

Appendix E

Statement of Work

Mahoning River, Ohio

Sediment and Bank Sampling,

Characterization and Distribution

Study

Prepared for:

US Army Corps of Engineers
Pittsburgh District
DACW59-02-D-0005
Delivery Order No. 0002

June 2003

Prepared by:



Environmental Services, Inc.
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STATEMENT OF WORK

**IN-RIVER AND BANK CONTAMINATED
SEDIMENT SAMPLING, TESTING, DISTRIBUTION, AND
CHARACTERIZATION**

MAHONING RIVER, OHIO

MARCH 2003

1.0 GENERAL

Location: The project area is located along the Mahoning River in Trumbull and Mahoning Counties, Ohio, from near Leavittsburg, Ohio, at approximate river mile 46.2, through Warren and Youngstown, Ohio, to the Ohio/Pennsylvania State line at approximate river mile 12.0. The ordinary high water (OHW) line defines the lateral limit of the sampling area.

Guidance: Accept instructions only from the Pittsburgh District and only do work that has been negotiated and authorized. Quality assurance/quality control (QA/QC) procedures used in this work effort shall conform to the Pittsburgh District Quality Management Plan (QMP), CELRPR 1110-1-1, dated 30 January 98.

Purpose and Intent: The U.S. Army Corps of Engineers (USACE), Pittsburgh District, is conducting a Feasibility Study for an environmental dredging project to remove and remediate contaminated sediments along a 31-stream mile reach of the Mahoning River in Ohio. The Feasibility Study is being conducted under the authority of Section 312(b) of the Water Resources Development Act (WRDA) of 1990 as amended by Section 205 of the Water Resources Development Act of 1996 and Section 224 of WRDA 1999. The basis for the Feasibility Study was developed in the Mahoning River, Ohio, Environmental Dredging Reconnaissance Report, 1999.

The objectives of the Mahoning River, Ohio, Environmental Dredging Project are twofold:

"(1) To restore the Aquatic ecosystem and biotic integrity of the Mahoning River within the project area to a level existing on a model reach on the Mahoning River just upstream of the project area and (2) to eliminate the Ohio Department of Health, Human Health Advisory currently in effect."

These objectives were established early in the Reconnaissance phase after consultation and coordination with a steering committee, which included the U.S. Fish and Wildlife Service (USFWS), the U.S. Geological survey (USGS), the Ohio Environmental Protection Agency (OEPA), the Ohio Department of Natural Resources - Division of Fish and Wildlife (ODNR-FWS), and Eastgate Regional Council of Governments (ERCOG).

The "model reach" is defined as a baseline condition where the Mahoning River meets the OEPA, Warm Water Habitat (WWH) conditions. **The model reach is located at the upstream between river mile 45.2 and 46.3, and includes a free-flowing or "natural" reach upstream of the Lovers Lane Dam and a pooled reach upstream of the Leavitt's Street Dam.** The objective of the Mahoning River Environmental Dredging Project is to achieve this state throughout the degraded reach in the lower 31-mile portion of the river for both the "pooled" and "natural stream" conditions.

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The objective of this Scope of Work is to collect and present adequate data to identify the scale and degree of remediation required to achieve the **project goals as specified in the Scope of Work**. The Scope of Work includes:

- a. Determine the horizontal and vertical distribution of in-river contaminated sediments and contaminated bank material throughout the study area
- b. Determine the physical and chemical characterization of the contaminated sediments (in-river and bank material) **including visually observed physical characteristics sediment, and the depth of the core**.
- c. Determine the volume of in-river and bank contamination.

Background Information: A summary of relevant project information is as follows and shall be provided to the Contractor:

- a. Reconnaissance Report, 1998
- b. Results of Supplemental Riverbank Sediment Sampling, March 1999
- c. USGS Topographic Quadrangle Maps, annotated with project features and recommended transect sampling locations
- d. Maps showing the location and elevation of the Ordinary High Water Line
- e. Typical Transect Figure
- f. Rights of Entry Documentation

2.0 SCOPE OF WORK:

The Scope of Work includes all activities necessary to develop, implement and report the results of a comprehensive investigation of the project. This shall include the following basic tasks:

1. Project Work Plan - comprised of a Quality Control Plan, Sampling and Analysis Plan and Site Safety and Health Plan;
2. Field Sampling and Drilling – sample sediments from in-river and bank material up to the Ordinary High Water (OHW) line; Preserve, containerize, and deliver samples to the laboratories.
3. Investigation of Derived Waste
4. Geotechnical and Chemical Analysis of collected samples.
5. Organization of data into summary tables of chemical and geotechnical analyses results and compilation of all chemical and geotechnical laboratory data and reports;
6. Depiction of Subsurface Condition - Detail subsurface exploration records: sample coring logs, cross-sections, and profiles of subsurface conditions, and the GPS of all sampling locations. **Data collected will include location of transects, depth of sample core, and visually**

- observed physical characteristics of the sediment and the depth of each core.
7. Develop Cross-Sections and Profiles of Subsurface Conditions at each sampling transect, loading date into a GIS database.
 8. Prepare comprehensive Summary Report of subsurface conditions; and
 9. Participate in regular project meetings.

