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CONSTRUCTION QUALITY CONTROL PLAN REMEDIATION OF SOLID WASTE MANAGEMENT UNIT 39 (SWMU 39) TCE PLUME MILLINGTON SUPPACT TN
10/01/2011
LEE & RYAN

CONSTRUCTION QUALITY CONTROL PLAN

Remediation of SWMU 39 TCE Plume
NSA Mid-South
Millington, TN 38054

Submitted to:

NAVFAC Midwest
Building 1A, 201 Decatur
Great Lakes, IL 60088

Contract Number: N40083-11-D-0028
Task Order Number: 0001

Submitted by:

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October 2011

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Lee & Ryan does hereby certify that, to the best of its knowledge and belief, the technical data delivered herewith under this contract is complete, accurate, and complies with all requirements of the contract.

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Project Name: **Remediation of SWMU 39 TCE Plume**
Project Number: **N40083-11-D-0028 - 0001**

Declaration of Understanding

I have read and understand this Construction Quality Control Plan and agree to abide by the procedures and limitations specified within.

Name	*Signature*	*Employer*	*Date*

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1.0 Quality Control Program

Lee & Ryan's Quality Control (QC) Program for the SWMU 39 EMAC Seed project at NSA Mid-South, Millington, TN is based on the Naval Facilities Engineering Command (NAVFAC ENGCOM) Guide Specification for Quality Control (NFGS-01450N) and the Lee & Ryan's Corporate QC Program.

The objective of the QC Program is to describe those policies, procedures and guidelines necessary to ensure that Lee & Ryan and its subcontractors perform thorough, consistent, high quality services. The QC Program describes the methods and provides the framework necessary for developing site specific Project QC Plans.

2.0 Quality Control Organization

Lee & Ryan's QC organization structure ensures accountability and control, while providing flexibility and teamwork to deliver a quality product throughout the project. We have designed our QC organization to respond to a varying complexity of issues and offer technical support, while maintaining complete control of on-site activities. Our QC organization is provided as Worksheet #5 in the Uniform Federal Policy for Quality Assurance Project Plans (UFP QAPP) document that accompanies this submittal.

3.0 Quality Control Organization

This Project QC Plan contains the required elements of the QC Program and is designed to cover on-site and off-site work keyed to the work sequence for the SWMU 39 EMAC Seed project at the NSA Mid-South Millington, TN facility.

It is the responsibility of Lee & Ryan associates and subcontractors to implement the QC Plan as appropriate to their role in each assignment. The Project QC Manager will brief project personnel regarding specific QC responsibilities prior to beginning work on an assignment. Demolition activities may include site preparation, delineating work areas, removing existing concrete slab, foundation and footers, disposal of concrete in approved c/d landfill, contaminated soil excavation, transport and disposal, backfill excavation with imported soil, grade site, seed final grading and quarterly groundwater sampling. The quarterly groundwater sampling is part of the groundwater remediation tasks. The tasks for this project are identified in the site-specific Work Plan submitted as a separate document for this project. The following information is provided in this QC Plan:

1. Name and qualifications, in resume format, of the Project QC Manager and any alternates.
2. An appointment letter signed by the Lee & Ryan's Quality Control Program Manager stating responsibilities and authorities of the Project QC Manager.
3. Procedures for reviewing, approving, and managing submittals including name(s) of the person(s) authorized to review and certify submittals prior to approval.
4. Testing laboratory information required by "Accredited Laboratories" or "Testing Laboratories Requirements", as applicable.

5. Testing Plan and Log including tests required, referenced by specification paragraph number requiring the test, the frequency, and the person responsible for each test.
6. Procedures to identify, record, track, and complete rework items.
7. Documentation procedures, including proposed report formats.
8. A listing of outside organizations and a description of services they will provide.

Approval of the QC Plan is required prior to the start of the contract. Any required changes in the QC Plan or operations recommended by the Contracting Officer will be immediately incorporated into the QC Plan and resubmitted for review and approval. The QC Program Manager and the Project QC Manager will be available for an interview with the Contracting Officer, if requested, to discuss qualifications and understanding of the QC requirements of the contract.

Lee & Ryan will notify the Contracting Officer in writing, of any proposed change, including changes in the QC organization personnel, a minimum of five work days prior to a proposed change. Proposed changes must have the approval of the Contracting Officer.

3.1 Name and Qualifications of Project QC Manager

The resume of the Project QC Manager, Mr. Brian Morgan, is presented in **Appendix A** and depicts his experience and qualifications to perform as the Project QC Manager. An alternate Project QC Manager may be appointed at a later date and their qualifications will be presented to the Contracting Officer for review and approval and will be added to **Appendix A**.

3.2 Appointment Letters

Lee & Ryan's Program Manager has issued an Appointment Letter to grant authority to the Project QC Manager, Mr. Brian Morgan. In this position, Mr. Morgan has the authority to activate the necessary resources required to ensure the QC program is active and supporting all elements of this project. In addition, he is responsible for implementing the Project QC Plan, and has the authority to direct the correction of non-conforming work including Stop Work Authority. **Appendix A** includes the Appointment Letter for the Project QC Manager and Mr. Morgan's resume.

3.3 Duties, Responsibilities & Authorities of QC Personnel

Table 1 summarizes the duties, responsibilities, and authorities of the Project QC Manager. The QC Manager reports independently to Lee & Ryan's Project Manager and communicates with the Project Manager and other operations and support staff.

Table 1 - Responsibilities and Authorities of Project QC Manager	
Responsibilities	**Authorities**
• Implements, and enforces Project QC Plan • Attends Coordination and Mutual Understanding Meeting • Conducts QC meetings • Performs the 3 phases of control • Performs submittal reviews • Ensures approved submittals are available at the work site and are compared to materials as they arrive on site • Verifies all required testing is performed for on-site and off-site work • Ensures required testing is performed and provides QC certification and documentation to the Project Manager for review/approval • Prepares and signs all Contractor Quality Reports • Prepares all QC documentation and certifications • Ensures compliance with Navy, NAVFAC, or other applicable QC policies, practices, and guidance ***Reports independently to Lee & Ryan's Project Manager; communicates with Project Manager and other operations and support staff.***	• Enforces QC program, plans, and policies • Directs correction of non-conforming work • Performs QC inspections and audits (scheduled/unscheduled) • Issues Corrective Action notices • Activates/enforces warranty claims • Advises Project Manager on all quality-related issues • Has stop work authority for nonconforming work or unsafe health and safety practices

3.4 Reviewing, Approval and Managing Submittals

The Project QC Manager will be responsible for reviewing and certifying that all submittals are in compliance with the contract requirements as described in the specification section, Submittal Procedures, of this contract. The Project QC Manager is the approving authority on all submittals unless otherwise specified in the submittal log. A copy of the submittal log is provided in **Appendix B – QC Submittal Forms**. The Project QC Manager is responsible for ensuring that all submittals are submitted on time and to the proper authority.

The Project QC Manager will verify all field measurements prior to approval of any submittal for equipment and/or materials to be incorporated in this project. The Project QC manager will inspect all material deliveries and assure that the materials comply with the approved submittal. He will review all submittals and will verify that each submittal is in accordance with the requirements of the contract documents.

The Project QC Manager will be responsible for the following tasks regarding submittals:

1. Review each submittal and check and coordinate each submittal with requirements of TO and contract documents.
2. Review submittals for conformance with project design concepts and compliance with contract documents.
3. Act on submittals, determining appropriate action based on QC organization's review of submittal.
    a. The Project QC manager will take appropriate action on a submittal from the possible actions defined in paragraph entitled, "Actions Possible.

b. When Contracting Officer is approving authority or when variation has been proposed, forward submittal to the Government with certifying statement or return submittal to the contractor marked "not reviewed" or "review and resubmit" as appropriate.

4. Ensure that material is clearly legible.
5. Stamp each sheet of each submittal with QC certifying statement or approving statement except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.

a. When approving authority is Contracting Officer, QC organization will certify submittals forwarded to Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with contract Number [_____], is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for Government approval.

Certified by Submittal Reviewer_____, Date _____

(Signature when applicable)

Certified by Project QC Manager _____, Date _____"

(Signature)

b. When approving authority is Project QC Manager, Project QC Manger will use the following approval statement when returning submittals to contractor as "Approved" or "Approved as Noted":

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal and proposed to be incorporated with contract Number [_____], is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is _____ approved for use.

Certified by Submittal Reviewer_____, Date _____

(Signature when applicable)

Approved by QC Manager _____, Date _____"

(Signature)

6. Sign certifying statement or approval statement. The person signing certifying statements shall be QC organization member designated in the approved QC plan.
7. Update submittal register as submittal actions occur and maintain the submittal register at project site until final acceptance of all work by contracting officer.
8. Retain a copy of approved submittals at project site, including contractor's copy of approved samples.

3.5 Testing Laboratory Information

ESC Lab Sciences of Mt. Juliet, Tennessee is AIHA accredited and a National Environmental Laboratory Accreditation Program (NELAP) certified laboratory.

3.6 Test Plan and Log

Lee & Ryan will provide in the Testing Plan and Log all tests required by the contract in a sequence following the construction production schedule.

