manage our federal records and have fun at the same time.

View the [illegible] from AIEO's records management training
(Last updated July 18, 2006) (PowerPoint, 3 slides, 9,697 KB)

File Plan Tools and Training

File Plan

A file plan documents the kinds of recorded information we have, how that information is organized and maintained, and what its final disposition is. A file plan has two parts: policies and procedures documentation, and a file structure.

Policies and Procedures

Many of the Office of Water's records management policies and procedures are presented on this home page through the Deputy Assistant Administrator's Directive, and instructions for surveying, labeling, closing, retiring, and retaining records.

Here is a short summary of five key steps to take to manage your records. The summary also helps you decide which working papers and drafts are **not** records. When you print this "records cheat sheet" two-sided and cut along the dotted lines, you will have a handy five-by-seven inch desk or pocket reference.

Download the [illegible]
(Last updated May 23, 2007) (MS Word, 2 pages, 53 KB)

In response to questions about managing records related to the Water Docket, the Office of Water Records Liaison Officer worked with the EPA Docket Center to prepare answers to Frequently Asked Questions (FAQ) about Docket Records.

Read the [illegible]
(Last updated July 17, 2008) (MS Word, 6 pages, 77 KB)

File Structure

Each person in the Office of Water (OW) is required to have an Individual File Structure for each position held in an OW Program Office or OW Immediate Office.

To develop their file structures, Office of Water personnel use a questionnaire tool called a File Plan Survey. The Survey helps match files to their corresponding descriptions, or "items," in [illegible]. Records schedules are EPA policy documents with instructions for managing all recorded information. The records schedule items form the basis of the file structure.

Please contact the OW Web Manager if you experience a [illegible]

[illegible] Division and Branch [illegible] policy through the spreadsheet.

Open the
(Last updated January 6, 2012)

One of the principles of the Office of Water's Records Management Program is: "File Plan maintenance is an ongoing activity." In keeping with that principle, the Office of Water's file structure is continuing to develop. Hyperlinks to the full text of EPA records schedules and to printable [illegible] for records schedule items have been inserted in the spreadsheet. The file structure spreadsheet is updated as records schedules change and file structures for the Office of Water's Program Offices, Divisions, and Branches are revised.

Disposition Labels

[illegible] file structure. [illegible] Disposition Instructions. Disposition Instructions tell you when to cut a file and what to do with the files after they are closed.

In the Disposition Labels Guidance below, you will learn about:

- Finding the Labels
- Looking at the Labels
- Printing the Labels
- [illegible]
- Using the Labels to Close Files
- Using the Labels to Initiate a Disposition Action
- Using the Labels to Take Final Disposition Action
- Using Information in the Labels to Manage Electronic Files
- Using the Labels for Quality Control
- Links to Resources

Read the
(Last updated September 6, 2009) (MS Word, [illegible] pages, [illegible] KB)

After reading the Disposition Labels Guidance and [illegible] Disposition [illegible] Date from the form [illegible] Disposition Labels.

Guide the
(Last updated September 2[illegible], 2[illegible])

Training

Office of Water Records Management Contacts conduct classroom training for all Office of Water personnel. The training course includes an introduction to federal records management and step-by-step instructions for completing the File Plan Survey. The training course is available here in a PowerPoint file for your convenience in reviewing it before or after your classroom training.

The slides in the training course are intended to be viewed in conjunction with the text of the accompanying instructor's script. The slides alone are not self explanatory. The instructor's script is in the Notes Pages of the PowerPoint file. You can access the Notes Pages in any one of three ways:

- **Select Speaker Notes.**
  Open the training course. Right click. Select "Screen" and [illegible]." A "Speaker Notes" window will appear. You can click and drag to move the window to the position you prefer. The window will remain on the screen as you move through the slides until you select the "Close" button.

- **Save As PowerPoint.**
  Left click on the "Training Course" link below. Select "Save." Browse to the folder in which you want to save the PowerPoint file. Select "Save." When the screen displays "Download complete," select "Open." If you no longer need the PowerPoint file after you have reviewed the training course, please delete it.

- **Print.**
  After you have saved the PowerPoint file, you can print the instructor's script along with the slides by selecting: "File"; "Print"; "Print what: Notes Pages"; "OK."

  Open the [illegible] file (Last updated March 29, 2011)

You can supplement your training by previewing the National Archives and Records Administration video "Building the Archives of the Future." This video illustrates that records of business conducted by the United States federal government are valuable evidence of "the rights of American citizens, the actions of federal officials, and the national experience."