Task 1 - Project Work Plan

Prepare, submit and finalize a comprehensive Project Work Plan (PWP) prior to conducting any fieldwork for the project. The PWP shall clearly address project safety, quality, schedule, and budget criteria. The PWP shall depict the organizational structure of key personnel and lines of authority, including subcontract firms and their key personnel, and it shall describe individual roles and responsibilities of all key personnel. The PWP shall clearly define project objectives, and include an integrated schedule of durations and dates for all deliverable products and services. One Appendix to the PWP shall be a project specific Quality Control Plan (QCP). The QCP shall describe the process for preparing, checking, and reviewing all significant deliverable products and services for the project. It shall identify the individuals and their roles for production and independent technical review of all significant products prior to delivery. The processes and procedures in the PWP and the QCP shall conform to the Pittsburgh District Quality Management Plan.

The second appendix to the PWP is the Sampling and Analysis Plan (SAP). The SAP shall be developed in accord with the requirements of USACE 200-1-2, "Technical Project Planning Process," 200-1-3, "Requirements for Preparation of Sampling and Analysis Plans," and relevant USEPA, Ohio EPA and USACE guidance documents (i.e. WES Tech Report D-97-1, "Dredging Operations Technical Support Program Standard Guidance for the Preparation of Quality Assurance Plans") for implementing the Data Quality Objectives (DQO) process and preparation of a SAP. The SAP shall document application of the DQO process and the criteria for finalizing the number, location, and depths of cores and samples and the types of chemical and geotechnical laboratory analyses to be conducted. The SAP shall include a detailed Field Sampling Plan (FSP) section that explains the sample coring methods to be employed and the procedures to be utilized to collect and deliver samples suitable for intended laboratory analyses. It shall describe all field-testing and equipment calibration procedures and include blank example forms to be used to document all field sampling, observations and testing results. The SAP shall also include a detailed Quality Assurance Project Plan (QAPP) section, which specifies the laboratory analytical procedures to be implemented, and the analytical quality control procedures and precision, accuracy, representativeness, completeness, comparability and sensitivity criteria for acceptance and use of analysis results.

The PWP shall include a third appendix, a Site Safety and Health Plan (SSHP). A properly qualified and experienced Health and Safety Manager shall prepare the SSHP, and it shall clearly identify a Site Safety Officer (SSO) and associated responsibilities. The SSHP shall document the results of an activity hazard analysis for all significant aspects of the field sampling to be conducted, and specify the safety equipment and procedures to be implemented to minimize the risks of accidents, injury and exposure to toxic substances.

The draft PWP shall be provided in increments; reviewed and finalized in accord with the project schedule requirements specified below. The PWP shall be approved prior to the initiation of any field sampling for collection of samples for chemical laboratory analysis.

Task 2 - Field Sampling

All field sampling shall be conducted in accord with the FSP and SSHP components of the approved PWP. The transect figure provided schematically depicts the in-river and bank cores including upland control cores at the Ordinary High Water line (upland control cores will be taken at three transects only). For typical transects across the river, however, an average of [nine core borings](#) is used for estimating the cost. The USGS Topographical Quadrangles previously provided depict a total of [87 transect](#) locations for core sampling along the 31-mile length of the river. All [87 locations](#) will require core logs, cross-sections, and profiles of subsurface conditions. [Forty-seven of these 87](#) transect locations will require chemical and geotechnical laboratory analysis of the samples collected as specified below. [The remaining 40 transect](#) locations are to determine subsurface conditions in order to provide data necessary to calculate the volume and distribution of contaminated sediments.

Due to unforeseen field conditions the following is provided:

- Because this is an investigative sediment survey and existing conditions cannot be predicted prior to field surveillance, the 47 sampling transects marked on the USGS Topographical maps and the transect template are provided only for guidance and to develop cost estimates. The final location of these 47 sampling transects and their core samples shall represent “worst case” conditions or areas with the deepest or most contaminated sediments and bank materials. This may require that multiple sites be surveyed prior to the final selection of locations for these transects and their core samples. [Additionally, all 9 core samples may not be practical at each transect location due to varying geographical features along the river, i.e. such as steep slopes along the banks or existing gravel river bed at the in-stream centerline or midpoint cores.](#)
- Distinct soil horizons must remain intact when core samples are extracted. In addition, all distinct soil horizons in each core must be sampled discretely so the actual number of discrete samples collected per core may also vary.