The Project QC Manager will ensure that:

- All appropriate control procedures will be used when performing testing for this project. Such testing will include operation and/or acceptance tests, as specified in the contract documents.
- The testing procedures comply with the contract requirements.
- The facilities and testing equipment to be used are available and comply with all applicable testing standards. Labs that are to be certified will provide their accreditation letter.
- The recording forms and test identification control number system including all of the test documentation requirements have been correctly prepared.
- The results of all tests taken, both passing and failing, will be recorded in the Contractor Quality Control Report for that date. The specification paragraph reference, location of the test, and the sequential control number identifying the test will be shown on the test results.
- A copy of all tests performed by a commercial testing laboratory will be provided to the Contracting Officer, turned in with the daily report. All testing to be performed will be recorded on the Testing Plan and Log. (See **Appendix C**)
- The Testing Plan and Log shall be submitted as a separate submittal at the end of each month with the invoice. The Testing Plan and Log will be used and discussed at each QC Meeting.

3.7 Procedure for Rework Items

The Project QC Manager will maintain a Rework Items List. It will contain a list of work that does not comply with the contract requirements including items identified by the Contracting Officer or designated representative, identify what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. A copy of the Rework Items List will be attached to the last daily Contractor Quality Control Report of each month.

Our Project QC Manager will identify deficiencies based on the following:

- Workmanship in accordance with the specifications and industry standards
- Materials as specified in the specifications and industry standards
- Materials as proposed, submitted, and approved
- Work conformity to local codes, National Fire Protection Association, Occupational Safety and Health Administration, US Environmental Protection Agency, Tennessee Department of Environmental Management, Americans with Disabilities Act, National Electrical Codes, applicable Department of Defense and Navy policies and directives, and applicable state regulations. The applicable codes will be spelled out in an action plan so that the QC Manager can check operations against these standards.

Any Lee & Ryan associate can identify unacceptable conditions at any time. Project personnel are required to report all existing or potential quality problems. The Project QC Manager will take action as described below, depending upon the deficiency identified. Corrective action of contractor-identified deficiencies will be scheduled based on priorities established by functional area. Corrective actions will be reported to the Contracting Officer and documented in the Quality Control Report as part of the Daily Contractor Production Report. Our Project QC Manager will inspect the deficiency, determine the action required, and recommend a priority for response. Discrepancies that require immediate corrective action are brought to the attention of the responsible project personnel during the inspection. The Project QC Manager determines when to implement follow-up inspections. In most cases, corrective actions will be implemented immediately for this project.

Tools and Methods Used to Identify Poorly Performing Subcontractors and/or Lee & Ryan Team Personnel

Lee & Ryan strives to achieve the highest quality in its projects and deliverables. To ensure this standard is maintained, Lee & Ryan have established methods and tools to identify poor performance of subcontractors and/or in-house personnel. These methods and tools are discussed in the following paragraphs.

Trend Analysis

Due to the fast-paced nature of this project, our trend analysis and corrective action procedure is administered rapidly with no long-term time series. If a deficiency is noted once, it is simply a correctable deficiency. If the same deficiency is repeated, it is a trend and is dealt with immediately. Our normal action is to write the subcontractor a "cure notice," requesting a response as to why we should not default the company for cause and what measures will be implemented to ensure that the deficiency will not be repeated. The subcontractor's response is evaluated and his performance closely supervised to ensure complete compliance. A continuance of the trend for a third time results in immediate default. This procedure has been enforced on other construction projects of similar size, scope, and complexity to the project and has proven extremely effective.

Procedures to Prevent Deficiency Recurrence

The Project QC Manager will submit a Corrective Action Notice (CAN) to the subcontractor(s), with copies to the Project Manager and Contracting Officer for each item of noncompliance. The

Project QC Manager directs the subcontractors to correct the deficiency at his own cost. He then reminds the subcontractor that recurring deficiencies are legal grounds for default and subject to termination for cause. In cases involving in-house work forces, Lee & Ryan has the option to admonish the employee, take punitive action, or terminate the employee. If appropriate, additional training will be provided to the employee.

Timeframe for Correction of Deficiencies

Lee & Ryan's policy is to correct deficiencies immediately. If our in-house personnel performed the work, we execute corrective measures promptly. It is possible that a subcontractor would refuse to respond immediately, at which time we issue a notice of intent to terminate the subcontractor and allow 48 hours for a response. Should the subcontractor fail to respond in the allotted timeframe, Lee & Ryan will terminate that firm for cause and begin corrective action immediately. If the deficiency in any way poses a potential danger, a Stop Work order is issued and corrective actions are implemented immediately, regardless of the circumstances.

Second Completion Inspection

After the subcontractor corrects the deficiencies listed on the punch list, the Project QC Manager conducts a second inspection to verify that the subcontractor properly corrected all items listed on the punch list. During this inspection, the Project QC Manager has the right to find additional items and require the correction of those items. Only upon the final acceptance by the Project QC Manager does the subcontractor proceed to the next stage of the inspection procedure.

Pre-Final Inspections

When Lee & Ryan is ready for final inspection by the Government, Lee & Ryan will notify the Contracting Officer in writing at least seven calendar days prior to the desired date of the inspection, or as otherwise agreed upon with the Contracting Officer. The final inspection will be performed with the Lee & Ryan Project Manager, the Project QC Manager, the Contracting Officer and other government representatives as requested. Any discrepancies noted shall be corrected prior to final payment and within the time specified by the Contracting Officer. The customer of the facility on which the work was performed may accompany Lee & Ryan and the Contracting Officer on the final inspection to observe if there are any additional deficiencies to be noted for correction.

Final Inspections

When Lee & Ryan is ready for final inspection by the Government, Lee & Ryan will notify the Contracting Officer in writing at least seven calendar days prior to the desired date of the inspection, or as otherwise agreed upon with the Contracting Officer. The final inspection will be performed with the Lee & Ryan Project Manager, the Project QC Manager, the Contracting Officer and other government representatives as requested. Any discrepancies noted shall be corrected prior to final payment and within the time specified by the Contracting Officer. The customer of the facility on which the work was performed may accompany Lee & Ryan and the Contracting Officer on the final inspection to observe if there are any additional deficiencies to be noted for correction.

3.8 Documentation Procedure

The Program Management Office (PMO) will maintain current and complete records of both on-site and off-site QC programs and activities in accordance with contract requirements. Records maintained will include daily QC operations, activities, and performed tests. These records include the work of suppliers and subcontractors for each project documented on Lee & Ryan generated forms submitted as part of our initial QC Plan. Copies of all QC reporting forms are contained in **Appendix B.**

The QC forms include verbal instruction received by the Contracting Officer and specific work inspected by the Project QC Manager, as well as daily statistical information. The form also makes note of tests performed in conjunction with on-site activities and results of inspection, control activities, and tests, including:

- Nature of defects and causes for rejection
- Proposed remedial action
- Corrective actions taken
- Meeting minutes regarding contract requirements

The PMO will maintain organized QC records, which are available to the government upon request. Inspection records will include the following:

- Inspection checklists
- Resultant information
- Discrepancy reports
- Schedules
- Trend analysis data
- Results of investigations
- Corrective action data
- Any other QC documentation required by this contract or as directed by the Contracting Officer

Lee & Ryan will not permit destruction of records until directed by the Contracting Officer.

3.8.1 Contractor Production Report

Lee & Ryan will prepare the required reports for each day that work is performed and will attach them to the Contractor Quality Control Report prepared for the same day. The Project QC Manager will account for each calendar day throughout the life of the Contract. The reporting of work will be identified by terminology consistent with the construction schedule. Contractor Production Reports will be prepared signed and dated by the Project QC Manager and will contain the following information:

a. Date of report, report number, name of contractor, Contract number, title and location of project and superintendent present.
b. Weather conditions in the morning and in the afternoon including maximum and minimum temperatures.

c. Identify work performed by corresponding Schedule Activity No., Modification No., etc.
d. A list of Lee & Ryan and subcontractor personnel on the work site, their trades, employer, work location, description of work performed, hours worked by trade, daily total of hours on work site this date (incl. hours on continuation sheets), and total work hours from start of construction.
e. A list of job safety actions taken and safety inspections conducted, and an indication that safety requirements have been met including the results on the following:
   - Was a job safety meeting held? (If yes, attach a copy of the meeting minutes.)
   - Were there any lost time accidents? (If yes, attach a copy of the completed OSHA report.)
   - Was crane/man lift/trenching/scaffold/high voltage electrical/high work/hazmat work done? (If yes, attach a statement or checklist showing inspection performed.)
   - Was hazardous material/waste released into the environment? (If yes, attach a description of the incident and proposed action.)
f. Identify Schedule Activity No. related to safety action and list safety actions taken today and safety inspections conducted
g. Identify Schedule Activity No., Submittal # and list of equipment/material received each day that is incorporated into the job.
h. Identify Schedule Activity No., Owner and list of construction and plant equipment on the work site including the number of hours used.
i. Include a "remarks" section in this report which will contain pertinent information including directions received, problems encountered during construction, work progress and delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered and a record of visitors to the work site. For each remark given, the Schedule Activity No. that is associated with the remark will be identified.

