

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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2. AMENDMENT/MODIFICATION NO. 0003
3. EFFECTIVE DATE 05/20/2010
4. REQUISITION/PURCHASE REQ. NO. See Lines
5. PROJECT NO. (If applicable)

6. ISSUED BY DOT/Maritime Administration, MAR-380
1200 New Jersey Ave SE, MAR380 W26-429
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)
James Hunt
TEC INC.
2496 OLD IVY RD STE 300
CHARLOTTESVILLE, VA 22903-4895
9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. DTMA1D09006 / TO090011001
(X) 10B. DATED (SEE ITEM 13) 08/20/2009

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.
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4 Contract Terms and Conditions--Commercial Items
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

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

The purpose of this modification is to extend the term of this task order and provide additional funding.

A. Pursuant to E.O. 13513 and DOT Order 3902.10, the interim clause Contractor Policy to Ban Text Messaging While Driving is hereby incorporated in this Task Order and Contract DTMA1D09006.

B. The Term is hereby extended from May 31, 2010 to August 31, 2010.

C. The Fixed Fee is hereby clarified as follows:

- The current Fixed Fee as reported should be \$7,672.53 instead of \$8,450.92 as shown on Modification 0002.
- As a result of the change in Term through May 31, 2010 there was an additional fee of \$6,418.07 (11429.81-7672.53) that was not reflected on the extension modification.
- As a result of the change in Term from May 31, 2010 to August 31, 2010 there is an additional fee of \$12,132.75.
- The total fee as a result of the above changes is \$26,223.35.

D. This modification add a portion of the estimated cost and additional fixed fee for a total funding of \$180,000.00.

E. The total cost of this Task Order is increased from \$105,315.99 by \$180,000 to read \$285,315.99.

F. 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) Richard T. Heiderstadt, President
 15B. CONTRACTOR/OFFEROR
 15C. DATE SIGNED 05/20/2010
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bruce Markman
 16B. United States of America
 BY (Signature of Contracting Officer)
 16C. DATE SIGNED 05/20/2010
 (Signature of person authorized to sign)

Line Item Summary	Document Number TO090011001/0003	Title Hawaii PM-Kick Off TO	Page 2 of 5
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Total Funding: \$285,315.99

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
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0002	Program Management Support	(08/01/2009 to 08/31/2010)	0.00	JOB	\$0.00	\$0.00
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Change in Performance Period
Provide Program Management support in accordance with SOW and contract DTMA1D09006.
Ref Req No: PR500090039

0005	Additional Funding and Term Extension	(05/31/2010 to 08/31/2010)	1.00	JOB	\$180,000.00	\$180,000.00
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This is a New Line
Hawaii Port Infrastructure Expansion Project - Funds shall be obligated to Task Order Mod 0003 to correspond with the additional effort undertaken in this modification. PR#11N10248.
Ref Req No: PRMMA100273

Funding Information:
2010 - - 70X175 - 0HPI1HP - IC - SV50 - 00 - 000150000 - -
- - - - 25305 - 6100 - 6600 -
180,000.00

Previous Total: \$105,315.99
Modification Total: \$180,000.00
Grand Total: \$285,315.99
(Includes Discounts)

Address Detail**Title**

Hawaii PM-Kick Off TO

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Shipping Addresses

Code	Detail	Code	Detail
0001	Org: DOT/Maritime Administration, MAR-500 Addr: 1200 New Jersey Ave., SE, MAR500, W28-201 Washington DC 20590 Attn: Tracey L. Ford, COTR; Speclst Asst, Sr Advisor Phone: (202) 366-0321 ext. Fax: (202) 366-6988 ext.	0002	Org: DOT/Maritime Administration, MAR-810 Addr: 1200 New Jersey Ave, SE MAR810 W28-201 Washington DC 20590 Attn: Scott Davies, COTR; Transportation Specialist Phone: (202) 366-2763 ext. Fax: () - ext.