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- To support efforts to remove the existing contact advisory, the top horizon of in-stream sediments must be sampled, even if it is only a few inches thick (**Some portions of the River have an existing contact advisory warning. Please take note with regard to the preparation of the SSHP.**)
- Both pool and riffle reaches upstream of each of the 10 low head dams located within the project area must also be represented.

In summary, the Contractor shall obtain as many cores and discrete samples necessary to accurately characterize existing conditions along each transect. However, the total number of discrete and core samples collected at all 47 transects may not exceed total numbers outlined below.

For purposes of estimating cost assume the following:

- All field workers shall be properly trained (conforming to OSHA 1910.120 requirements) individuals, and Level D protective equipment and procedures shall be the minimum accepted level of protection for all fieldwork.
- All 9 cores will be advanced at each of the 87 specified transect locations, and that the cores' average depth is 5 feet to refusal.
- All cores at the 87 transect locations shall be visually classified, where each distinct soil horizon shall be characterized by a suitably qualified sampler (geologist or Geotechnical engineer, then logged and materials returned to core hole ~~or containerized and disposed of as investigative derived waste (IDW).~~
- At the 47 sediment sampling and testing transect locations:
 - Two composite samples; one from all in-river cores; and one from all bank cores; will be collected and analyzed for grain size, specific gravity, atterberg limits, organic content and moisture content analysis
 - Three discrete samples from each core boring of 33 of the 47 sediment sampling and testing transects (33 transects x 9 cores/transect x 3 discrete samples/core = 891) as directed by USACE will be collected for analysis for Total Recoverable Petroleum Hydrocarbon (TRPH).
 - Three discrete samples from each core boring at 14 of the 47 sediment sampling and testing transects (14 transects x 9 cores/transect x 3 discrete samples/core = 378) as directed by the USACE will be collected for analysis for Polynuclear aromatic hydrocarbon (PAH); Polychlorinated biphenyl (PCB), Herbicides, Pesticides and Target Analyte List Metals, including hexavalent chromium.
 - Three discrete samples from each core boring at 3 of the 14 sediment sampling and testing transects as noted in the above sub-bullet (3 transects x 9 cores/transect x 3 discrete samples/core = 81) as directed by the USACE will be collected for analysis for the complete Toxic

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Characteristic Leaching Procedure (TCLP) list of parameters regulated by the Resource Conservation and Recovery Act (RCRA).

- o One discrete sample from each of the core boring at 9 of the 47 transects, as directed by the USACE, will be collected for analysis for radioisotopes.
- o Three composite upland control core samples located at the ordinary high water line at 3 of the 47 transects, as directed by the USACE, will be collected for analyses for TRPH, PAH, PCB, Herbicides, Pesticides, and Target Analyte List Metals, hexavalent chromium, and radioisotopes.

Access to the 87 designated transect locations is limited. The Contractor shall be furnished with rights-of-entry documentation. Access to the in-river and bank core locations will be limited to these areas, and all core locations must be accessed from the river. If the Contractor chooses to obtain overland access to any transect location other than via public rights of way provided it will be in accordance with USACE protocol and at the Contractor's expense.

The bottom of sample depth in each core will be determined based on resistance below obviously contaminated material to a relatively impermeable layer, or refusal, ~~or one foot, whichever is less.~~ Refusal is defined as bedrock or gravel, or to the original, non-contaminated streambed. If roots or woody debris interfere with penetration, the core must be relocated. **The anticipated average sample depth below top of ground is about 5 feet. A variety of hand sampling techniques and equipment (e.g. Lil' pounder) may be required to effectively sample bank cores.** No rock coring shall be performed. Only depositional material, such as silt, sand, and clay will be sampled and, based on results of previous analyses, a clay lens is generally expected at the bottom of each core sample. The Contractor shall employ the appropriate equipment and procedures required to maintain the integrity of the core horizons in accordance with the approved Field Sampling Plan component of the SAP and the PWP as noted previously. **The contaminated sediments are very soft, it is therefore suggested that in river core samples be collected with a simple hand pushed pipe sampler or a comparable technique. Bank samples can also be sampled with a pipe sampler but the pipe must first be driven with a sledgehammer (e.g. Lil' pounder) or the like through a 1 to 2 feet thick soil cap before being pushed to resistance through the underlying softer material.**

The locations of the most upslope core sample on each bank of every transect, which lie between the shoreline and the ordinary high water line, are critical as they will define the lateral limits of contamination. These cores can only be located through trial and error. Suggest establishing the location of this core before making a decision (location/need) on the mid-bank core.