Additional space required to contain daily information on the Contractor Production Report will be placed on its Continuation Sheet(s). An unlimited number of Continuation Sheets may be added as necessary and attached to the Contractor Production Report.

3.8.2 Contractor Quality Control Report

Lee & Ryan will prepare the required reports for each day that work is performed and for every seven consecutive calendar days of no work (except no-work weekends) and on the last day of a no-work period. The Project QC Manager will account for each calendar day throughout the life of the Contract. The reporting of work will be identified by terminology consistent with the construction schedule. Contractor Quality Control Reports are to be prepared, signed and dated by the Project QC Manager. The report will contain the following information:

a. Date of report, report number, Contract Number and Contract Title.
b. Indicate if Preparatory Phase work was performed today (Yes/No checkboxes).

c. If Preparatory Phase work was performed today (including on-site and off-site work), the report will identify its Schedule Activity No. and Definable Feature of Work. The Index # is a cross-reference to the Preparatory Phase Checklist. A conceptual example of the Index # is: 0025-P01, where "0025" is the Contractor Quality Control Report Number, "P" indicates Preparatory Phase, and "01" is the Preparatory Phase Checklist number(s) for this date. Each entry in this section will be accompanied by a corresponding Preparatory Phase Checklist.
d. Indicate if Initial Phase work was performed today (Yes/No checkboxes).
e. If Initial Phase work was performed today (including on-site and off-site work), the report will identify its Schedule Activity No. and Definable Feature of Work. The Index # is a cross-reference to the Preparatory Phase Checklist. A conceptual example of the Index # is: 0025IP01, where "0025" is the Contractor Quality Control Report Number, "I" indicates Initial Phase, and "01" is the Initial Phase Checklist number(s) for this date. Each entry in this section will be accompanied by a corresponding Initial Phase Checklist.
f. Results of the Follow-up Phase inspections held today (including on-site and off-site work), including Schedule Activity No., the location of the definable feature of work, Specification Sections, etc. The report will indicate for each definable feature of work that the work complies with the Contract as approved in the Initial Phase, work complies with safety requirements, and that required testing has been performed, including a list of who performed the tests.
g. List the rework items identified, but not corrected by close of business, along with its associated Schedule Activity Number.
h. List the rework items corrected from the rework items list along with the corrective action taken and its associated Schedule Activity Number.
i. A "remarks" section will be included in this report which contains pertinent information including directions received, quality control problem areas, deviations from the QC plan, construction deficiencies encountered, QC meetings held, acknowledgement that as-built drawings have been updated, corrective direction given by the Project QC Manager and corrective action taken by Lee & Ryan. For each remark given, Lee & Ryan will identify the Schedule Activity No. that is associated with each remark.
j. Contractor Quality Control Report certification, signature and date.

3.8.2.1 Contractor Quality Control Report (Continuation Sheet)

Additional space required to contain daily information on the Contractor Quality Control Report will be placed on its Continuation Sheet(s). An unlimited number of Continuation Sheets may be added as necessary and attached to the Contractor Quality Control Report.

3.8.3 Preparatory Phase Checklist

Lee & Ryan will complete a Preparatory Phase Checklist for each Definable Feature of Work that is in the Preparatory Phase. The checklist will be identified by terminology consistent with the construction schedule, and will be attached to the Contractor Quality Control Report of the same date.

a. Specification Section, date of report, and Contract number will be filled out and duplicated in the header of the second page of the report.
b. Definable Feature of Work, Schedule Activity No., and Index # entry and format will match entry in the Preparatory Phase section of the Contractor Quality Control Report, and be duplicated on the second page of the report.
c. Personnel Present: The number of hours of advance notice that was given to the Government Representative will be indicated, and Yes/No checkboxes will be utilized to identify whether or not the Government Rep was notified. The names of Preparatory Phase Meeting attendees will be noted along with their position and the company/government they represent.
d. Submittals: Indicate if submittals have been approved (Yes/No checkboxes), if no indicate what has not been submitted. Are materials on hand (Yes/No checkboxes) and if not, what items are missing. Check delivered material/equipment against approved submittals and comment as required.
e. Material Storage: Indicate if materials/equipment is stored properly (Yes/No checkboxes) and if not, what action is/was taken.
f. Specifications: Review and comment on Specification Paragraphs that describe the material/equipment, procedure for accomplishing the work and clarify any differences.
g. Preliminary Work & Permits: Ensure preliminary work is in accordance with the contract documents and necessary permits are on file, if not, describe the action taken.
h. Testing: Identify who performs tests, the frequency, and where tests are to occur. Review the testing plan, report abnormalities, and if the test facilities have been approved.
i. Safety: Indicate if the activity hazard analysis has been approved (Yes/No checkboxes) and comment on the review of the applicable portions of the COE EM-385-1-1.
j. Meeting Comments: Note comments and remarks during the Preparatory Phase Meeting and what was not addressed in previous sections of the checklist.
k. Other Items or Remarks: Note any other remarks or items that were a result of the Preparatory Phase.
l. Project QC Manager will sign and date the checklist.

3.8.4 Initial Phase Checklist

Each Definable Feature of Work that is in the Initial Phase will have this checklist filled out for it. The checklist will be identified by terminology consistent with the schedule. This checklist will be attached to the Contractor QC Report of the same date.

a. Specification section, date of report and Contract number shall be entered.
b. Definable Feature of Work, Schedule Activity No. and Index # entry and format will match entry in the Initial Phase section of the Contractor Quality Control Report.
c. Personnel Present: The number of hours of advance notice that was given to the Government Representative will be indicated, and Yes/No checkboxes will be utilized to identify whether or not the Government Representative was notified.

The names of Initial Phase Meeting attendees will be notified along with their position and the company/government they are with.

d. Procedure Compliance: Comment on compliance with procedures identified at Preparatory Phase of Control and assurance that work is in accordance with plans, specifications and submittals.
e. Preliminary Work: Ensure preliminary work being placed is in compliance and if not, what action is/was taken.
f. Workmanship: Identify where initial work is located; if a sample panel is required (Yes/No checkboxes); is the initial work the sample (Yes/No checkboxes); and if Yes, describe the panel location and precautions taken to preserve the sample.
g. Resolution: Comment on any differences and the resolutions reached.
h. Check Safety: Comment on the safety review of the job conditions.
i. Other: Note any other remarks or items that were a result of the Initial Phase.
j. Project QC Manager will sign and date the checklist.

3.8.5 Quality Control Validation

Lee & Ryan will establish and maintain documentation for QC validation in a series of 3-ring binders. The binders will be divided and tabbed as shown below. These binders will be readily available to the Navy's Quality Assurance Team during all business hours.

a. All completed Preparatory and Initial Phase Checklists, arranged by specification section.
b. All milestone inspections, arranged by Activity/Event Number.
c. A current up-to-date copy of the Testing and Plan Log with supporting field test reports, arranged by specification section.
d. Copies of all contract modifications, arranged in numerical order, which also include documentation that the modified work was accomplished.
e. A current up-to-date copy of the Rework Items List.
f. Up-to-date copies of all punch lists issued by the QC Staff on Lee & Ryan and subcontractors, and all punch lists issued by the Government will be maintained.

3.8.6 Testing Plan and Log

As tests are performed, the Project QC Manager will record on the "Testing Plan and Log" the date the test was conducted, the date the test results were forwarded to the Contracting Officer, remarks and acknowledgement that an accredited or Contracting Officer's approved testing laboratory was used. A copy of the updated "Testing Plan and Log" will be attached to the last daily Contractor Quality Control Report of each month.

3.8.7 Rework Items List

The Project QC Manager will maintain a list of work that does not comply with the contract, identifying what items need to be reworked, the date the item was originally discovered, the date the item will be corrected by, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. A copy of the "Rework Items List" will be attached to the last daily Contractor Quality Control Report of each month.

Lee & Ryan will be responsible for items needing rework including those identified by the Contracting Officer.

3.8.8 Report Forms

The following forms provide the information required by this section. While use of these specific formats may not be required, any other format used will contain the same information:

a. Combined Contractor Production Report and Contractor Quality Control Report, with separate continuation sheet
b. Preparatory Phase Checklist
c. Initial Phase Checklist
d. Testing Plan and Log
e. Rework Items List
f. Building Inspection Verification Form

3.9 Outside Organizations

Following is a list of subcontractors and services they will provide for this project.

Analytical Laboratories:

ESC Laboratories – Groundwater and soil testing.

Waste Disposal:

BFI North Shelby Landfill, 7107 Old Millington Road, Millington, TN, located approximately five miles west-southwest of NSA Mid-South – disposal of concrete, soil, and general rubbish. The traffic routes are described in **Section 8.0 of the Work Plan** – alternate hazardous waste transport and disposal will be accomplished with the concurrence of the Contraction Officer.

Concrete:

TolTest, Inc – Demolition and removal of existing concrete slab; backfilling slab footprint with imported soil and topsoil; apply grass seed and cover with straw matting or similar; analytical testing of imported soil and topsoil.