Preview the [illegible] "Building the Archives of the Future"
(Windows Media Player, 1 minute 34 seconds, 18.5 MB)

Additional training for managing federal records is available through the National Archives and Records Administration (NARA). NARA's [illegible] Web page links to information on classroom training, on-line training, presentations, and the May 25, 2011 Records Administration Conference ([illegible]). Follow the links from the nationwide training page to browse available classes and enroll.

[illegible]

File Plan Survey Forms

File Plan Survey forms have been customized for each Office of Water Program Office and the Immediate Office.

Download the [illegible]
(Last updated January 6, 2012)

Download the
(Last updated January 6, 2012)

Download the
(Last updated January 6, 2012)

Download the
(Last updated January 6, 2012)

Download the
(Last updated January 6, 2012)

A knowledge instruction sheet [illegible] the [illegible] contains [illegible] management [illegible] the [illegible] and the name of the person to whom the completed Surveys should be submitted.

The instruction sheet summarizes the steps for completing the File Plan Survey form. It supplements the training course described above under the "Training" heading. The training course presents an in-depth explanation of the Survey process. Completing the training before conducting your File Plan Survey will make the Survey task significantly simpler and easier to understand.

Download the
(Last updated October 15, 20[illegible] [illegible] page, [illegible])

[illegible] completed a File Plan Survey [illegible] can use this Update Form to make changes [illegible] individual [illegible] Follow the instructions on the Update Form, and submit your completed Individual File Structure Update Form to your Records Management Contact.

Download the
(Last updated November 15, 2010) (4.5 Word, 2 pages, [illegible] KB)

Retiring Records

One of the goals of a records management program is to control the growth of materials taking up valuable office space. We do that by sending records to a Federal Records Center ( ) for storage. Sending records to an FRC is called "retiring" the records. Here at EPA Headquarters, [illegible]. FRC is the Washington National Records Center ( ) located in Suitland, Maryland.

Please remember that all forms for retiring, retrieving, and returning records must be signed by [illegible] Office [illegible] Contract and the Office of Water Records Liaison Officer before the forms can be submitted to the EPA Headquarters Records Officer for processing.

[illegible] guidance on retiring records provides tips on how to send files to off-site storage in an easy-reference format.

View the guidance on
(Last updated September 23, 2010)

SF 135 Records Transmittal and Receipt

Three documents are required for retiring records. The first document is the Standard Form 135 (SF 135) Records Transmittal and Receipt. The template for the SF 135 and instructions provided here are to be used only by Office of Water personnel to retire records to the Washington National Records Center. The SF 135 template has been customized with text form fields and with drop-down form fields populated with information specific to the Office of Water. It contains on-screen prompts to guide you through each form field. If you do not see the on-screen prompts on your computer screen, save the SF 135 template and reopen it in MS Word.

Download the [illegible]
(Last updated September 28, 2011)

You can see an explanation of Office of Water organization abbreviations used in the SF 135 template in this "Key to Office of Water Organization Abbreviations."

Access the [illegible]
(Last updated September 26, 2011)

The second document required for retiring records is the box list which accompanies the SF 135 and identifies the contents of the records retirement boxes to be sent to the FRC for storage.

Download the [illegible]
(Last updated September 22, 2011)

EPA Form 5100-8 Facilities Services Request

The third document required for retiring records is the EPA Form 5100-8 Facilities Services Request. Form 5100-8 is used to have boxes of records picked up from your office.

The Form 5100-8 template below is for Office of Water personnel to use for pick up of boxes of records ready to be retired to the Washington National Records Center or to be returned for refiling. The template has been customized with text form fields and with drop-down form fields populated with information specific to the Office of Water. It contains on-screen prompts to guide you through each form field. If you do not see the on-screen prompts on your computer screen, save the template and reopen it in MS Word.

Download the [illegible]
(Last updated September 23, 2011)

View the [illegible]
(Last updated September 10, 2009)

OF 11 Reference Request -- Federal Records Centers

While the records are stored at the Washington National Records Center, they remain in the legal custody of the EPA. You can get them back if you need them.

To retrieve retired records, the WNRC and EPA require an Optional Form 11 (OF 11) Reference Request Federal Records Centers. The template for the OF 11 and instructions provided here are to be used only by Office of Water personnel to retrieve records from the Washington National Records Center. The OF 11 template has been customized with text form fields and with drop-down form fields populated with information specific to the Office of Water. It contains on-screen prompts to guide you through each form field. If you do not see the on-screen prompts on your computer screen, save the OF 11 and reopen it in MS Word.

Download the [illegible]
(Last updated September 11, 2009)

View the [illegible]
(Last updated September 11, 2009)

Destroying Records

The instructions on your disposition label tell you when each of your files has reached the end of its retention period and is ready for final disposition action. If the final disposition action on the label is "destroy," please follow the Office of Water's Instructions for Destroying Recorded Information.