Invoice Addresses

Code	Detail	Code	Detail
0001	Org: DOT/ Enterprise Services Center (ESC) OFO/FAA, Addr: MARAD A/P Branch, AMZ-150 PO Box 25710 Oklahoma City OK 73125 Attn: Tammy Curnett, Lead Accounting Technician Phone: (405) 954-2063 ext. Fax: (405) 954-9573 ext.	0002	Org: DOT/ Enterprise Services Center (ESC) OFO/FAA, Addr: MARAD A/P Branch, AMZ-150 PO Box 25710 Oklahoma City OK 73125 Attn: Leah MacHugh, Accounting Technician Phone: (405) 954-5345 ext. Fax: () - ext.

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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item 'CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING has been added.

The free form item 'SOW has been added.

A.2 SOW

The revised SOW is attached to this Task Order. Revisions have been made to the Background information as well as remove the Sharepoint system requirement at this time.

A.3 CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING

CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING

a) Definitions. The following definitions are intended to be consistent with the definitions in DOT Order 3902.10 and the E.O. For clarification purposes, they may expand upon the definitions in the E.O.

"Driving"

(1) Means operating a motor vehicle on a roadway, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.

(2) It does not include being in your vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to remain stationary.

"Text messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. (See definition in DOT Order 3902.10)

(b) In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, contractors and subcontractors are encouraged to:

(1) Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving--

(i) Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or

(ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as-

(i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

(ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(c) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts that exceed the micro-purchase threshold, other than subcontracts for the acquisition of commercially available off-the-shelf items.

(End of clause)

TO090011001 - MOD 003 - Technical and Clerical Support

Contract: DTMA1D09006
Contract Year: 1
Harbor: General Program Support
Order Type: Task Order
Financial Type: Cost Plus Fixed Fee
Discipline: Program Management

Summary

TEC serves as the Program Manager for the Hawaii Port Infrastructure Expansion Program under contract with the Maritime Administration. TEC is responsible for programmatic, purchasing, technical, administrative, and managerial oversight of the Program as directed by the Maritime Administration and approved by the Harbors Division.

Background

The initial task order was issued on August 20, 2009 for the Kick-off Meeting and Follow-on Activities under CLIN 001, in the amount of \$40,672. The period of performance was through December 31, 2009.

Modification 001 was issued on September 25, 2009 for Program Management and Technical Support under CLIN 002, in the amount of \$80,055.45, for a total value of \$120,727.44.

Modification 002 was issued on February 26, 2010 to de-obligate unused funds in CLIN 001, in the amount of -\$15,411.45, for a revised total of \$105,315.99. The period of performance was extended to May 31, 2010.

The purpose of this modification is to obligate funds for continued Program Management and Technical Support through August 31, 2010.

Remarks

The authorized budget of \$105,315.99 is insufficient to provide Program Management and Technical/Clerical Support through the current completion date of May 31, 2010. This modification request provides the necessary funds to continue support for these activities. The proposal provides a separate estimate of costs through May 31, 2010, and through August 31, 2010.

Contract Line Items

CLIN 0001 --- CLIN 0001 --- Kick-off Meeting and Follow-on Activities

CLIN 001 includes two SubCLINs:

SubCLIN 001.1 is for the Kick-off Meeting

SubCLIN 001.2 is for activities following the Kick-off Meeting

This CLIN was funded separately by the Maritime Administration, and is closed.

CLIN 0002 --- CLIN 0002 --- Program Management and Technical/Clerical Support

CLIN 002 includes two SubCLINs:

SubCLIN 002.1 Program Management

Scope – The scope of this SubCLIN is to provide the overall program management support for the Hawaii Port Infrastructure Expansion Program including:

- Development of the public website, and assistance to the Maritime Administration with development of the web-based contract management system.
- Weekly team meetings to review progress and upcoming activities on the program.
- Preparation of weekly status reports to the Maritime Administration.
- Participation in weekly program status meetings with the Maritime Administration.
- Participation in program status meetings with DOT-Harbors as required.
- Planning associated with tasks from the Maritime Administration and DOT-Harbors.
- Planning and delivery of requested support from the Maritime Administration and DOT-Harbors in support of the program.
- Coordination meetings, deliverable preparation outside the scope covered by individual Task Orders.
- Preparing program documentation, including design management, procurement procedures, construction management procedures, etc.
- Developing and maintaining a database of local design and construction subcontractors.
- Preparation of bid packages, including Requests for Quotations (RFQ), Requests for