Mechanical:

TolTest, Inc. – Shut off mechanical piping prior to demolition of concrete pad

Electrical:

TolTest, Inc. – Disconnect all electrical prior to demolition of concrete pad

Excavation:

TolTest, Inc. –Excavation, transportation, and disposal of volatile organic contaminant impacted contaminated soils.

4.0 Coordination and Mutual Understanding Meeting

Prior to the start of the project, and prior to the submission of the QC Plan, Lee & Ryan representatives will meet with the Contracting Officer to discuss the QC program requirements

of this contract. At a minimum, Lee & Ryan will be represented by the Project Manager and Project QC Manager. The purpose of this Coordination and Mutual Understanding Meeting is to ensure both parties (Contracting Officer and Lee & Ryan) have a thorough and mutual understanding of the QC program requirements of the contract. This includes the use of all forms required for the documentation and administration of both on-site and off-site work, as well as the coordination of Lee & Ryan's management, production, and QC personnel with the Contracting Officer. Minutes of the meeting will be recorded by the Project QC Manager, and, if deemed correct by each party, shall be signed by both Lee & Ryan and the Contracting Officer.

5.0 QC Meetings

After contract initiation, Lee & Ryan will host, at a minimum, one weekly meeting conducted by the Project QC Manager with the Contracting Officer if required. The Project QC Manager will document the minutes of the meeting on the Contractor Production Report for that day. The purpose of these meetings is to accomplish the following:

a. Review the minutes of the previous meeting;
b. Review the work schedule and the status of the work including:
c. Work or testing accomplished since last meeting
    - Rework items identified since last meeting
    - Rework items completed since last meeting;
d. Review the status of submittals including:
e. Submittals reviewed and approved since last meeting
    - Submittals required in the near future
f. Review the work to be accomplished in the next week and documentation required. Schedule the three phases of control and testing:
g. Establish completion dates for rework items
    - Preparatory phases required
    - Initial phases required
    - Follow-up phases required
    - Testing required
    - Status of off-site work or testing
    - Documentation required
h. Review QC and production problems; and
i. Address items that may require revising the QC plan:
j. Changes in procedures
    - Changes in QC organization.
    - Submit all meeting minutes within 10 days after meeting for government review.

6.0 Three Phases of Control

The three phases of control will adequately cover both on-site and off-site work for each definable feature of work. For off-site work the Contracting Officer will be notified at least two weeks prior to the start of the Preparatory and Initial Phases. For on-site work the Contracting Officer will be given at least two working days notice. The three phases of control will be

documented on the Contractor Quality Control Report (**Appendix B**) which will be submitted to the Contracting Officer on a daily basis.

6.1 Preparatory Phases

The preparatory phase will include a meeting conducted by the Project QC Manager and attended by the Subcontractor representative responsible for the definable feature. The Project QC Manager will document the results of the preparatory phase actions in the daily Contractor Quality Control Report and in the Preparatory Phase Checklist. The Project QC Manager will also perform the following prior to beginning work on each definable feature of work:

a. Review each paragraph of the applicable specification sections;
b. Review the Contract drawings;
c. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required;
d. Review the testing plan and ensure that provisions have been made to provide the required QC testing;
e. Examine the work area to ensure that the required preliminary work has been completed;
f. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data;
g. Review the safety plan and appropriate activity hazard analysis to ensure that applicable safety requirements are met, and that required Material Safety Data Sheets (MSDS) are submitted; and
h. Discuss construction methods, construction tolerances, workmanship standards, and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each definable feature of work.

6.2 Initial Phase

Lee & Ryan will notify the Contracting Officer at least two working days in advance of each initial phase. When demolition crews are ready to start work on a definable feature of work, the Project QC Manager will conduct the initial phase with the Subcontractor representative responsible for that definable feature of work. The Project QC Manager will observe the initial segment of the definable feature of work to ensure that the work complies with Contract requirements. The Project QC Manager will also document the results of the initial phase in the daily Contractor Quality Control Report and in the Initial Phase Checklist. The initial phase will be repeated for each new crew to work on-site, or when acceptable levels of specified quality are not being met. The Project QC Manager will perform the following for each definable feature of work:

a. Establish the quality of workmanship required;
b. Resolve conflicts;
c. Check work procedures for compliance with the Health and Safety Plan and the appropriate activity hazard analysis to ensure that applicable safety requirements are met; and

d. Ensure that testing is performed.

6.3 Follow Up Phase

The Project QC Manager will document in the Contractor Quality Control Report the following for on-going work daily or more frequently as necessary until the completion of each definable feature of work:

a. Ensure the work is in compliance with Contract requirements;
b. Maintain the quality of workmanship required;
c. Ensure that testing is performed;
d. Ensure that rework items are being corrected; and
e. Perform safety inspections.

6.4 Additional Preparatory and Initial Phases

Additional Preparatory and Initial Phases will be conducted on the same definable features of work if:

- The quality of on-going work is unacceptable;
- There are changes in the applicable QC organization;
- Changes in the on-site production supervision of work crew;
- Work on a definable feature is resumed after a substantial period of inactivity; or other problems develop.

7.0 Submittal Review and Approval

Procedures for scheduling, reviewing, certifying, and managing submittals include those of subcontractors, off-site fabricators, suppliers and purchasing agents. The Project QC Manager will be responsible for certifying that all submittals are in compliance with the contract requirements.

The items to be submitted are as described in the specification or as required by the Contracting Officer. The Contracting Officer may request submittals when deemed necessary to adequately describe the work covered in a particular task. Each submittal will be complete and in sufficient detail to allow ready determination of compliance with contract requirements.

Prior to submittal, all items will be checked and approved by Lee & Ryan's Project QC Manager, signed and dated certifying that the accompanying submittal complies with the contract requirements. Proposed deviations from the contract requirements will be clearly identified. Submittals requiring Navy approval will be scheduled and made prior to the acquisition of the material covered thereby.

Procedures for submission, review and approval of submittals will be performed as required in the Navy's Specification Section 01330 entitled "Submittal Procedures".

8.0 Testing

Except as stated otherwise in the specification sections, Lee & Ryan and its subcontractors will perform sampling and testing required under this contract.

8.1 Accredited Laboratories

Laboratories will be accredited from an acceptable accreditation program as required by this contract. Acceptable accreditation programs are the National Institute of Standards and Technology (NIST), the National Voluntary Laboratory Accreditation Program (NVLAP), the American Association of State Highway and Transportation Officials (AASHTO) program, USEPA Contract Laboratory Program (CLP), and the American Association of Laboratory Accreditation (AALA) program, or a USEPA equivalent program. A copy of the Certification of Accreditation, scope of accreditation and the latest directory of the accrediting organization for accredited laboratories will be submitted to the Contracting Officer.

Laboratory reports will be accompanied by a chain of custody document and will contain the following information:

a. Contract number/delivery order number
b. Exact location description of where the sample was taken from
c. Date/time of sample collection
d. Date/time sample is delivered to laboratory
e. Date/time result reported by laboratory
f. Date/time sample will be discarded
g. Sample identification number
h. Method detection limit/limit of quantification
i. Preservation methods used, temperature of sample on arrival to laboratory
j. Approved test method(s)
k. Analysis results, including clarifying comments if necessary
l. Unit of measure, e.g., grams, mg/l, etc.
m. Analyst's initials or signature
n. Laboratory supervisor's signature
o. QC results attached to report
p. Sample type (solid, liquid, gas)

8.2 Analytical Laboratory Requirements

Lee & Ryan will use selected laboratory subcontractors that will best provide the specific services required for this project. Each laboratory subcontractor will have appropriate certifications for the required analyses to be performed and will have experience performing Navy programs where needed. Subcontract laboratories will be selected from the Navy's pre-approved list. If the laboratory is not pre-qualified by the Navy, Lee & Ryan will perform an internal audit to ensure quality systems are in place. The proposed laboratory will then be submitted to the Navy for approval.

As part of Lee & Ryan's Quality Assurance (QA) Program subcontract, laboratories are audited by Lee & Ryan's Laboratory QA Officer prior to submission for Navy approval. The purpose of our audits are to confirm that the proposed subcontracted laboratory follows good laboratory practices and has the capability to perform work to the standards required by Lee & Ryan and its clients. Laboratories are reviewed for quality assurance of client requirements, data reliability and accuracy, procedural requirements, report preparation, documentation, equipment maintenance, and overall administration conducive to client satisfaction in conformance with accepted business practices and regulatory requirements. The following areas of the laboratory are typically reviewed:

- Quality Systems (QA Manual, Standard Operating Procedures, etc.)
- Sample receipt/storage
- Sample analysis
- Equipment
- Facilities
- Data reporting
- Performance and system audits
- Personnel and training records

Once the laboratory has successfully passed Lee & Ryan's Quality Assurance audit, the laboratories name and credentials will be submitted to the Navy for approval.

8.3 Capability Check

The Contracting Officer will retain the right to check laboratory equipment in the proposed laboratory and the laboratory technician's testing procedures, techniques, and other items pertinent to testing, for compliance with the standards set forth in this contract.

8.4 Test Results

Lee & Ryan will cite applicable contract requirements, tests or analytical procedures used. Lee & Ryan will also provide actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements. If item fails to conform, the Project QC Manager will notify the Navy Project Manager immediately. The Project QC Manager will conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM," whichever is applicable. Test results will be signed by a testing laboratory representative authorized to sign certified test reports.