EPA and Office of Water guidance and policy require that destruction be documented. The Records Destruction Form below has been customized for the Office of Water. The form uses your disposition label, check boxes, and drop down form fields to save you time in completing the form.

Along with the Records Destruction Form are a checklist to be sure that your file is eligible to be destroyed, block-by-block instructions for completing the form, and a quality control checklist for proofing the completed form.

Download the [illegible]
(Last updated February 10, 2011)

The Simplified Instructions below apply to the most frequently occurring situations and include an example of a completed Records Destruction Form. For answers to detailed questions about properly destroying files, please refer to the Instructions for Destroying Recorded Information and consult your [illegible].

Download the [illegible]
(Last updated October 15, 2010)

[illegible]

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 19

2. AMENDMENT/MODIFICATION NO.: 0001

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.:

5. PROJECT NO. *(If applicable)*:

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.:

9B. DATED *(SEE ITEM 11)*:

x 10A. MODIFICATION OF CONTRACT/ORDER NO.: EP-C-12-052

10B. DATED *(SEE ITEM 13)*: 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of Parties
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: (b)(4)
Technical Support for Assessment and Watershed Protection
Max Expire Date: 09/27/2017
LIST OF CHANGES:The purpose of this modification is to (1) edit clause G.6 1552.232-70-Submission of Invoices, to indicate invoicing should be done on the task order level and to include supporting schedule information for Firm Fixed Price invoicing; (2) edit clause H.17 EPA-H-31-104-Approval of Contractor Travel, to change the approval level from Contract-Level COR to Task Order-Level COR; (3) add clause H.24 1552.217-71-Option to Extend the Term of the Contract (Cost Type) and H. 25 1552.27-77-Option to Extend the Term of the Contract (Fixed Price), to allow for Options to be included on a per task order basis; (4) to edit clause I.31 52.216-22-Indefinite Quantity, to include the fill-in date
Continued ...