Task 3 – Investigation of Derived Waste

Investigation derived wastes (decon water) from all sampling activities shall be properly containerized, stored, characterized, transported and disposed in accord with all relevant and applicable regulations. A certificate of disposal shall be provided to the USACE.

Task 4 - Geotechnical and Chemical Laboratory Analyses

For purposes of estimating costs, assume the following:

- 94 (2 x 47) laboratory analysis for the two composite samples; one from all in-river cores and one from all bank cores; at the 47 sediment sampling and testing transects will require laboratory analyses for: grain size (ASTM D 422) sieve and hydrometer, specific gravity (ASTM D 854), atterberg limits (ASTM D 4318), organic content (ASTM D 2974), and moisture content (ASTM D 2216) analysis.
- 939 (891 field, plus 45 field duplicate QC, plus 3 upland control samples) laboratory analysis for Total Recoverable Petroleum Hydrocarbon (TRPH) – (USEPA Method 418.1) (plus 5% for QC).
- 400 (378 field, plus 19 field duplicate QC, plus 3 upland control samples) analyses for each of the following analytes (Laboratory analyses will use the following method for: Polynuclear aromatic hydrocarbon (PAH) (SW-846 Method 8270); Polychlorinated biphenyl (PCB) (SW-846 Method 8082), Herbicides (SW-846 Method 8151); Pesticides (SW-846 Method 8081); Target Analyte List Metals (SW-846 Method 6010B); and hexavalent chromium (SW-846 Method 7196A); plus 5% for QC).
- 86 (81 field, plus 5 field duplicate QC) discrete samples of the 47 transects will require laboratory analyses for the complete Toxic Characteristic Leaching Procedure (TCLP) list of parameters regulated by the Resource Conservation and Recovery Act (RCRA).
- 13 (9 field, plus 1 field duplicate QC, plus 3 upland control samples) samples from cores in 1 of the 47 transects will be collected for analysis of radioisotopes (Gross alpha, beta, and gamma, spectrometry); plus 5% for QC.
- Total of 10 rinse blank samples require laboratory analyses for: Total Recoverable Petroleum Hydrocarbon (TRPH), USEPA Method 418.1; Polynuclear aromatic hydrocarbon (PAH) (SW-846 Method 8270); Polychlorinated biphenyl (PCB) (SW-846 Method 8082), Herbicides (SW-846 Method 8151); Pesticides (SW-846 Method 8081); and Target Analyte List Metals (SW-846 Method 6010B).
- Total of 10 IDW samples require laboratory analyses for: Total Recoverable Petroleum Hydrocarbon (TRPH), Method 418.1; Polynuclear aromatic hydrocarbon (PAH) (SW-846 Method 8270); Polychlorinated biphenyl (PCB) (SW-846 Method 8082), Herbicides (SW-846 Method 8151); Pesticides (SW-846

Method 8081); and Target Analyte List Metals (SW-846 Method 6010B). ~~and complete Toxic Characteristic Leaching Procedure (TCLP) list of parameters regulated by the Resource Conservation and Recovery Act (RCRA).~~

All analyses shall be performed in accord with the QAPP portion of the approved SAP.

Task 5 - Organization of Data

Prepare, submit and finalize a comprehensive set of summary tables of all chemical and geotechnical analyses results **digital format compatible to Microsoft Excel**. Summary tables shall be suitable for unaltered inclusion in the Feasibility Report. Compile and prepare complete chemical and geotechnical laboratory reports in hard copy and electronic format, to be approved by USACE.

Task 6 - Depict Subsurface Conditions .

Prepare, submit and finalize a comprehensive set of detailed Subsurface Exploration Records (core logs) documenting all significant field measurements and observations at each core location. The core log content and format shall be approved and finalized during review of SAP. Transcribe geotechnical and chemical laboratory analysis results on to each core log, and the final core logs shall be suitable for unaltered inclusion in the Feasibility Report **digital format compatible to Microsoft Excel**.

Task 7 - Develop Cross-Sections and Profiles of Subsurface Conditions

Electronically transcribe core sampling record data into three-dimensional GIS mapping files provided by USACE. Use accepted GIS/CADD software such as Intergraph Microstation Inroads to prepare, submit and finalize a comprehensive set of cross-sectional depictions at each transect and longitudinal profiles of subsurface soil layers and conditions, specifically demarcating significant breaks in contamination levels. USACE approved cross-section and profile depictions shall provide basis for estimation of quantity calculation estimates of contaminated material exceeding model reach conditions, and shall be suitable for unaltered inclusion in the Feasibility Report.