Lee & Ryan will furnish the signed reports, certifications, and other documentation to the Contracting Officer via the Project QC Manager. Lee & Ryan will furnish a summary report of field tests at the end of each month, and attach a copy of the summary report to the last daily Contractor Quality Control Report of each month. Lee & Ryan will retest at their cost any analytical result, which is not defendable due to a mishap during sample collection or laboratory analysis.

8.5 Test Results

The Project QC Manager will furnish the signed reports, certifications, and a summary report of field tests at the end of each month to the Contracting Officer, and attach a copy of the summary report to the last daily Contractor Quality Control Report of each month.

Inspection System

A series of continuous inspections shall be performed to ensure quality for each phase of the project. Lee & Ryan's Project QC Manager will perform daily evaluations to be included in the Contractor's Daily Report. Evaluation criteria shall include contract specifications, subcontractor compliance with the established procedures and policies, as well as regulatory compliance. A pre-construction inspection shall be conducted prior to the commencement of daily activities. The objective of this inspection is to ensure adequate work zone delineation and safety provisions are in place. Equipment inspections and safe work permits are performed and issued at this time. A daily inspection is also performed at the end of the work day to ensure that operating systems shut down, the work site is neat and orderly, and that facility access has been secured. A final inspection of the project will be conducted with the Contracting Officer and the Facility Manager upon completion of the work. Pre-final and Final inspections are further detailed in section 9.1.5, 9.1.6, and 9.0 of this document.

9.0 Completion Inspections

9.1 Punch List Inspection

Near the completion of all work, or any increment thereof established by a completion time state in the FAR clause entitled "Commencement, Prosecution, and Completion of Work," or stated elsewhere in the specifications, the Project QC Manager will conduct an inspection of the work and develop a "punch list" of items which do not conform to the approved drawings and specifications. Included in the punch list will be any remaining items of the "Rework Items List" which were not corrected prior to the Punch list Inspection. The punch list will include the estimated date by which the deficiencies will be corrected. A copy of the punch list will be provided to the Contracting Officer. The Project QC Manager or staff will make follow-up inspections to ascertain that all deficiencies have been corrected. Once this is accomplished, Lee & Ryan will notify the Navy that the facility is ready for the Government "Pre-Final" inspection.

9.2 Pre-Final Inspection

The Navy will perform a pre-final inspection to verify that the work is complete. A Government "Pre-Final Punch List" may be developed as a result of this inspection. Lee & Ryan's Project QC Manager will ensure that all items on this list are corrected prior to notifying the Navy that a "Final" inspection with the customer can be scheduled. Any items noted on the pre-final inspection will be corrected in a timely manner and will be accomplished within the time slated for completion of the entire work, or any increment thereof if the project is divided into increments by separate completion dates.

9.3 Final Acceptance Inspection

The Project QC Manager, Project Manager or other primary Lee & Ryan management personnel will attend this inspection with the Contracting Officer or representative and any other additional Government personnel in attendance. The final acceptance inspection will be formally scheduled by the Navy Project Manager based upon results of the "Pre-Final" inspection. Notice will be given to the Contracting Officer at least seven days prior to the final inspection. The notice will state that all specific items previously identified to Lee & Ryan as being unacceptable, along with all the remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection.

10.0 Certification

Our procedures for invoice certification, completion certification, and documentation are discussed in the following subsections.

10.1 Contractor Quality Control Report Certification

Lee & Ryan will ensure that each Contractor Quality Control Report (**Appendix B**) contains the following statement: "On behalf of the Contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge, except as noted in this report".

10.2 Invoice Certification

Lee & Ryan will furnish a certificate (**Appendix D**) to the Contracting Officer with each payment request, signed by the Program Manager that states "On behalf of Lee & Ryan, I certify that the work, for which payment is requested, including stored materials, is in compliance with contract requirements."

10.3 Completion Certification

Upon completion of work, the Project QC Manager will furnish a certificate to the Contracting Officer attesting that "the work has been completed, tested, and is in complete compliance with the contract."

11.0 Notification of Non-Compliance

The Contracting Officer will notify Lee & Ryan of any detected non-compliance with the foregoing requirements. Lee & Ryan will take immediate corrective action after receipt of such notice. Such notice, when delivered to Lee & Ryan at the work site, will be deemed sufficient for the purpose of notification. If Lee & Ryan fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time for excess costs or damages by Lee & Ryan.

APPENDIX A

Project QC Manager Appointment Letter and Resume

Construction Quality Control Plan
Remediation of SWMU 39 TCE Plume
NSA Mid-South
Millington, TN 38054

LEE & RYAN
Construction • Environmental • Engineering • Mechanical

November 21, 2011

NSA Mid-South
Millington, TN – EMAC Seed Project
N40083-11-D-0029 TO 0001
SWMU 39

RE: Quality Control Manager
Appointment Letter
Contract # N40083-11-D-0029 TO 0001
Section 3.2 Appendix A

TO WHOM IT MAY CONCERN:

I Scott Randall, Program Manager for Lee and Ryan Environmental Consulting, Inc., do hereby appoint and convey to:

Brian Morgan
1707 Melody Lane
Greenfield, Indiana 46140

all duties and responsibilities of the Project Quality Control Manager for the project known as SWMU 39 EMAC Seed Project, Project Contract # N0083 – 11- D-0029 DO 0001.

Pursuant to this appointment, Brian Morgan will be responsible for managing and implementing the Construction Quality Control Plan (CQCP) as described in his contract and will have the authority to direct the removal and replacement of non-conforming work.

Respectfully,

LEE & RYAN ENVIRONMENTAL CONSULTING, INC.

Scott Randall

Scott Randall, L.P.G., C.H.M.M.
Program Manager

Chicago Indianapolis Atlanta
1707 Melody Lane • Greenfield, IN 46140 • Phone (317) 467-6577 • Fax (317) 467-6588
(800) 680-8987 • www.leeandryan.com • Service-Disabled Veteran-Owned Small Business

BRIAN MORGAN

Brian Morgan Current Job Title: Project Manager Proposed Job Title: Quality Control Project Manager	Name of Firm/Location: TolTest, Inc. – Odon, IN
Years of Experience: 20 **TolTest:** 3 **Govt. and/or Industry:** 17 **Employment Status:** Currently employed by TolTest, Inc. **Employment History:** 2008-Present: TolTest, Inc - Project Manager 2005 – 2008: Morgan Excavating - President/owner 1995 – 2005: Entact, Inc. - Project Coordinator 1992 – 1995: NG Gilbert Corporation - Field inspector for electrical distribution contractor.	***Active Registrations:*** • OSHA 29 CFR 1910.120 – 40 hour Hazardous Materials Training Course • OSHA 29 CFR 1910.120 – 8 hour Hazardous Materials Refresher – Current • OSHA 29 CFR 1910.120 – 8 hour Site Supervisor Training Course • USACE Quality Control Management for Contractors Certification, 2009 • 8 hour Radiation Safety Training – TN Technologies and Niton • First Aid & CPR Certification – American Red Cross • USACE Quality Control for Contractors Course • Chevron Loss Prevention System Training • Confined Space Certified • Rigging Safety Training • 30 hour Construction Safety & Health • FAA - Commercial Pilot License

Education

✓ Bachelors of Science Degree in Natural Resources Management, Ball State University, 1992

✓ Associates of Science Degree in Aviation Technology, Indiana State University, 1991

Experience

✓ 20 years of combined project and contracting experience, including Quality Control, Project Management, and Site Health and Safety

Summary of Qualifications

With 12 years of direct project management experience involving the execution of civil and environmental remediation projects, Mr. Morgan has managed over 50 environmental projects for numerous Fortune 500 companies as well as DoD clients with a total value in excess of $85M. His project management and remediation experience includes hazardous waste site investigations, hazardous waste management, and soil and groundwater remediation utilizing innovative technologies, wetlands construction, slurry walls, landfill capping and new cell construction. His technical expertise includes remediation experience comprising contaminated soils removal and transportation/disposal, in-situ and ex-situ bioremediation, heavy metals stabilization, soil vapor extraction, and landfill closures.

Relevant Project Experience

2010, TolTest – Project Manager, White Phosphorus Disposal – Ravenna Army Ammunition Plan, Ravenna Ohio – USACE Louisville - Project involved onsite management leading to transportation/disposal of approximately 1,000 drums of White Phosphorus and associated debris. Scope of work also involved onsite demolition of Munitions of Explosive Concern found during WP excavation phase, Earth Covered Magazine upgrades and site roadway improvements.

2009-2011, TolTest – Project Manager, EMAC FC02 Mine Fill Demolition Project - NSA Crane Facility in Crane, Indiana – NAVFAC Midwest - Multi-year demolition project which included complete dismantling of over twenty building structures and infrastructure support associated with the production of TNT and explosives manufacturing. Site encompassed 80 acres of contaminated soils consolidation and capping, plus restoration and various site improvements. ***Project #4 of this proposal.***

2009, TolTest – Project Manager, Marion National Cemetery – Department of Veteran Affairs - Historical building preservation of (3) structures listed on the National Register dating from the mid 1800's. Project also included new construction of facility maintenance building, various underground utility upgrades, new irrigation system throughout property, and roadway improvements.