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)*: Noelle Mills

15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*

16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	of March 27, 2018; and (5) to edit attachment 2-Reports of Work to change the reports submittal due date from the 15th of every month to the 20th of every month. All other terms and conditions shall remain unchanged. Section G: Clause, 1552.232-70 DEV, is revised as follows: 1552.232-70 DEV Submission of Invoices (JUN 1996) Deviation In order to be considered properly submitted, an invoice or request for contract financing payment must meet the following contract requirements in addition to the requirements of FAR 32.905: (a) Unless otherwise specified in the contract, an invoice or request for contract financing payment shall be submitted as an original and five copies. The Contractor shall submit the invoice or request for contract financing payment to the following offices/individuals designated in the contract: for electronic invoice submittal see http://www.epa.gov/ocfo/finservices/contracts.htm for additional instructions; the original and two copies to the Accounting Operations Office shown in on the cover of the contract; two copies to the Project Officer (the Project Officer may direct one of these copies to a separate address); and one copy to the Contracting Officer. (b) The Contractor shall prepare its invoice or request for contract financing payment on the prescribed Government forms. Standard Forms Number 1034, Public Voucher for Purchases and Services other than Personal, shall be used by contractors to show the amount claimed for reimbursement. Standard Form 1035, Public Voucher for Purchases and Services other than Personal - Continuation Sheet, shall be used to furnish the necessary supporting detail or additional information required by the Contracting Officer. The Contractor may submit self-designed forms which contain the required information. (c)(1) The Contractor shall prepare a contract level invoice or request for contract financing payment in accordance with the invoice preparation instructions identified as a separate attachment in Section J of the contract. If contract work is authorized by individual work assignments, the invoice or request for contract Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	financing payment shall also include a summary of the current and cumulative amounts claimed by cost element for each work assignment and for the contract total, as well as any supporting data for each work assignment as identified in the instructions. (2) The invoice or request for contract financing payment shall include current and cumulative charges by major cost element such as direct labor, overhead, travel, equipment, and other direct costs. For current costs, each major cost element shall include the appropriate supporting schedule identified in the invoice preparation instructions. Cumulative charges represent the net sum of current charges by cost element for the contract period. (d)(1) The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract. (d)(2) On a case-by-case basis, when needed to verify the reasonableness of subcontractor costs, the Contracting Officer may require that the contractor obtain from the subcontractor cost information in the detail set forth in (c)(2). This information should be obtained through a means which maintains subcontractor confidentiality (for example, via sealed envelopes), if the subcontractor expresses CBI concerns. (e) Invoices or requests for contract financing payment must clearly indicate the period of performance for which payment is requested. Separate invoices or requests for contract financing payment are required for charges applicable to the basic contract and each option period. (f)(1) Notwithstanding the provisions of the clause of this contract at FAR 52.216-7, Allowable Cost and Payment, invoices or requests for contract financing payment shall be submitted once per month unless there has been a demonstrated need and Contracting Officer approval for more frequent billings. When submitted on a monthly basis, the period covered by invoices or requests for contractor financing payments shall be the same as the period for monthly progress reports required under this contract. (2) If the Contracting Officer allows submissions more frequently than monthly, one Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	submittal each month shall have the same ending period of performance as the monthly progress report. (3) Where cumulative amounts on the monthly progress report differ from the aggregate amounts claimed in the invoice(s) or request(s) for contract financing payments covering the same period, the contractor shall provide a reconciliation of the difference as part of the payment request. INVOICE PREPARATION INSTRUCTIONS SF 1034 The information which a contractor is required to submit in its Standard Form 1034 is set forth as follows: (1) U.S. Department, Bureau, or establishment and location - insert the names and address of the servicing finance office unless the contract specifically provides otherwise. (2) Date Voucher Prepared - insert date on which the public voucher is prepared and submitted. (3) Contract/Delivery Order Number and Date - insert the number and date of the contract and delivery order, if applicable, under which reimbursement is claimed. (4) Requisition Number and Date - leave blank. (5) Voucher Number - insert the appropriate serial number of the voucher. A separate series of consecutive numbers, beginning with Number 1, shall be used by the contractor for each new contract. When an original voucher was submitted, but not paid in full because of suspended costs, resubmission vouchers should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" as the last character of the number. If there is more than one resubmission, use the appropriate suffix (R2, R3, etc.) (6) Schedule Number; Paid By; Date Invoice Received - leave blank. (7) Discount Terms - enter terms of discount, if applicable. (8) Payee's Account Number - this space may be used by the contractor to record the account or job number(s) assigned to the contract or may be left blank. (9) Payee's Name and Address - show the name of Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer. (10) Shipped From; To; Weight Government B/L Number - insert for supply contracts. (11) Date of Delivery or Service - show the month, day and year, beginning and ending dates of incurrence of costs claimed for reimbursement. Adjustments to costs for prior periods should identify the period applicable to their incurrence, e.g., revised provisional or final indirect cost rates, award fee, etc. (12) Articles and Services - insert the following: "For detail, see Standard Form 1035 total amount claimed transferred from Page of Standard Form 1035." Type "COST REIMBURSABLE-PROVISIONAL PAYMENT" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-PROVISIONAL PAYMENT" on the Interim public vouchers. Type "COST REIMBURSABLE-COMPLETION VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-COMPLETION VOUCHER" on the Completion public voucher. Type "COST REIMBURSABLE-FINAL VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-FINAL VOUCHER" on the Final public voucher. Type the following certification, signed by an authorized official, on the face of the Standard Form 1034. "I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract." (Name of Official) (Title) (13) Quantity; Unit Price - insert for supply contracts. (14) Amount - insert the amount claimed for the period indicated in (11) above. Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	 INVOICE PREPARATION INSTRUCTIONS SF 1035 The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows: (1) U.S. Department, Bureau, or Establishment - insert the name and address of the servicing finance office. (2) Voucher Number - insert the voucher number as shown on the Standard Form 1034. (3) Schedule Number - leave blank. (4) Sheet Number - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required. (5) Number and Date of Order - insert payee's name and address as in the Standard Form 1034. (6) Articles or Services - insert the contract number as in the Standard Form 1034. (7) Amount - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable). (8) A summary of claimed current and cumulative costs and fee by major cost element. Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch. (9) The fee shall be determined in accordance with instructions appearing in the contract. NOTE: Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained. SUPPORTING SCHEDULES FOR COST REIMBURSEMENT CONTRACTS Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	The following backup information is required as an attachment to the invoice as shown by category of cost: Direct Labor - identify the number of hours (by contractor labor category and total) and the total loaded direct labor hours billed for the period in the invoice. Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied. Subcontracts - identify the major cost elements for each subcontract. Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds $1,000 per the invoice period, provide a detailed explanation for that cost category. Contractor Acquired Equipment (if authorized by the contract) - identify by item the quantities, unit prices, and total dollars billed. Contractor Acquired Software (if authorized by the contract) - identify by item the quantities, unit prices, and total dollars billed. Travel - when travel costs exceed $2,000 per invoice period, identify by trip, the number of travelers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel. The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions. NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system. SUPPORTING SCHEDULES FOR FIXED-RATE CONTRACTS The following backup information is required as an attachment to the invoice as shown by category of cost: Direct Labor - identify the number of hours (by contractor labor category and total) and the total direct labor hours billed for the period of the invoice. Subcontracts - identify the major cost elements for each subcontract. Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds $1,000 per the invoice period, provide a detailed explanation for that cost category Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied. Contractor Acquired Equipment - identify by item the quantities, unit prices, and total dollars billed. Contractor Acquired Software - identify by item the quantities, unit prices, and total dollars billed. Travel - when travel costs exceed $2,000 per invoice period, identify by trip, the number of travelers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel. The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions. NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system. RESUBMISSIONS When an original voucher was submitted, but not paid in full because of suspended costs and after receipt of a letter of removal of suspension, resubmissions of any previously claimed amounts which were suspended should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" with the copy of the removal of suspension notice. The amounts should be shown under the appropriate cost category and include all appropriate supplemental schedules. NOTE: All disallowances must be identified as such in the accounting system through journal entries. Voucher re-submittals may also occur as a result of: (1) a new indirect cost rate agreement; or (2) adjustments to previously billed direct cost rates due to audit resolution. Such claims should be submitted in a separate invoice or request for contractor financing payment number. They should include supplemental schedules showing the previously adjusted amounts by contract period. If the resubmission is based on a new rate agreement, a copy of the agreement should be attached. Costs must be identified by delivery order or work assignment where appropriate. If the contract is Superfund-related, voucher re-submittals shall also identify the amount claimed against each Superfund site and non-site-specific activity. COMPLETION VOUCHERS Submit a completion voucher when all performance provisions of the contract are physically complete, when the final report (if required) is accepted, and when all direct costs have been incurred and booked. Indirect costs may be claimed at the provisional rates, if final rates are not yet available. Contractors must identify these vouchers by typing "Completion Voucher" Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing total costs claimed by delivery order and in total for the contract. In addition to the completion voucher, the contractor must submit an original and two copies of EPA Form 1900-10, Contractor's Cumulative Claim and Reconciliation showing the total cumulative costs claimed under the contract. The information which a contractor is required to submit in its EPA Form 1900-10 is set forth as follows: (1) Contractor's Name and Address - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer. (2) Contract Number - insert the number of the contract under which reimbursement is claimed. (3) First voucher number and completion voucher number. (4) Total amount of cost claimed for each cost element category through the completion voucher. (5) Total Fee awarded. (6) Amount of indirect costs calculated using negotiated final indirect cost rate(s) and/or provisional rate(s) as specified in the contract, if final rate(s) are not yet negotiated for any fiscal period. (7) Fiscal year. (8) Indirect cost center. (9) Appropriate basis for allocation. (10) Negotiated final indirect cost rate(s) or provisional indirect cost rate(s). (11) Signature. (12) Official title. (13) Date. FINAL VOUCHER AND CLOSING DOCUMENTS After completion of the final audit and all suspensions and/or audit exceptions have been resolved as to the final allowable costs and fee, Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	including establishment of final indirect cost rate(s) for all periods the contractor shall prepare a final voucher including any adjustments to vouchered costs necessitated by the final settlement of the contract price. Contractors must identify these vouchers by typing "Final Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing final total costs claimed by delivery order and in total for the contract. The contractor shall also provide an original and two copies of an updated EPA Form 1900-10, Contractors Cumulative Claim and Reconciliation, showing the total negotiated, cumulative costs for the contract. Indirect costs shall be included at the final negotiated