Task 8 – Summary Report

Prepare comprehensive summary report of investigation results. Report shall be integrated with deliverable products from Tasks 4 through 8. Report shall clearly describe the geotechnical conditions. Report shall concisely summarize nature and extent of contamination. It shall clearly establish conditions in model reach and define numeric remedial action objectives for the project. Report shall describe the processes used to estimate limits of required remedial action and for determination of quantities of material

exceeding numeric remedial action objectives and the results for various alternatives considered. Report sections shall be suitable for unaltered inclusion within the Feasibility Report.

Task 9 – Meetings

Participate in one pre-task order and one post task order meeting at either the Corps (Pittsburgh District, Pittsburgh, Pennsylvania) or Eastgate Regional Council of Governments (Austintown, Ohio) office on-site project meetings as requested. Assume an additional three meetings during the task order at either location specified. Participation shall require presentation of project investigation and data results in meetings with USACE personnel, regulatory agencies, local sponsor and the public.

3.0 RESPONDING TO REVIEW COMMENTS

The Government will perform Quality Assurance Review of all submittals and make comments, utilizing Dr Checks, an Internet based tool developed for design review. Notify the Project Engineer immediately of any comments that are not understood or are disputed. Respond to all comments utilizing Dr Checks within 7 calendar days of notification by the Project Engineer that the review period and comments are completed. The completed Dr Checks forms shall be submitted with final submittal of each deliverable product.

4.0 MONTHLY STATUS REPORTS AND PAYMENT REQUESTS

Monthly Status Reports and Payment Requests shall be submitted in accordance with Attachment B. A Final Task Order Release shall be submitted in accordance with Attachments B and C.

5.0 SUBMITTALS FOR REVIEW

Submit 3 copies of each deliverable product to the Project Engineer (Ms. Patience Nwanna) for Product Delivery Team review. Comments shall be provided to the contractor to address. Then, submit 3 copies of each deliverable product to the Project Engineer for QA review. Assume a two-week duration for PDT review and a six-week duration for QA review, and that all review comments will be in Dr. Checks format (reference Appendix D). Assume a maximum two-week response to comments periods. All submittals shall be accompanied by a transmittal letter and include a Table of Contents and be professionally assembled in suitable binders.

6.0 FINAL SUBMITTALS

Submit 10 original hard copies of all final submittals and one electronic copy formatted to USACE requirements for each deliverable product to the Project Engineer. Include complete set of Dr. Checks comments with annotated responses. Assume maximum two-week response to comments period and additional three-week period to prepare final submittals. All submittals shall be accompanied by a transmittal letter and include a Table of Contents and be professionally assembled in suitable binders.

7.0 SCHEDULE.

Prompt and reliable accomplishment of the sampling and analyses components is critical to achieving overall objectives for the Feasibility Study Report. It is critical that core records and results of analyses be submitted incrementally for USACE review as sampling and analyses progress. Complete drafts of chemical and geotechnical data, and boring logs (Tasks 5 and 6) shall be submitted to USACE by August 4, 2003. Cross-sections and profiles (Task 7) shall be submitted by August 22, 2003. A draft report (Task 8) shall be submitted to USACE by September 5, 2003 and the final report shall be submitted to USACE by the end of October 2003. The aforementioned dates assume a signed task order will be issued by April 7, 2003. If the signed task order is not issued by April 7, 2003, the submittal dates will be delayed by the difference of the actual signed task order and the April 7, 2003 dates.

8.0 PROPOSAL

Submit proposal in two components, technical proposal and cost proposal. Technical proposal shall depict organization chart of key personnel, all subcontract firms and lines of authority, with brief explanation of roles and responsibilities. The Technical Proposal shall present required project services and products in a Work Breakdown Structure format of tasks and subtasks, integrated to exactly match breakdown in the proposed schedule and the Cost Proposal. Technical proposal shall include a detailed schedule and describe how specified quality products and services required in scope of services will be delivered within required schedule.

The Cost Proposal shall be formatted to match each Task and Subtask in the Work Breakdown Structure in the Technical Proposal and the schedule. Cost Proposal shall provide detailed estimate of all labor, equipment, materials and related costs for each individual Work Breakdown Structure Task and Subtask.

Please note that this task order consists of three different parts as specified below, which will be performed consecutively. The parts are severable and may be awarded as separate delivery orders at the Government's discretion.