2008-2009, TolTest – Project Manager, Muscatatuck Urban Training Center - Anti-Terrorism Force Protection Project – Army National Guard - Key components of this Design/ Build Project consisted of: installation of a multi-million dollar thermal & analytic video surveillance system, constructing a security headquarters building with advanced monitoring technologies, installing (4) new Entry Control Points (ECPs) with Level-4 bullet protection guard shacks, 2.5 acres of new roadway construction with barrier protection devices and over 1.5 miles of perimeter fence installation.

2008, TolTest – Project Manager, UST Removal – Savanna Army Depot, USACE Louisville - Prepared management plans and executed the removal of (2) 15,000 gallon USTs at the former Savanna Army Depot in Savanna, Illinois in 2009 under the USACE Louisville Multiple Award Remediation Contract (MARC).

2008-2010, TolTest – Project Manager, EMAC FC40 PCB Remediation – NSA Crane, Indiana – NAVFAC Midwest - Managed the removal, segregation and disposal of over 10,000 tons of PCB impacted soils including 800 tons of TSCA and DDT pesticide listed/regulated hazardous waste streams, interior building decontamination and complete site restoration at (2) Solid Waste Management Units encompassing over 10 acres. ***Project #4 of this proposal.***

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

2005, Entact – Project Manager, Shiawassee River Superfund Site, Howell MI – General Motors - Project involved the removal and disposal of PCB impacted sediment and flood plain soil, off-site lowland soils, operation of a portable waste-water treatment system and restoration of disturbed areas to support riparian habitats along a 1.5 segment of the Shiawassee River. Mr. Morgan served as the Civil Environmental Project Manager in charge of QA activities and ensured that environmental safety protocols were strictly enforced throughout project performance cycle.

2004-2005, Entact – Civil Environmental Project Manager, Juncos Landfill Superfund Site, Juncos Puerto Rico – General Electric - Mr. Morgan served as the Civil Environmental Project Manager for this multi-phase landfill closure project located within a densely populated residential community in Puerto Rico. Additional phases of work included capping approximately twenty five acres of hazardous waste, leachate collection systems and storm water treatment operations, stream remediation, and coordination with local government agencies to plan further redevelopment. Mr. Morgan's primary duties included oversight of all management teams each consisting of 50 man field crews, organizing mainland shipping of specialty goods, local labor and resource procurement and subcontractor management.

2003, Entact – Senior Environmental Project Manager, Former Stanley Tools Facility RCRA Site, Fowlerville, MI – USEPA Region V - Scope of work included the excavation, management, transportation and disposal of over 85,000 tons of PCB, TPH, metals and TCE impacted soils and sediments. Mr. Morgan collaborated in the development of a Storm, Water Pollution and Prevention Plan that enabled onsite crews to manage and discharge all storm water through a general Part 104 NPDES Permit. Additional scope of work included the Delineation, excavation and management of 6,000 tons of TSCA regulated PCB impacted soils greater than 50 ppm in addition to over 74,000 tons of non-TSCA PCB impacted soils and metals-impacted soils and over 4,000 tons of listed (F001/F006) and non-listed TCE and metal impacted soils. The team also restored a 4-acre onsite floodplain/wetland area as a part of a negotiated mitigation plan.

2002-2003, Entact – Civil Environmental Project Manager, Former Seitzinger Secondary Lead Smelter, Atlanta GA - Project involved the excavation, stabilization, and disposal of approximately 100,000 tons of heavy metal impacted materials. The former Seitzinger Facility was located in a heavy commercial sector and covered approximately 5-acre parcels with many excavations to depths exceeding 20-feet below ground surface. Mr. Morgan was responsible for coordinating demolition of all concrete foundations and remaining on-site structures and segregated all salvage materials for asset recovery program.

2001-2002, Entact – Project Manager, Former Gulf, Mobile and Ohio Railyard Superfund Site, Muphysboro IL - Mr. Morgan was responsible for Project Management activities and directed the removal of approximately 19,000 tons of excavated contaminated soil located at the former railyard site located within the immediate city limits. Mr. Morgan developed community relations that facilitated the speedy excavation, onsite stabilization, and off-site disposal of contaminated soils. The contaminants found included Dioxins, PAH and heavy metals.

2001, Entact – Project Manager, Union Pacific Railroad – Omaha Shops Facility, Omaha NE - Mr. Morgan assisted in the co-management of various site activities at the Omaha Shops Corrective Measures Implementation and Interim Action Removals Project. The scope of work included excavation and management of over 300,000 tons of lead, asbestos, petroleum and acetylene impacted soils. Mr. Morgan also provided task supervision, heavy equipment operation, off-site disposal coordination and interfaced daily with regulatory and client representatives.

Signature: _____

APPENDIX B

QC Reporting Forms

Construction Quality Control Plan
Remediation of SWMU 39 TCE Plume
NSA Mid-South
Millington, TN 38054

REWORK ITEMS LIST

Contract No. and Title: _____

Contractor: _____

NUMBER	DATE IDENTIFIED	DESCRIPTION	CONTRACT REQUIREMENT (Spec. Section and Par. No., Drawing No. and Detail No., etc.)	ACTION TAKEN BY QC MANAGER	RESOLUTION	DATE COMPLETED

PREPARATORY PHASE CHECKLIST

(CONTINUED ON SECOND PAGE)

		SPEC SECTION	DATE
CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	INDEX #

PERSONNEL PRESENT

GOVERNMENT REP NOTIFIED _____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

SUBMITTALS

REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN APPROVED? YES ☐ NO ☐

IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED? _____

ARE ALL MATERIALS ON HAND? YES ☐ NO ☐

IF NO, WHAT ITEMS ARE MISSING? _____

CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.)

COMMENTS: _____

MATERIAL STORAGE

ARE MATERIALS STORED PROPERLY? YES ☐ NO ☐

IF NO, WHAT ACTION IS TAKEN? _____

SPECIFICATIONS

REVIEW EACH PARAGRAPH OF SPECIFICATIONS.

DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK.

CLARIFY ANY DIFFERENCES.

PRELIMINARY WORK & PERMITS

ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE.

IF NOT, WHAT ACTION IS TAKEN? _____

PREPARATORY PHASE CHECKLIST

(CONTINUED FROM FIRST PAGE)

		SPEC SECTION	DATE
CONTRACT NO **W912QR-06-C-0016**	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	INDEX #

TESTING

IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM. _____

WHEN REQUIRED? _____

WHERE REQUIRED? _____

REVIEW TESTING PLAN. _____

HAS TEST FACILITIES BEEN APPROVED? _____

SAFETY

ACTIVITY HAZARD ANALYSIS APPROVED? YES ☐ NO ☐

REVIEW APPLICABLE PORTION OF EM 385-1-1.

MEETING COMMENTS

NAVY/ROICC COMMENTS DURING MEETING.

OTHER ITEMS OR REMARKS

OTHER ITEMS OR REMARKS:

_____

QC MANAGER DATE

INITIAL PHASE CHECKLIST

		SPEC SECTION	DATE
CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	INDEX #

PERSONNEL PRESENT

GOVERNMENT REP NOTIFIED _____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

PROCEDURE COMPLIANCE

IDENTIFIY FULL COMPLIANCE WITH PROCEDURES IDENTIFIED AT PREPARATORY. COORDINATE PLANS, SPECIFICATIONS, AND SUBMITTALS.

COMMENTS:

PRELIMINARY WORK

ENSURE PRELIMINARY WORK IS COMPLETE AND CORRECT. IF NOT, WHAT ACTION IS TAKEN?

WORKMANSHIP

ESTABLISH LEVEL OF WORKMANSHIP.

WHERE IS WORK LOCATED?

IS SAMPLE PANEL REQUIRED? YES ☐ NO ☐

WILL THE INIITAL WORK BE CONSIDERED AS A SAMPLE? YES ☐ NO ☐

(IF YES, MAINTAIN IN PRESENT CONDITION AS LONG AS POSSIBLE AND DESCRIBE LOCATION OF SAMPLE)

RESOLUTION

RESOLVE ANY DIFFERENCES.