- Proposals (RFP), and Invitation to Bid (IFB) for design and construction projects.
- Conducting bid evaluations and issuing contracts documents to selected bidders.
- Development of program level schedule for planning, design, procurement, and construction activities.
- Administrative support to include drafting of meeting minutes, program correspondence, and maintaining electronic and hard copy file systems.
- Development and maintenance of program documents and action-item tracking.
- Perform miscellaneous tasks in support of the program.

SubCLIN 0002.2: Technical Support

Scope – The Contractor will provide direct technical and administrative support for a range of activities associated with Project Management and Design and construction of HMP projects.

TEC shall provide a professional engineering support to the designated Project Manager in the Harbors Division’s oversight of the implementation of HMP projects by the Aloha Tower Development Corporation’s Harbors Modernization Group. This shall include but not be limited to the following:

- Budget Management
- Schedule Management
- Posting of projects, project documents, progress reports and the like, and relative program management information on an established website as directed by the Harbors Division.
- Technical Engineering Support – PS&E review and “development”
- Review of Project Related Documents & Correspondence – Technical & Non-Technical
- Project Coordination Support and Oversight – Primarily Harbors; HMG, Users & Tenants also
- Project Coordination with other Harbors’ Project Managers & Engineers
- Assist in Project Issues and Problems Resolution
- Drafting of Project Correspondence
- Project Budget Management Support and Oversight
- Project Schedule Management Support and Oversight
- Preparation and Review of Project Reports
- Attendance of Meetings and Site Visits
- Perform Site Investigations
- Perform Miscellaneous Tasks As Required

TEC shall provide an Administrative Assistant who shall, in addition to the services described below, support the designated Project Manager with coordinating meetings, completion of minutes, facilitating of work assignments, monitoring and coordinating work tasks, maintaining systems to track work, adjustments to work schedules, and assignments through completion. The Administrative Assistant shall also provide the following:

- Prepare Monthly Progress Report
- Monitor Project Task Budget and Schedule
- Maintain Project Task Files and Records

- Prepare Project Task Modifications and Amendments to Task Scope of Work
- Drafting & Finalizing Correspondence
- Distribution of Project Documents
- Filing and Record Keeping
- Logging of Correspondence
- Generate, Receive, Review and Disseminate/Respond to Email
- Answering Telephone Calls/Taking Messages
- Scheduling and Coordination for Meetings
- Miscellaneous – Travel Arrangements, Tasks & Deliveries as Necessary

Requirements

- Civil Engineer with maritime and/or environmental engineering experience/knowledge
- Design and/or construction experience; preferable with maritime projects experience
- Knowledge of current industry practices, codes, laws
- Working knowledge and experience in CADD and GIS.
- Licensed software compatible with TEC software versions for compatibility and file sharing.

Milestones

#1	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	1/27/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
	Deliverable			Activity			
	Weekly Progress Reports			Program Management			
#2	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	2/24/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
	Deliverable			Activity			
	Weekly Progress Reports			Program Management			
#3	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	3/31/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded

Deliverable			Activity				
Weekly Progress Reports			Program Management				
#4	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	4/28/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
Deliverable			Activity				
Weekly Progress Reports			Program Management				
#5	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	5/26/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
Deliverable			Activity				
Weekly Progress Reports			Program Management				
#6	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	6/30/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
Deliverable			Activity				
Weekly Progress Reports			Program Management				
#7	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	7/28/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
Deliverable			Activity				
Weekly Progress Reports			Program Management				
#8	Priority	CLIN	Due	Qty	Delivery Method	Status	Files
	Important	0002	8/25/2010	1	Electronic & Hard Copy	In Work	No Files Uploaded
Deliverable			Activity				
Weekly Progress Reports			Program Management				