rates. In addition to the final voucher, the contractor must submit an original and two copies of the Contractor's Release; Assignee's Release, if applicable; the Contractor's Assignment of Refunds, Rebates, Credits and other Amounts; the Assignee's Assignment of Refunds, Rebates, Credits and other Amounts, if applicable; and the Contractor's Affidavit of Waiver of Lien, when required by the contract. Section H: Clause, 1552.217-71, is incorporated as follows: 1552.217-71 Option to extend the term of the contract-cost-type contract. (APR 1984) The Government has the option to extend the term of this Task Order for [TBD per Task Order] additional period(s). If more than TBD days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last TBD days of the period of performance, the Government must provide to the Contractor written notification prior to that last TBD-day period. This preliminary notification does not commit the Government to exercising the option. The Government's estimated level of effort is [TBD per Task Order] direct labor hours for the first option period and [TBD per Task Order] for the second. Use of an option will result in the following Task Order modifications: (a) The "Period of Performance" clause will be Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	amended to cover a base period from [TBD per Task Order] to [TBD per Task Order] and option periods from [TBD per Task Order] to [TBD per Task Order] and [TBD per Task Order] to [TBD per Task Order]. (b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of [TBD per Task Order] for the first option period and a new and separate level of effort of [TBD per Task Order] for the second option period. (c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows: TBD per Task Order (d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: TBD per Task Order (End of clause) Section H: Clause, 1552.217-77, is incorporated as follows: 1552.217-77 Option to extend the term of the contract fixed price. (OCT 2000) The Government has the option to extend the term of this contract for [ ] additional period(s). If more than [TBD per Task Order] days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last [TBD per Task Order] days of the period of performance, the Government must provide to the Contractor written notification prior to that last [TBD per Task Order]-day period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications: (a) The "Period of Performance" clause will be amended as follows to cover the Base and Option Periods: TBD per Task Order (b) During the option period(s) the Contractor shall provide the services described below: TBD per Task Order (c) The "Consideration and Payment" clause will Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	be amended to reflect increased fixed prices for each option period as follows: TBD per Task Order (End of clause) Section H: Clause, EPA-H-31-104, is revised as follows: EPA-H-31-104 APPROVAL OF CONTRACTOR TRAVEL (a) For purposes of this clause, the term "travel" does not include local transportation. "Local Transportation" is defined as travel within 50 miles from the contractor personnel's assigned work location for performance of the contract that does not involve an overnight stay. (b) Any contractor travel which may be directly charged to the contract must be authorized in advance by the Task Order-Level COR. This approval shall be separate from the process associated with the approval of work plans. (See paragraph (f) below). (c) Travel shall be authorized under this contract only when the travel is required to provide a direct service (including management oversight) or specific product to the Government that is identified in the contract's Statement of Work (and/or any applicable work assignment). The contractor shall identify the need for travel in any work plans submitted and shall clearly identify in an accompanying narrative the relationship of the travel to the direct service required by the Government. Unless/until the Task Order-Level COR specifically approves the travel proposed under a work assignment (apart from approval of the remainder of the work assignment- see paragraph (e) below), the contractor shall not perform travel. Travel and associated costs for such travel (lodging, per diem, and incidental expenses) shall be allowable only in accordance with the limitations of FAR 31.205-43 and FAR 31.205-46. (d) Travel expenses for Federal employees shall not be an allowable cost under this contract. Travel approval shall not be rendered for any personnel (including for example State or local government officials, academicians, etc.) except for employees of the contractor, or an authorized subcontractor or consultant, who are performing a bona fide function to accomplish the Statement of Work. Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(e) To obtain the approval for travel, the contractor shall submit a separate written request to the Task Order-Level COR for each instance of travel for the contractor (including subcontractors/consultants) that is contemplated as a direct charge under the contract. The request shall include (at a minimum) the following information: (1) Individual(s) traveling. Identify position and affiliation as a contractor/subcontractor employee or authorized consultant. (2) Description of circumstances necessitating the travel. Identify the work assignment(s) that will benefit from the travel and detail the correlation of the travel to the requirements of the Statement of Work. (3) Identify the estimated cost and include a cost breakdown. Explain why this is the most cost effective means to fulfill the contract requirements. (f) Approval of work plans that include travel as an other direct cost element shall not be construed to mean the travel is approved; i.e., separate approval shall be obtained from the Task Order-Level COR. (g) While on travel, Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as an official representative of the Agency at meetings, conferences, symposia, etc. Section I: Clause, 52.216-22, is revised as follows: 52.216-22 Indefinite Quantity. (OCT 1995) (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract. (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum." (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations. (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after March 27, 2018. (End of clause) Section I: Clause, 1552.217-73, is incorporated as follows: 1552.217-73 Option for increased quantity-cost-type contract. (JUN 1997) (a) By issuing a task order modification, the Government may increase the estimated level of effort by [TBD] direct labor hours during the base period, [TBD] during the first option period, and [TBD] during the second option period. The Government may issue a maximum of [TBD] orders to increase the level of effort in blocks of [TBD] hours during any given period. The estimated cost and fixed fee of each block of hours is as follows: TBD (b) When these options are exercised, paragraph (a) of the "Level of Effort" clause and the "Estimated Cost and Fixed Fee" clause will be modified accordingly. (c) If this task order contains "not to exceed amounts" for elements of other direct costs (ODCs), those amounts will be increased as follows: (End of clause) Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 0002

