

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

Page  
1 of 2

2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE 08/10/2009	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY DOT/Maritime Administration, MAR-380 1200 New Jersey Ave SE, MAR380 W28-201 Washington, DC 20590		CODE 00091	7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)  Chuck Mason Gannett Fleming, Inc. 805 Estelle Drive, Suite 102 Lancaster, PA 17601	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-23F-0172N / DTMA1F08121
	(X) 10B. DATED (SEE ITEM 13) 08/27/2008

CODE \* FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Line Item Detail

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Far 52-243-4 Changes - Fixed Price

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

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

Modification 0003 is hereby incorporated to change the following:

The purpose of this modification is to add the following:

1. Add additional funding in the amount of \$6,591 for EMS Hosting and Development cost.
2. Add additional funding in the amount of \$15,000 for Environmental Management System Development for the U.S. Merchant Marine Academy, per the attached Statement of Work.

As a result of these changes, the purchase order is increased by \$21,591, from \$60,000 to \$81,591.00.

All other terms and conditions remain unchanged

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Judy A. Bowers
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	16B. United States of America BY  (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 08/10/2009

<b>Line Item Summary</b>	<b>Document Number</b> DTMA1F08121/0003	<b>Title</b> Web Based EMS	<b>Page</b> 2 of 2
--------------------------	--	-------------------------------	-----------------------

**Total Funding:** \$81,591.00

**FYs**      **Fund**    **Budget Org**   **Sub**      **Object Class**   **Sub**      **Program**      **Cost Org**   **Sub**      **Proj/Job No.**   **Sub**      **Reporting Category**  
**See Line Item(s)**  
**Division**                      **Closed FYs**      **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
------------------	-------------	---	----------	---------------	------------	------------

0003	Add Funding This is a New Line		1.00	LOT	\$21,591.00	\$21,591.00
------	-----------------------------------	--	------	-----	-------------	-------------

Funding Information:  
- 7009 - 1750HQ - 2009 - IP - E000 - 40 - 0 0000 - 141003 - -  
25305 - - 2696 - 6100 - 6600 - -  
15,000.00

- 7009 - 4303RR - F 2009 - 93 - 040A - DP - 0 7009613 -  
040ADP0 - - 25704 - - - 6100 - 6600 - -  
6,591.00

**Previous Total:** \$60,000.00  
**Modification Total:** \$21,591.00  
**Grand Total:** \$81,591.00  
(Includes Discounts)

**Statement of Work  
For Environmental Management System Development  
U.S. Merchant Marine Academy**

**INTRODUCTION**

Gannett Fleming (GF) will provide assistance to the United States Merchant Marine Academy (USMMA) with environmental management system (EMS) implementation at its Kings Point, NY campus. The GF Team, led by Chuck Mason will be using its EMS software and the ISO 14001 standard as a guide in implementing this statement of work. The USMMA is currently using GF's WebEMS software tool.

**PROJECT COSTS**

Total fixed fee cost for the entire EMS implementation, including expenses, is **\$27,250**, which is broken down on Table 1.

**TASK 1: PLANNING AND TRAINING**

GF understands that USMMA's EMS Core team has completed the initial EMS software training and is very aware of the requirements of EMS. To become more familiar with USMMA's operations and progress made to date, Mr. Mason will be onsite for three days with the USMMA EMS management representative. Specifically, Mr. Mason will review progress against the Agency's EMS requirements and review what tasks remain to be accomplished. Mr. Mason will also tour USMMA and review the existing list of aspects against USMMA's operations.

**Gap Analysis**

GF proposes to perform a gap analysis, comparing USMMA's current program against EMS requirements. This information will be gathered primarily through interviews with the management representative. Results of the gap analysis will be discussed during the outbrief for the EMS team and other interested USMMA personnel. The results of the gap analysis will help in preparing the EMS documentation in Task 2.

**Aspects Identification**

While onsite, GF will review all environmental aspects identified across the campus. GF will also discuss the aspects ranking to understand how it was developed.

**TASK 2: EMS DOCUMENTATION**

GF will help USMMA develop the EMS documentation necessary to fully implement its EMS.

This task will not require a site visit.

### **Draft Level I and Level II Documentation**

GF will prepare a draft environmental manual (also known as Level I document) and the draft Level II management level procedures from either the Maritime Administration's or its own template. This documentation will be customized to meet USMMA's operations and will be easily integrated with any documentation program currently in use. It will be important for this documentation to be thoroughly reviewed by USMMA to ensure practicality and usefulness. GF will also complete the forms that accompany this documentation, such as a list of EMS training requirements, documents, and records.

### **TASK 3: EMS DOCUMENTATION AND EMPLOYEE TRAINING**

GF will review and finalize all EMS-related documentation after receiving USMMA comments, ensuring that all Level I and Level II documents meet USMMA and EMS requirements.