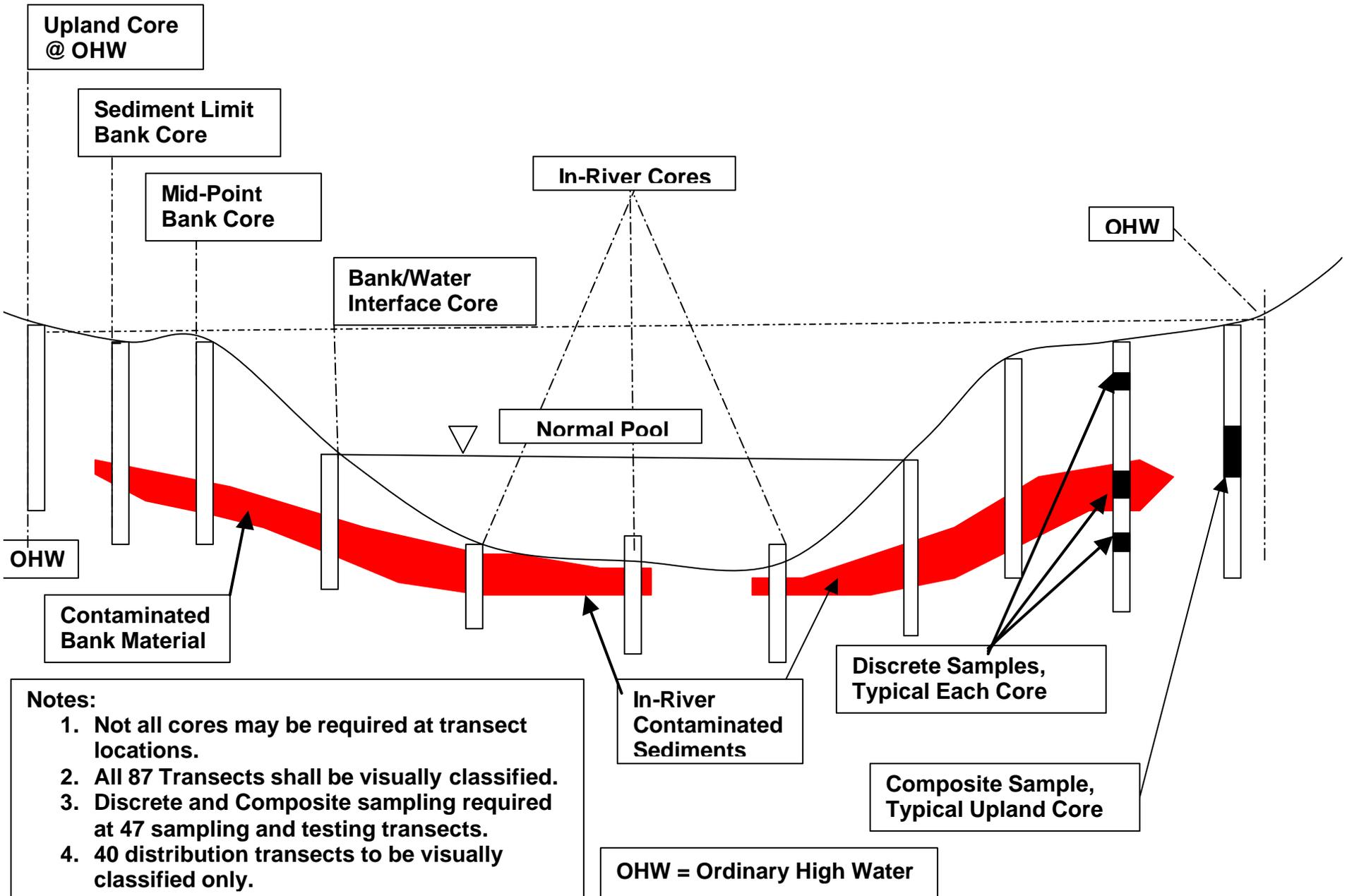
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PART 1 – Preparation of work plans (Tasks 1), Field Sampling and Drilling (Task 2), and Investigation of Derived Waste (Task 3).

PART 2 – Geotechnical and Chemical Analysis (Task 4).

PART 3 – Report Preparation (Tasks 5, 6, 7, & 8), Meetings (Task 9), and other Direct Costs.

**ATTACHMENT A
TYPICAL TRANSECT**



ATTACHMENT B
MONTHLY STATUS REPORTS AND PAYMENT REQUESTS
04/01/03

B MONTHLY STATUS REPORTS AND PAYMENT REQUESTS

The Pittsburgh District utilizes an accrual based accounting system in which expenses are recognized when work has been completed, even though an invoice may not have been received. Monthly Status Reports submitted by the Contractor are very important to both forecast costs to be incurred as well as to track costs expended to date.