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* H-11 EPA 1552.237-72 Key Personnel

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

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

DUNS Number: (b)(4)
Technical Support for Assessment and Watershed Protection
Max Expire Date: 09/27/2017
LIST OF CHANGES:
Reason for Modification : The purpose of this modification is to capture the approved change in Key Personnel of the Project Manager, now changed from (b)(4) to (b)(4) (b)(4) as requested by the contractor, approved by the Project Officer and the Contracting Officer, and in accordance with clause H-11 EPA 1552.237-72 of the contract.
All other terms and conditions shall remain unchanged.
Section H: Clause, 1552.237-72, is revised as follows:
Continued ...

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)* Noelle Mills	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*	16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	1552.237-72 Key personnel. (APR 1984) (a) The Contractor shall assign to this contract the following key personnel: Project Manager: (b)(4) Quality Assurance Officer: (b)(4) (b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions. (c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel. (End of clause) Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 5 PAGES

2. AMENDMENT/MODIFICATION NO. 0003

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* I.88 FAR 52.244-2 Subcontracts

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

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

DUNS Number: (b)(4)
Technical Support for Assessment and Watershed Protection
Max Expire Date: 09/27/2017
LIST OF CHANGES: The purpose of this modification is to modify clause I.88, FAR 244.-2 Subcontracts to 1) consent to subcontract to (b)(4) (b)(4) for other than cost reimbursement type subcontracts; and 2) to move (b)(4) from the list of subcontracts requiring consent in paragraph (d).

All other terms and conditions shall remain unchanged.

Section I: Clause, 52.244-2, is revised as
Continued ...

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)* Noelle Mills	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*	16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	follows: 52.244-2 Subcontracts. (OCT 2010) - Alternate I (JUN 2007) (a) Definitions. As used in this clause - "Approved purchasing system" means a Contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR). "Consent to subcontract" means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract. "Subcontract" means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders. (b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause. (c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that - (1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or (2) Is fixed-price and exceeds - (i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or (ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract. (d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts: N/A (e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (c) or (d) of this clause, including the following information: Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(i) A description of the supplies or services to be subcontracted. (ii) Identification of the type of subcontract to be used. (iii) Identification of the proposed subcontractor. (iv) The proposed subcontract price. (v) The subcontractor's current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions. (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract. (vii) A negotiation memorandum reflecting - (A) The principal elements of the subcontract price negotiations; (B) The most significant considerations controlling establishment of initial or revised prices; (C) The reason certified cost or pricing data were or were not required; (D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price; (E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated; (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered. (2) If the Contractor has an approved purchasing system and consent is not required under paragraph (c), or (d) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (e)(1)(i) through (e)(1)(iv) of this clause. (f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination - (1) Of the acceptability of any subcontract terms or conditions; (2) Of the allowability of any cost under this contract; or (3) To relieve the Contractor of any responsibility for performing this contract. (g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i). (h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government. (i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3. (j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: (b)(4) (Consent Continued ...				

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Required for Cost-Type) (b)(4) nsent Required for Cost-Type) onsent Required for Cost-Type) (Consent Required for Cost-Type) (End of clause) Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.
0004

3. EFFECTIVE DATE
See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4)

FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
EP-C-12-052

10B. DATED *(SEE ITEM 13)*
09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: (b)(4)
The purpose of this modification is to allow EPA's Acquisition System (EAS) to send all contract administration actions to FEDCONNECT. EPA-H-42-102 UTILIZATION OF FEDCONNECT FOR CONTRACT ADMINISTRATION (MAR 2013)is hereby added to Section H of the contract.
Max Expire Date: 09/27/2017
Section H: Clause, EPA-H-42-102, is incorporated as follows:
EPA-H-42-102 UTILIZATION OF FEDCONNECT FOR CONTRACT ADMINISTRATION (MAR 2013)
EPA will utilize the FedConnect® web portal in administering this contract. The contractor must
Continued ...

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)*
Noelle Mills

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. ELECTRONIC SIGNATURE

16C. DATE SIGNED
04/11/2014

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	be registered in FedConnect® and have access to the FedConnect website located at https://www.fedconnect.net/Fedconnect/. For assistance in registering or for other FedConnect® technical questions please call the FedConnect® Help Desk at (800) 899-6665 or email at support@fedconnect.net. End of clause Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017 All other terms and conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.: 0005

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.:

5. PROJECT NO. *(If applicable)*:

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Unilateral: H-11 EPAAR 1552.237-72

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.)*

DUNS Number: (b)(4)
The purpose of this modification is to capture the approved change in Key Personnel of the Project Manager. Effective August 18, 2014, the Project Manager is changed from (b)(4) (b)(4) to (b)(4) as requested by the contractor on August 4, 2014, approved by the Project Officer and the Contracting Officer, and in accordance with clause H-11 EPAAR 1552.237-72 of the contract. All other terms and conditions shall remain unchanged.
Max Expire Date: 09/27/2017
LIST OF CHANGES:
Reason for Modification: Other Administrative Action

Continued ...