Campus-wide awareness training should also begin for all faculty, staff, and students. Awareness training is an ongoing process that can be completed using a variety of means, including posters, newsletters, and videos, in addition to conducting training sessions. Awareness training for personnel must include the following:

- General understanding of the EMS.
- The commitments outlined in the environmental policy.
- The significant aspects associated with each employee's work activities and the environmental impacts of those aspects. These significant aspects will vary depending on the employee's job function.
- Specific SOPs related to those significant environmental aspects.
- Roles and responsibilities related to meeting objectives and targets.
- Emergency response procedures.
- Communicating environmental concerns or issues internally.

GF will prepare a "train-the-trainer" PowerPoint file to be presented by USMMA to all of its personnel and others included within the scope of the EMS. USMMA should also consider the development of posters and other means of regular communication (such as departmental meetings) to ensure maximum awareness of the EMS. GF assumes that USMMA personnel will perform and document all training required for the EMS. This includes training on SOPs developed as part of the EMS.

### **TASK 4: INTERNAL EMS AUDIT AND CORRECTIVE ACTIONS**

The EMS will include a procedure to periodically audit the EMS to ensure its effectiveness and conformance. These audits will be performed using GF and USMMA staff over four days. This

will include an EMS auditor training course, which will cover the following:

- General EMS concepts.
- USMMA EMS requirements.
- Audit techniques and protocols.
- Grading an audit finding.
- Preparing the audit report.
- Closing out non-conformances.

The auditor training will immediately transition into completing the EMS audit, which GF will complete with USMMA personnel. GF will also identify and document corrective actions that result from the audit. GF assumes that USMMA will actually close out any non-conformances identified during the audit through the corrective action process.

#### **TASK 5: MANAGEMENT REVIEW**

GF will prepare the materials needed for a management review presentation. This information will include the results of the EMS, including status of objectives and targets, audits, corrective actions, training, and other EMS requirements. GF assumes that USMMA personnel will close out any corrective actions that result from the management review.

#### **EMS SELF-DECLARATION**

After corrective actions from the management review have been closed out, USMMA can self-declare its EMS and consider it implemented.

**TABLE 1  
USMMA EMS IMPLEMENTATION COST ESTIMATE**

TASK	TASK DESCRIPTION	Chuck Mason		Steve Rowley		TOTAL LABOR		TOTAL COST WITH EXPENSES
		\$130/hour		\$150/hour		Hours	Cost	
		Hours	Cost	Hours	Cost			
1	Project kickoff/ material review	16	\$2,080	2	\$300	10	\$2,380	\$2,380
1	Travel to site	4	\$520	0	\$0	4	\$520	\$695
1	Site visit	24	\$3,120	0	\$0	24	\$3,120	\$3,915
2	Prepare draft and final Level I and II Docs	24	\$3,120	4	\$600	28	\$3,720	\$3,720
3	Finalize training, documentation, records matrices	16	\$2,080	0	\$0	16	\$2,080	\$2,080
3	Final documentation review	8	\$1,040	0	\$0	8	\$1,040	\$1,040
3	Prepare employee training materials	4	\$520	0	\$0	4	\$520	\$520
4	EMS audit preparation	12	\$1,560	2	\$300	14	\$1,860	\$1,860
4	Travel to site	4	\$520	4	\$600	8	\$1,120	\$1,470
4	Perform EMS training and audit	32	\$4,160	16	\$2,400	48	\$6,560	\$8,010
4	Document corrective actions	4	\$520	0	\$0	4	\$520	\$520
5	Management review materials prep	8	\$1,040	0	\$0	8	\$1,040	\$1,040
	<b>TOTALS:</b>	148	\$19,240	28	\$4,200	176	\$23,440	<b>\$27,250 GRAND TOTAL</b>

**TABLE 1 CONTINUED  
USMMA EXPENSE CATEGORY & RATES**

TASK	TASK DESCRIPTION	Travel (air fare)	Per diem (\$195/day)	Rental car (\$70/day)	
1	Project kickoff/ material review	\$0	\$0	\$0	<b>\$0</b>
1	Travel to site	\$175	\$0	\$0	<b>\$175</b>
1	Site visit	\$0	\$585	\$210	<b>\$795</b>
2	Prepare draft and final Level I and II Docs	\$0	\$0	\$0	<b>\$0</b>
3	Finalize training, documentation, records matrices	\$0	\$0	\$0	<b>\$0</b>
3	Final documentation review	\$0	\$0	\$0	<b>\$0</b>
3	Prepare employee training materials	\$0	\$0	\$0	<b>\$0</b>
4	Audit preparation	\$0	\$0	\$0	<b>\$0</b>
4	Travel to site	\$350	\$0	\$0	<b>\$350</b>
4	Perform EMS training and audit	\$0	\$1,170	\$280	<b>\$1,450</b>
4	Document corrective actions	\$0	\$0	\$0	<b>\$0</b>
5	Management review materials prep	\$0	\$0	\$0	<b>\$0</b>
	<b>SUBTOTALS:</b>	\$525	\$1,755	\$490	<b>\$2,770</b>