COMMENTS:

CHECK SAFETY

REVIEW JOB CONDITIONS USING EM 385-1-1 AND JOB HAZARD ANALYSIS

COMMENTS:

OTHER

OTHER ITEMS OR REMARKS

QC MANAGER DATE

GOVERNMENT QUALITY ASSURANCE (QA) REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

		DATE
CONTRACT NO	TITLE AND LOCATION	REPORT NO

Status

WORKING?	YES	NO	IF NO, WHY NOT:
	☐	☐	

WEATHER CONDITIONS:

Check Points

	YES	NO	REMARKS:
SUPERINTENDENT ON SITE	☐	☐	
QC MANAGER ON SITE	☐	☐	
QC REPORTS CURRENT	☐	☐	
AS-BUILTS CURRENT	☐	☐	
SUBMITTALS APPROVED FOR FOR ONGOING WORK	☐	☐	
DEFICIENCY LIST REVIEWED	☐	☐	

WORK OBSERVED/DEFICIENCIES NOTED/SAFETY ISSUES DISCUSSED/QA TESTS AND RESULTS:

Schedule Activity No	DESCRIBE OBSERVATIONS

MEETING/CONFERENCE NOTES (INCLUDING PARTICIPANTS):

Schedule Activity No.	NOTES

INSTRUCTIONS GIVEN OR RECEIVED/CONTROVERSIES PENDING:

Schedule Activity No.	INSTRUCTIONS/CONTROVERSIES

QA REPRESENTATIVE DATE

SUPV INITIALS DATE

CONTRACTOR QUALITY CONTROL REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE

REPORT NO

PHASE	CONTRACT NO	CONTRACT TITLE

PREPARATORY

WAS PREPARATORY PHASE WORK PREFORMED TODAY? YES ☐ NO ☐

IF YES, FILL OUT AND ATTACH SUPPLEMENTAL PREPARATORY PHASE CHECKLIST.

Schedule Activity No.	Definable Feature of Work	Index #

INITIAL

WAS INITIAL PHASE WORK PREFORMED TODAY? YES ☐ NO ☐

IF YES, FILL OUT AND ATTACH SUPPLEMENTAL INITIAL PHASE CHECKLIST.

Schedule Activity No.	Definable Feature of Work	Index #

FOLLOW-UP

WORK COMPLIES WITH CONTRACT AS APPROVED DURING INITIAL PHASE? YES ☐ NO ☐

WORK COMPLIES WITH SAFETY REQUIREMENTS? YES ☐ NO ☐

Schedule Activity No.	Description of Work, Testing Performed & By Whom, Definable Feature of Work, Specification Section, Location and List of Personnel Present

REWORK ITEMS IDENTIFIED TODAY (NOT CORRECTED BY CLOSE OF BUSINESS)

Schedule Activity No.	Description

REWORK ITEMS CORRECTED TODAY (FROM REWORK ITEMS LIST)

Schedule Activity No.	Description

REMARKS (Also Explain Any Follow-Up Phase Checklist Item From Above That Was Answered "NO"), Manufacturer Rep On-Site, etc.

Schedule Activity No.	Description

On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

AUTHORIZED QC MANAGER AT SITE DATE

GOVERNMENT QUALITY ASSURANCE REPORT

DATE

QUALITY ASSURANCE REPRESENTATIVE'S REMARKS AND/OR EXCEPTIONS TO THE REPORT

Schedule Activity No.	Description

GOVERNMENT QUALITY ASSURANCE MANAGER DATE

CONTRACTOR PRODUCTION REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

		DATE
CONTRACT NO	TITLE AND LOCATION	REPORT NO
CONTRACTOR	SUPERINTENDENT	

AM WEATHER	PM WEATHER	MAX TEMP (F)	MIN TEMP (F)

WORK PERFORMED *TODAY*

Schedule Activity No.	WORK LOCATION AND DESCRIPTION	EMPLOYER	NUMBER	TRADE	HRS

JOB SAFETY

WAS A JOB SAFETY MEETING HELD THIS DATE? (If YES attach copy of the meeting minutes)	☐ YES	☐ NO	TOTAL WORK HOURS ON JOB SITE, THIS DATE, INCL CON'T SHEETS	
WERE THERE ANY LOST TIME ACCIDENTS THIS DATE? (If YES attach copy of completed OSHA report)	☐ YES	☐ NO	CUMULATIVE TOTAL OF WORK HOURS FROM PREVIOUS REPORT	
WAS CRANE/MANLIFT/TRENCHING/SCAFFOLD/HV ELEC/HIGH WORK/ HAZMAT WORK DONE? (If YES attach statement or checklist showing inspection performed.)	☐ YES	☐ NO	TOTAL WORK HOURS FROM START OF CONSTRUCTION	
WAS HAZARDOUS MATERIAL/WASTE RELEASED INTO THE ENVIRONMENT? (If YES attach description of incident and proposed action.)	☐ YES	☐ NO		

Schedule Activity No.	LIST SAFETY ACTIONS TAKEN TODAY/SAFETY INSPECTIONS CONDUCTED	☐ SAFETY REQUIREMENTS HAVE BEEN MET.

EQUIPMENT/MATERIAL RECEIVED TODAY TO BE INCORPORATED IN JOB (INDICATE SCHEDULE ACTIVITY NUMBER)

Schedule Activity No.	Submittal #	Description of Equipment/Material Received

CONSTRUCTION AND PLANT EQUIPMENT ON JOB SITE TODAY. INDICATE HOURS USED AND SCHEDULE ACTIVITY NUMBER.

Schedule Activity No.	Owner	Description of Construction Equipment Used Today (incl Make and Model)	Hours Used

Schedule Activity No.	REMARKS

CONTRACTOR/SUPERINTENDENT DATE

NAVFAC
Naval Facilities Engineering Command

CONTRACTOR SAFETY SELF-EVALUATION

ROICC OFFICE: _____ **DATE:** _____

CONTRACTOR: _____

CONTRACT TITLE: _____ **CONTRACT % COMPLETE:** _____

CONTRACTOR SUPERINTENDENT: _____

CATEGORY:					Date Corrected:
PREPARATORY PHASE (Planning) Comments/Notes:	(Yes)	(No)	(N/A)	1) Activity Hazard Analysis performed and used on the site for each major phase of the work?	
	(Yes)	(No)	(N/A)	2) Are weekly safety meetings and indoctrination held on site and documented for all workers?	
	(Yes)	(No)	(N/A)	3) Is the submitted safety plan on site and in use?	
	(Yes)	(No)	(N/A)	4) Is the Activity Hazard Analysis reviewed during the preparatory inspection?	
	(Yes)	(No)	(N/A)	5) Hazardous materials program in place with MSDS sheets available and maintained for easy reference?	
	(Yes)	(No)	(N/A)	6) EM 385-1-1 available on the site?	
	(Yes)	(No)	(N/A)	7) Other? Extra Credit?	
OFFICE TRAILER GENERAL Comments/Notes:	(Yes)	(No)	(N/A)	8) Are office and storage trailers anchored?	
	(Yes)	(No)	(N/A)	9) Are emergency phone numbers posted?	
	(Yes)	(No)	(N/A)	10) Is a phone available?	
	(Yes)	(No)	(N/A)	11) First aid log maintained (contractors must use OSHA Form 200)?	
	(Yes)	(No)	(N/A)	12) Toilet facilities available?	
	(Yes)	(No)	(N/A)	13) Site posted "HARD HAT AREA," "NOISE HAZARD," "CONSTRUCTION AREA," etc., as required?	
	(Yes)	(No)	(N/A)	14) Garbage cans and dumpsters available?	
	(Yes)	(No)	(N/A)	15) Jobsite cleaned daily?	
	(Yes)	(No)	(N/A)	16) Is traffic control around site adequate?	
	(Yes)	(No)	(N/A)	17) Other? Extra Credit?	
FIRE PREVENTION Comments/Notes:	(Yes)	(No)	(N/A)	18) Are fire extinguishers available, fully charged, and easily visible within 75 feet for low hazard areas?	
	(Yes)	(No)	(N/A)	19) Is fuel stored in proper containers?	
	(Yes)	(No)	(N/A)	20) Are hot work permits being obtained?	
	(Yes)	(No)	(N/A)	21) Are fire watches provided?	
	(Yes)	(No)	(N/A)	22) Are gas cylinders stored upright and secured with chain or rope?	
	(Yes)	(No)	(N/A)	23) Other? Extra Credit?	
	(Yes)	(No)	(N/A)	24) Other? Extra Credit?	
SCAFFOLD SAFETY Comments/Notes:	(Yes)	(No)	(N/A)	25) Are daily scaffold inspections performed by designated competent person?	
	(Yes)	(No)	(N/A)	26) Planks overlapped not less than 6" or more than 12" over end supports with toe boards in place?	
	(Yes)	(No)	(N/A)	27) Tubing pinned properly and all cross bracing in place?	
	(Yes)	(No)	(N/A)	28) If scaffold height is 4X smallest base dimension, is system secured to structure?	
	(Yes)	(No)	(N/A)	29) All guardrails are in place?	
	(Yes)	(No)	(N/A)	30) Full work platform at each working level with no cracks/splits?	
	(Yes)	(No)	(N/A)	31) Safe access provided to each working level?	
	(Yes)	(No)	(N/A)	32) Scaffold and components not overloaded?	
	(Yes)	(No)	(N/A)	33) Is scaffold system plumb and level?	
	(Yes)	(No)	(N/A)	34) Suspended scaffold systems using independent personal fall arrest system?	
	(Yes)	(No)	(N/A)	35) Other? Extra Credit?	
FALL PROTECTION nments/Notes:	(Yes)	(No)	(N/A)	36) Is a full body harness used where applicable?	
	(Yes)	(No)	(N/A)	37) Tied off at all times to structural element capable of supporting 5,000 lbs/person 100%?	
	(Yes)	(No)	(N/A)	38) Is protection provided for all working in an areas where they could fall 6' or more?	
	(Yes)	(No)	(N/A)	39) Are employees trained for fall protection systems in use?	
	(Yes)	(No)	(N/A)	40) Has the contractor designated a competent person for fall protection?	
	(Yes)	(No)	(N/A)	41) Have standard guardrails been provided where needed?	
	(Yes)	(No)	(N/A)	42) Have horizontal life lines been designed and installed under supervision of a qualified person?	
	(Yes)	(No)	(N/A)	43) Other? Extra Credit?	