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)*
Noelle Mills

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. ELECTRONIC SIGNATURE

16C. DATE SIGNED 08/05/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-12-052/0005	2	2

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Section H: Clause, 1552.237-72, paragraph (a) is revised to change the Project Manager from (b)(4) (b)(4) to (b)(4)				
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711				
	Period of Performance: 09/28/2012 to 09/27/2017				
	All other terms and conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 0006

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

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

DUNS Number: (b)(4)
The purpose of this modification is to change the Contract Specialist to Katie Rechenberg.
Max Expire Date: 09/27/2017
LIST OF CHANGES:
Reason for Modification : Other Administrative Action
Buyer changed
from Courtney Stallworth
to Kathleen Rechenberg
Contracting Officer changed
from Noelle Mills
to Courtney Stallworth
Continued ...

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)*
Courtney Stallworth

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. Courtney Stallworth ELECTRONIC SIGNATURE

16C. DATE SIGNED 10/24/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-12-052/0006	2	2

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017 All other terms and conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 3 PAGES

2. AMENDMENT/MODIFICATION NO. 0007

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 4.1703
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: (b)(4)
The purpose of this modification is to incorporate FAR 52.204-15 into Section I. This clause applies to all Task Orders issued after January 30, 2014, that exceed the thresholds established in 4.1703(a)(2).
Max Expire Date: 09/27/2017
LIST OF CHANGES:
Reason for Modification: Other Administrative Action

Continued ...

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)*
Noelle Mills

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. ELECTRONIC SIGNATURE

16C. DATE SIGNED 01/06/2015

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017 All other terms and conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 0008

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement: Federal Acquisition Circular (FAC) 2005-80
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: (b)(4)
FAR 52.222-50 is revised to the updated version dated March 2015 which is applicable to any and all future Task Orders issued under the contract per Federal Acquisition Circular (FAC) 2005-80, published in the Federal Register on January 29, 2015.
Max Expire Date: 09/27/2017
LIST OF CHANGES:
Reason for Modification: Other Administrative Action
Section I: Clause, 52.222-50, is revised to
incorporate an updated version: 52.222-50
Combating Trafficking in Persons. (MAR 2015)

Continued ...

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)*
Noelle Mills

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. ELECTRONIC SIGNATURE

16C. DATE SIGNED 04/09/2015

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-12-052/0008	2	2

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017 All other terms and conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 3 PAGES

2. AMENDMENT/MODIFICATION NO. 0009

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4)

FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement: Consolidated and Further Continuing Resolution Appropriations Act, 2015
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: (b)(4)
The purpose of this modification is to incorporate EPA-H-03-101 dated March 24, 2015, in accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235).
Max Expire Date: 09/27/2017
LIST OF CHANGES:
Reason for Modification: Other Administrative Action

Continued ...

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)*
Noelle Mills

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
ELECTRONIC SIGNATURE
(Signature of Contracting Officer)

16C. DATE SIGNED 04/30/2015

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017 All other terms and conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.: 0010

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.:

5. PROJECT NO. *(If applicable)*:

6. ISSUED BY CODE CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7. ADMINISTERED BY *(If other than Item 6)* CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

MICHAEL BAKER JR., INC.
3601 EISENHOWER AVENUE
ALEXANDRIA VA 223046456

CODE (b)(4) FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-052

10B. DATED *(SEE ITEM 13)* 09/28/2012

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 ACKNOWLEDGEMENT 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 you 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)*
See Schedule

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.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	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.)*

DUNS Number: (b)(4)
Max Expire Date: 09/27/2017
LIST OF CHANGES: Reason for Modification : Other Administrative Action

This modification is issued to incorporate the following contractual changes:
1. To update clause G-5 Local Clauses EPA-G-42-101, Contract Administration Representatives, as shown below:

Contracting Officials responsible for administering this contract are as follows:

Administrative Contracting Officer
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A 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)*
Sandra Stargardt-Licis

15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*

16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
MICHAEL BAKER JR., INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Sandy Licis US EPA, CPOD Mail Code NWD 004 26 W. Martin Luther King Drive Cincinnati, OH 45268 Email: licis.sandy@epa.gov Phone: (513)487-2006 Administrative Contract Specialist: Greta Perry US EPA, CPOD Mail Code NWD 004 26 W. Martin Luther King Drive Cincinnati, OH 45268 Email: perry.greta@epa.gov Phone: (513)487-2331 2. All other terms and conditions remain unchanged. Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/28/2012 to 09/27/2017				