B.1 Monthly Status Reports

During progression of work, the Contractor shall submit a Monthly Status Report once per month. A Monthly Status Report shall be submitted before the 28th calendar day of each month and shall summarize work completed (and/or to be completed) during the month in which the report is being submitted.

Each Status Report shall include the information listed below. The information should be presented in a brief, concise manner. Specific format is at the discretion of the Contractor but shall be consistent for each Task Order.

- 1) General Information
 - a) Contract Number
 - b) Task Order Number
 - c) Contractor Project Manager
 - d) Reporting Period

- 2) Coordination Issues
 - a) Identify any outstanding issues requiring resolution by the USACE Pittsburgh District.
 - b) Identify any outstanding issues requiring resolution by the Contractor.
 - c) Identify any proposed changes to project personnel and/or roles thereof.

- 3) Project Schedule Updates
 - a) Provide a summary of activities conducted during the reporting period.
 - b) Submit an updated Task Order Project Feature Schedule, current through the end of the reporting period.
 - c) Identify any foreseeable delays to the project schedule.
 - d) Identify any proposed changes to the project schedule.
 - e) Identify any authorized changes to the project schedule.

- 4) Budget Status
 - a) Identify estimated or actual costs incurred for work completed during the month.
 - b) Identify a cumulative total estimated cost for work completed through month end.

Monthly Status Reports shall be submitted electronically in Adobe Acrobat .pdf format along with the native format used to create portions of the reports (such as Suretrack files, Excel worksheets, Word documents, etc.).

Payment Requests, however, are required to be submitted in hard copy with an original signature.

B.2 Payment Requests

Payment requests (invoices) may be submitted separately from Status Reports; however, work completed during the billing period of an invoice must have been documented in a previously submitted Status Report. Payment requests without an accompanying Status Report as backup may be returned to the Contractor for resubmittal.

An original and one copy of each Payment Request shall be submitted on an ENG Form 93 (ENG93) to the attention of:

Mr. Phil Orlando
US Army Corps of Engineers
WM. S. Moorhead Building
1000 Liberty Avenue, Room 1934
Pittsburgh, PA 15222-4186

At the completion of work, a Final Task Order Release shall be prepared and submitted by the Contractor to the Pittsburgh District. An example release is included as Attachment C.

ATTACHMENT C
FINAL TASK ORDER RELEASE
02/12/03

C FINAL TASK ORDER RELEASE

The following Task Order Release shall be required prior to release of final payment to the Contractor.

RELEASE OF CLAIMS

CONTRACT NO. DACW59-__-D-____

Work under Task Order No. _____, this contract between the United States of America, represented by the Contracting Officer and the Contractor, having been completed and accepted, the United States of America, its officers and agents, are hereby released from all claims and demands whatsoever arising under or by virtue of said Task Order, effective upon payment of the balance of \$_____ by the Government.

Executed this ____ day of _____.

Two Witnesses:

_____ Printed Name	_____ Signature		
_____ Title	_____ Address (Street)		
_____ Company	_____ City	_____ State	_____ Zipcode

_____ Printed Name	_____ Signature		
_____ Title	_____ Address (Street)		
_____ Company	_____ City	_____ State	_____ Zipcode

ATTACHMENT D
QUALITY ASSURANCE (QA) / QUALITY CONTROL (QC)
04/01/03

D QUALITY CONTROL

D.1 Purpose

The purpose of interaction with USACE technical personnel (to include, but not limited to QA progress updates and QA reviews of formal and informal submittals) is NOT to receive direction or concurrence with respect to engineering design work to be performed by the Contractor, but instead, to help assure the end product submitted the Contractor shall achieve the goals and expectations of the Task Order.

The Contractor shall be solely responsible and liable for the progression, direction, and accuracy of all engineering work for the Task Order, to include, but not limited to QC efforts. Specific QA comments generated by USACE for each Task Order are not intended to constitute a change or modification to the terms and/or conditions of the existing scope of work issued under the each Task Order.

In the event any QA comments generated outside of the Design Review and Checking System (reference Dr. Checks, Paragraph D.2) are perceived by the Contractor to be instruction(s) which may change or modify the work being performed, and/or the scope of work, the Contractor is required to provide documentation thereof in a memo or a letter of understanding, and immediately submit the documentation to the respective USACE personnel, along with a copy to the Task Order Manager, and a copy to the Contracting Officer. Documentation and submittal by the Contractor of said instructions does not constitute concurrence, acceptance, or approval by the Government. Do not proceed to address those comments perceived as being outside of the work effort previously negotiated and awarded under the respective Task Order.

