



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We make Indiana a cleaner, healthier place to live.

Frank O'Bannon
Governor

Lori F. Kaplan
Commissioner

IDEM Office of Land Quality - Fileroom Stamp	
VRP Project Name:	<u>NTN-BCA</u>
VRP#:	<u>6970402</u>
Description:	<u>Contractor Request</u>
Confidential?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Deliberative?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
December 13, 2001	

100 North Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206-6015
(317) 232-8603
(800) 451-6027
www.in.gov/idem

Mr. Bob Reynolds
Quality Environmental Professionals, Inc.
1611 S. Franklin Road
Indianapolis, IN 46239

Re: Request for Final Invoice
NTN-BCA
987 N. U.S. Hwy 421
Greensburg, IN
VRP #: 6970402

Dear Mr. Reynolds:

The Voluntary Remediation Program (VRP) Project Manager for the above referenced site has completed all project activities and has determined that all work activities your company was contracted to perform have also been completed. Therefore, your contract related to this VRP site will terminate sixty (60) days from the date of this letter.

Please submit all remaining invoices to IDEM within sixty (60) days. Any invoices submitted after this time may not be considered for payment.

Thank you for your cooperation, if you have questions regarding this matter please contact Chris Bauer at (317) 234-0970 or cbauer@dem.state.in.us.

Sincerely,

Peggy Dorsey, Section Chief
Voluntary Remediation Program
Office of Land Quality

cc: Chris Bauer, Project Manager
Peggy Dorsey, Section Chief
Lorraine Rosio, Operations
Christi Bunch, OMBA
Dionne Stewart, OMBA



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December 13, 2001

Mr. Bob Reynolds
Quality Environmental Professionals, Inc.
1611 S. Franklin Road
Indianapolis, IN 46239

Re: Contractor Evaluation
NTN-BCA
987 N. U.S. Hwy 421
Greensburg, IN
VRP #: 6970402

Dear Mr. Reynolds:

Please find the enclosed evaluation sheet for the technical review your company has completed on the above referenced project. The purpose of this evaluation form is to increase communication regarding the work performance between IDEM and contractors. This evaluation sheet is a public document and will be located with other project records at IDEM.

If you have any questions or concerns with any of the items mentioned on the evaluation form, please contact me at (317)234-0970 or at cbauer@dem.state.in.us.

Sincerely,

Chris Bauer, Project Manager
Voluntary Remediation Program
Office of Land Quality

cc: Lorraine Rosio, Contracts Manager

VRP Contractor Performance Evaluation

Date: 12/10/01

Site: NTN-BCA

Site #: 6970402

Contractor: QEPI, Bob Reynolds

Evaluator: Chris Bauer

This form may be used to evaluate contractor performance on any or all of the criteria shown. Criteria considered not relevant for the current evaluation should be clearly labeled as such by circling "NA" to indicate "Not Applicable". If desirable, customize any criteria by adding wording to make it more relevant. Rate the contractor on all relevant performance criteria by circling one of the numbers in the rating scale (1 being the worst rating and 5 being the best rating). Comments are required for ratings of 1 or 5, and are important for all ratings in creating a history of contractor performance. Since the contractor will see this performance evaluation, comments explaining both positive and negative ratings are desirable.

Performance Evaluation Criteria	Rating Scale (5 = Highest)	Comments
Reports/deliverables were received in a timely manner and according to the referenced VRP guidelines.	1 2 3 4 5 NA	
Reports accurate and thorough	1 2 3 4 5 NA	
Communication with VRP staff was timely and effective	1 2 3 4 5 NA	
Accurate notes of meetings with VRP staff	1 2 3 4 5 NA	
Schedule/Cost Control: Adherence to the provided cost estimate	1 2 3 4 5 NA	
Cost minimization used	1 2 3 4 5 NA	unknown

Adherence to VRP program schedules and milestones	1 2 3 4 5 NA	
Notification of delays was timely and justified	1 2 3 4 5 NA	
Change order documentation	1 2 3 4 5 NA	
Availability for site visits and/or meetings	1 2 3 4 5 NA	
Technical Competence and Innovation: Technical quality of deliverables	1 2 3 4 5 NA	
Effectiveness and thoroughness of analyses and interpretations (historical and current)	1 2 3 4 5 NA	
Ability to supply specialized personnel for document reviews (Risk Assessment, QAPP, etc.)	1 2 3 4 5 NA	
Demonstration of effective problem solving abilities	1 2 3 4 5 NA	
Adherence to and identification of Federal and State regulations, procedures and guidelines	1 2 3 4 5 NA	
Phase II Work Plan Review	1 2 3 4 5 NA	

Phase II Report Review	1 2 3 4 5 NA	
Remediation Work Plan Review	1 2 3 4 5 NA	
QAPP Review	1 2 3 4 5 NA	
HASP Review	1 2 3 4 5 NA	
Risk Assessment Review	1 2 3 4 5 NA	
Progress Report Review	1 2 3 4 5 NA	
Completion Report Review	1 2 3 4 5 NA	
OVERALL CONTRACTOR EVALUATION	1 2 3 4 5 NA	

Additional Comments: (may be continued on next page)