CATEGORY:					Date Corrected:
LADDER SAFETY	(Yes)	(No)	(N/A)	44) Do ladders extend 3' above landing platform and tied to structure?	
ɔments/Notes:	(Yes)	(No)	(N/A)	45) Are ladders used with hand tools only?	
	(Yes)	(No)	(N/A)	46) Are ladder base distances from structure 1/4 height?	
	(Yes)	(No)	(N/A)	47) Are floor openings either covered or surrounded by a guardrail?	
	(Yes)	(No)	(N/A)	48) Electricians not using portable or conductive ladders?	
	(Yes)	(No)	(N/A)	49) Stairways provided on all structures over 20' during construction and supplied with guardrail?	
	(Yes)	(No)	(N/A)	50) Portable step ladders over 20' not used on the site?	
	(Yes)	(No)	(N/A)	51) Are ladders properly used?	
	(Yes)	(No)	(N/A)	52) Other? Extra Credit?	
EXCAVATIONS	(Yes)	(No)	(N/A)	53) Over 4' deep must have a ladder within 25' and two means of egress?	
Comments/Notes:	(Yes)	(No)	(N/A)	54) Has proper slope or trench box/shoring been provided?	
	(Yes)	(No)	(N/A)	55) Is water controlled/removed?	
	(Yes)	(No)	(N/A)	56) Is excavated material at least 2' back from trench edge?	
	(Yes)	(No)	(N/A)	57) Barricaded, etc., to prevent workers and public from falling into trench/hole?	
	(Yes)	(No)	(N/A)	58) In locations of known or suspected contamination, is excavation atmosphere monitored?	
	(Yes)	(No)	(N/A)	59) Other? Extra Credit?	
	(Yes)	(No)	(N/A)	60) Other? Extra Credit?	
ELECTRICAL	(Yes)	(No)	(N/A)	61) Are temporary power panel and receptacles protected from weather?	
Comments/Notes:	(Yes)	(No)	(N/A)	62) GFI's in use for site tools - applies to existing outlets in renovation projects as well?	
	(Yes)	(No)	(N/A)	63) Temporary lights rigged and secured to supports properly with covers?	
	(Yes)	(No)	(N/A)	64) If overhead power lines in area, are operations maintaining 10' distance or isolation?	
	(Yes)	(No)	(N/A)	65) Is lockout/tagout program in effect?	
	(Yes)	(No)	(N/A)	66) Sketch of proposed temporary power distribution been submitted/accepted before installing?	
	(Yes)	(No)	(N/A)	67) Other? Extra Credit?	
	(Yes)	(No)	(N/A)	68) Other? Extra Credit?	
CRANES	(Yes)	(No)	(N/A)	69) Has periodic inspection been performed prior to use on site IAW EM 385-1-1, App. H?	
ɪments/Notes:	(Yes)	(No)	(N/A)	70) Are App. H daily start up inspections performed by operator and submitted with DRI?	
	(Yes)	(No)	(N/A)	71) Is crane operator qualified IAW EM 385-1-1, App. G, and is crane certification posted in cab?	
	(Yes)	(No)	(N/A)	72) Are workers protected from the crane swing radius and prevented from passing under the load?	
	(Yes)	(No)	(N/A)	73) Are rigging cables and slings in good repair free of kinks and cracks?	
	(Yes)	(No)	(N/A)	74) Is the crane level and on firm ground and outriggers in use with appropriate cribbing?	
	(Yes)	(No)	(N/A)	75) Is crane side loading prohibited?	
	(Yes)	(No)	(N/A)	76) Near electric power sources, are rules followed for clearance/isolation in operating zone?	
	(Yes)	(No)	(N/A)	77) Is crane equipped with anti two-block device if required?	
	(Yes)	(No)	(N/A)	78) Other? Extra Credit?	
CONFINED SPACES	(Yes)	(No)	(N/A)	79) Has entry plan been submitted and accepted?	
Comments/Notes:	(Yes)	(No)	(N/A)	80) Is atmosphere being monitored?	
	(Yes)	(No)	(N/A)	81) Is space being ventilated?	
	(Yes)	(No)	(N/A)	82) Are entrants, attendants and entry supervisor properly trained?	
	(Yes)	(No)	(N/A)	83) Is rescue/retrieval system in place?	
	(Yes)	(No)	(N/A)	84) Are daily entry permits posted at point of entry and signed by entry supervisor?	
	(Yes)	(No)	(N/A)	85) Is point of entry posted **"DANGER CONFINED SPACE"**?	
	(Yes)	(No)	(N/A)	86) Has blanking or locking out of systems taken place?	
	(Yes)	(No)	(N/A)	87) Other? Extra Credit?	
ROOFING	(Yes)	(No)	(N/A)	88) Are kettles at least 25 feet away from buildings?	
Comments/Notes:	(Yes)	(No)	(N/A)	89) Has an employee fall protection system been implemented and in proper use?	
	(Yes)	(No)	(N/A)	90) Are skylights and roof penetrations covered or barricaded appropriately?	
	(Yes)	(No)	(N/A)	91) Has the roof been evaluated for its ability to support the intended construction loads?	
	(Yes)	(No)	(N/A)	92) Has the roof been surveyed for deterioration?	
	(Yes)	(No)	(N/A)	93) Are two fire extinguishers at the kettle?	
	(Yes)	(No)	(N/A)	94) Fuel cylinder a minimum of 10' from open flame?	
	(Yes)	(No)	(N/A)	95) Other? Extra Credit?	
	(Yes)	(No)	(N/A)	96) Other? Extra Credit?	

APPENDIX C

Testing Plan and Log

Construction Quality Control Plan
Remediation of SWMU 39 TCE Plume
NSA Mid-South
Millington, TN 38054

Testing Plan and Log Instructions

L & R will provide in the Testing Plan and Log all tests required by the contract in a sequence following the construction production schedule.

The QC Manager will ensure that:

- all appropriate control procedures will be used when performing testing for this project. Such testing will include operation and/or acceptance tests, as specified in the contract documents.
- the testing procedures comply with the contract requirements.
- the facilities and testing equipment to be used are available and comply with all applicable testing standards. Labs that are to be certified will provide their accreditation letter.
- the recording forms and test identification control number system including all of the test documentation requirements have been correctly prepared.
- the results of all tests taken, both passing and failing, will be recorded in the Contractor Quality Control Report for that date. The specification paragraph reference, location of the test, and the sequential control number identifying the test will be shown on the test results.

A copy of all tests performed by a commercial testing laboratory will be provided to the Contracting Officer, turned in with the daily report. All testing to be performed will be recorded on the Testing Plan and Log.

The Testing Plan and Log (copy attached) shall be submitted as a separate submittal at the end of each month with the invoice. The Testing Plan and Log will be used and discussed at each QC Meeting.

TESTING PLAN AND LOG

CONTRACT NUMBER			PROJECT TITLE AND LOCATION							CONTRACTOR	
SPECIFICATION SECTION AND PARAGRAPH NUMBER	ITEM OF WORK	TEST REQUIRED	ACCREDITED/ APPROVED LAB		SAMPLED BY	TESTED BY	LOCATION OF TEST		DATE COMPLETED	DATE FORWARDED TO CONTR. OFF.	REMARKS
			YES	NO			ON SITE	OFF SITE			

APPENDIX D

Invoice Certification

Construction Quality Control Plan
Remediation of SWMU 39 TCE Plume
NSA Mid-South
Millington, TN 38054

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA Document G702 (Instruction on reverse side)

TO (OWNER):
NAVFAC

PROJECT:
SWMU 39 EMAC Seed Project
SWMU NSA Mid-South, Millington, TN

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
CIP PROJECT NO:
WC PROJECT NO:
CONTROL NO:

Distribution to:
- ☐ **OWNER**
- ☐ **ARCHITECT**
- ☐ **CONTRACTOR**
- ☐
- ☐

FROM (CONTRACTOR):
Lee & Ryan
1707 Melody Lane
Greenfield, IN 46140

VIA (ARCHITECT):

CONTRACT FOR:

CONTRACT NO.: N40083-11-D-0029

Delivery Order No: 0.0001

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		0.00
2. Net change by Change Orders		0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)		0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		0.00
5. RETAINAGE		
a. 10% of Completed Work (Column D + E on G703)	0.00	
b. 10% of Stored Material (Column F on G703)	0.00	
Total Retainage (Line 5a + 5b or Total in Column 1 of G703)		0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		0.00
8. CURRENT PAYMENT DUE		0.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)		0.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS		0.00	0.00
Net change by Change Orders		0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:_____ Date: _____

State of: **Ohio** County of:
Subscribed and sworn to before me this day of , 20

Notary Public: _____
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance wth the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... **$** _____ **-**
(Attach explanation if amount certified differs from the amount applied for.)
ARCHITECT:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.