In the event QA comments generated through the use of Dr. Checks are perceived by the Contractor to be instruction(s) which may change or modify the work being performed, and/or the scope of work, the Contractor is required, during their evaluation in Dr. Checks, to clearly highlight and note the respective QA comment(s) as such. Do not proceed to address those comments perceived as being outside of the work effort previously negotiated and awarded under the respective Task Order.

D.2 Design Review and Checking System (DrChecks) for A/E Contracts

D.2.1 Applicability

The Contractor is required to use DrChecks for the review and feedback of studies, drawings, specifications, environmental documents, design analysis, permit applications, reports, and other project review submittal documents. The software shall be used at a minimum by the Contractor to document ITR reviews, and respond to USACE QA and Biddability, Constructability, Operability and Environmental (BCOE) reviews.

All DrChecks reviews performed internally by the Contractor (such as ITRs), or a subcontractor thereof, shall be completed, and responses thereof addressed and incorporated into the project submittal document(s) prior to submission to USACE.

All DrChecks review comments initiated by USACE shall be responded to by the Contractor (unless the specific comment(s) is outside the Task Order SOW), and responses thereof addressed and incorporated into the subsequent project submittal document(s), prior to submission for USACE review.

D.2.2 References

[ER 1110-1-8159](#), DRCHECKS, 10 May 2001

D.2.3 Implementation

The Pittsburgh District Engineering and Construction Division Quality Management Officer (EC-QMO) administers DrChecks locally. The DrChecks system has two categories of users – the designer and the reviewer.

D.2.4 First Time User

If this is the Contractor’s first time to use DrChecks, their firm will need to be registered in the DrChecks database. The Project Manager for the Contractor shall furnish the information shown on the following screen capture to the EC-QMO:

a. Firm type: (reqd.)	<input checked="" type="radio"/> Architect/Engineer Firm <input type="radio"/> Contractor <input type="radio"/> Customer
b. Firm name: (reqd.)	<input type="text"/>
c. Office Name: (reqd.)	If unknown, enter *Home Office* <input type="text"/>
d. City/State: (reqd.)	<input type="text"/> / <input type="text"/>
e. POC Last Name: (reqd.)	<input type="text"/>
f. POC First Name: (reqd.)	<input type="text"/>
g. POC Email: (reqd.)	<input type="text"/>
h. POC Phone: (reqd.)	<input type="text"/>
i. Project Name: (opt.)	<input type="text"/>
j. PM Name: (opt.)	<input type="text"/>

The EC-QMO will submit the information to the DrChecks help desk. The DrChecks help desk will then send the “Office Password” to the POC identified above. The Contractor’s designers and reviewers will self-register themselves in DrChecks using the “Office Password” after it has been received.

D.2.5 Logging On

DrChecks can be accessed via the Internet at <https://www.projnet.org/>. An example logon screen is as follows:

ProjNet
[Homepage](#) [About](#) [Browsers](#) [Starting](#) [Support](#) [Privacy](#)

[ProjNet](#) > [Home](#)

First Time Users:
 If you do not have your office password, contact your local administrator before proceeding.

Agency: (reqd.)

Existing Users:
 To login, you need a personal password. If you do not have your password contact your local administrator before proceeding. This form is case sensitive.

Agency: (reqd.)

Last name: (reqd.)

Password: (reqd.)

Terms of Use: (reqd.) I agree with terms listed below.
 I disagree with terms listed below.

Perspective bidders may go directly to the Bidder Inquiry Module.

- [Bidder Inquiry](#)

General information on ProjNet applications are provided via on-line PowerPoint slide shows.

- [Briefings/Training](#)

If you're stuck or would like additional information, please call the help desk. The number is at the bottom of the page.

D.2.6 Existing User

When a project or review needs to be added to DrChecks, the Project Manager for the Contractor shall contact the EC-QMO via e-mail and request a project or review be added. At this time, the Project Manager for the Contractor will identify persons assigned to the project as designers and reviewers, the project start and completion dates, the name of the review, and the start and stop dates of the review.

EC-QMO will then add the project and project information to DrChecks and give project access to the appropriate personnel. Contractor personnel that have not previously registered in DrChecks will be required to self-register, using the Contractor's "Office Password discussed above, prior to being given access to the project.

Once a new project and/or review are created, the Project Manager will receive an e-mail notification.

DrChecks training resources, in the form of PowerPoint presentations are available at <http://www.buildersnet.org/projnet/training.html>.