

Remedial Action Contract II (RAC II) Lite

STATEMENT OF WORK
February 20, 2007

I. BACKGROUND

This Remedial Action Contract II (RAC II) Lite provides professional architect/engineer, technical, and management services to the U.S. Environmental Protection Agency (EPA), Region 4, to support remedial response, enforcement oversight and non-time critical removal activities, and other technical assistance under the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA); and the Robert T. Stafford Disaster Relief and Emergency Assistance Act pursuant to the Federal Response Plan (FRP) and other laws to help address and/or mitigate endangerment to public health, welfare or environment, and to support State and communities in preparing for responses to releases of hazardous substances, as well as counter-terrorism. (This Contract differs from RAC II Full Service class in that it does not include Remedial Action, Long-Term Response Action, and Post Construction Remedial Action Work Areas.)

II. GENERAL REQUIREMENTS

Contract services include performance of site management; remedial investigation and feasibility studies; engineering services to design remedial actions; engineering evaluation and cost analysis for non-time critical removal actions; enforcement support, including oversight of remedial investigations/feasibility studies, remedial design, removal action, and negotiation support; and other technical assistance, including community involvement, sampling and analysis support, risk assessment, five-year reviews and pre-design investigations. Services may include technical and management services supporting EPA's coordination and oversight of remedial activities where they are performed by a State, the U.S. Army Corps of Engineers (USACE), third party or responsible parties identified in enforcement actions.

The RAC II Lite contract plays a major role in the effective streamlining and acceleration of Superfund site cleanups and early action to reduce immediate risk to human health and the environment. This will be accomplished through integration of site assessment and removal activities, with focus on removing redundancies in the site assessment process and creating a one-step site screening and risk assessment process. In line with this effort, the Contract has been designed to accomplish non-time critical removals. Tasks under the work areas defined in the Statement of Work (SOW) will be specified, as needed, in work ordering instruments, and their scope may be modified to reduce redundancies and accelerate cleanups.

The Contractor shall provide professional architect/engineer, technical, and management services in support of EPA's remedial response, enforcement oversight, and non-time critical removal activities at sites of release or threatened release of hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA); and the Robert T. Stafford Disaster Relief and Emergency Assistance Act pursuant to the Federal Response Plan (FRP) and other laws to help address and/or mitigate endangerment to the public health, welfare or environment, and to support States and communities in preparing for responses to releases of hazardous substances, as well as counter-terrorism. This Contract shall not provide the above services for activities on Federal facilities.

Implementation of the SOW

When conducting activities under this contract, the contractor shall operate in accordance with all environmental statutes and regulations, as appropriate, including the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) as amended, the Clean Water Act/Oil Pollution Act as amended, the Clean Air Act as amended, the National Contingency Plan as amended and the Toxic Substances Control Act as amended.

In accordance with applicable laws, regulations, guidance and policies, the Contractor shall furnish the personnel, services, materials, equipment, knowledge, and expertise to successfully complete the tasks required under this contract. Any and all services and products shall be delivered in compliance with all applicable Federal, State, and local laws, regulations, guidance and policies, and will be adjusted to reflect those applicable laws, regulations, guidance, and policies which become effective after the effective date of this contract.

Work Areas, Tasks and the Work Breakdown Structure

The Work Breakdown Structure (WBS) (Exhibit 1) presents Tasks for each Work Area. The Task Category Inventory (Exhibit 2) presents all the tasks and indicates which Work Areas to which the tasks would apply. Not all tasks described under each Work Area in the WBS will be used for every assignment. The contractor shall utilize the SOW WBS, as presented and supplemented through individual Work Ordering Documents, for project scoping, scheduling and technical and costs tracking and reporting.

Work Areas are organized into three categories:

- o Fund-Lead Site Specific Work Areas
- o Enforcement Support Site Specific Work Areas
- o Other Technical Assistance Site Specific Work Areas

In addition to outcomes and deliverables listed within Work Areas, individual work ordering instruments may specify additional outcomes and deliverables.

The contractor shall avoid duplication of prior efforts in gathering and assimilating site information and recommend opportunities for early actions in order to reduce site risks as quickly as possible. The contractor shall utilize the most applicable and current regulations and guidance documents when conducting work. The contractor shall continually look for and implement ways to streamline activities and minimize costs without compromising quality. The contractor shall assign work to personnel at the appropriate professional and/or technical levels and with the appropriate skills to most efficiently perform tasks.

When tasked, the Contractor shall provide the services in the SOW to any EPA Regional Office, unless specific place of performance limitations are established in the Contract. Ordinary tasking and direction will come from EPA Region 4 for work in the States of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

III. SPECIFIC REQUIREMENTS

The contractor shall perform the following activities when requested via the issuance of a work ordering instrument. Additional outcomes and deliverables may be further defined in the work ordering document.

A. FUND-LEAD SITE SPECIFIC ACTIVITIES

The EPA will issue work ordering instruments for sites that have been selected by EPA for fund-financed study and/or remedial action, where EPA has assumed the lead responsibility for managing the site. The activities to be performed shall be consistent with Section 300.68 of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and Section 121 of the Superfund Amendments and Reauthorization Act of 1986 (SARA).

REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI/FS)

Under the RI, assess the nature and extent of contamination, the risks to human health and the environment, and support the development, evaluation and selection of appropriate response alternatives. Under the FS, ensure that appropriate remedial alternatives are developed and evaluated so the appropriate remedy may be selected. RI/FS activities must be in accordance with all applicable regulations and guidance including but not limited to OSWER Directive 9355.3-01, 10-88 (Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA). The Government may order a combined RI/FS or separate RI or FS. This will be defined in the work ordering instrument.

Expected outcomes and deliverables:

1. Remedial Investigation Report (and/or)
2. Feasibility Report/Study

REMEDIAL DESIGN

Convert the remedy selected in the ROD into a final design document for the RA. All activities shall be in conformance with the remedy selected and set forth in the Record of Decision (ROD), or otherwise directed by EPA.

Expected outcomes and deliverables:

1. Design Criteria/Conceptual (Preliminary) Design
2. Intermediate Design
3. Pre-final/ Final Design (including cost estimate)

Where practical, the design activities will be limited to Performance-based RA specifications.

NON-TIME CRITICAL REMOVAL SUPPORT (EE/CAs)

Provide Non-Time Critical Removal Support in accordance with "Engineering Evaluation Cost Analysis Guidance for Non-Time Critical Removal Actions" (EPA, 1987, or latest revision) and "Outline of EE/CA Guidance" (EPA, March 30, 1988, or latest revision).

Expected outcomes and deliverables:

1. Engineering Evaluation/Cost Analysis

NON-TIME CRITICAL REMOVAL ACTION

Implement the non-time critical removal action involving the procurement of a construction subcontractor(s) and construction management activities, in addition to technical engineering services, in accordance with the objectives of the Engineering Evaluation/Cost Analysis. Prepare necessary design documents required to implement the alternative identified in the Action Memo approved by the Agency.

Expected outcomes and deliverables:

1. After Action Report

B. ENFORCEMENT SUPPORT SITE SPECIFIC WORK AREAS

RI/FS OVERSIGHT

Oversee Potentially Responsible Party (PRP) RI/FS activities. Verify PRP technical work is conducted in accordance with the Settlement Agreement (administrative order on consent or a judicial consent decree) statement of work and applicable EPA requirements and procedures.

Expected outcomes and deliverables:

1. Technical Review and Comments on PRP submittals
2. Field oversight of PRP on-site activities

NEGOTIATION SUPPORT

Monitor and provide technical support to EPA staff during negotiations with PRP for implementation of the Remedial Investigation/Feasibility Study, Remedial Design/Remedial Action, or Removal Action activities.

Expected outcomes and deliverables defined in individual work order instrument.

RD OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (an administrative order on consent or a consent decree or an unilateral administrative order) statement of work and applicable EPA requirements and procedures.

Expected outcome:

1. Comments on PRP Submittals

RA OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (a consent decree or an unilateral administrative order) statement of work and applicable EPA requirements and procedures.

Expected outcome:

1. Comments on PRP Submittals
2. Oversight/field inspection of PRP construction operations

REMOVAL OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (an administrative order on consent or a consent decree) statement of work and applicable EPA requirements and procedures.

Expected outcome and deliverables:

1. Comments on PRP submittals.
2. Oversight/field inspection of PRP removal activities

LONG-TERM RESPONSE OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (a consent decree or an unilateral administrative order) statement of work and applicable EPA requirements and procedures.

Expected outcomes and deliverables defined in individual work order instrument.

OPERATION AND MAINTENANCE (O&M) OVERSIGHT

Verify that PRP O&M is conducted in accordance with the Settlement Agreement (an administrative order on consent or a consent decree) statement of work and applicable EPA requirements and procedures.

If State is conducting O&M, verify that State O&M is conducted in accordance with Superfund State Contract and O&M Plan.

Expected outcomes and deliverables defined in individual work order instrument.

LITIGATION SUPPORT

Provide EPA with technical support with regard to litigation. However, the contractor will not provide any legal services, representation or counseling to EPA.

Expected outcome and deliverables defined in individual work order instrument.

POST-CONSTRUCTION RA OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (a consent decree or an unilateral administrative order) statement of work and applicable EPA requirements and procedures. Incorporate EPA approved PRP remedial designs, post-construction report, monitoring/O&M records in support of Five-year Reviews and assess follow-up recommendations.

Expected outcome:

1. Comments on PRP Submittals
2. Oversight/field inspection of PRP construction operation
3. Five-Year Review Technical Memorandum
4. RA Report

C. OTHER TECHNICAL ASSISTANCE SITE SPECIFIC WORK AREAS

COMMUNITY INVOLVEMENT

Prepare and implement the Community involvement Plan for the site.

Expected outcome and deliverables defined in individual work order instrument.

SAMPLING AND ANALYTICAL SUPPORT

Provide sampling and analytical support including long term monitoring.

Expected outcome and deliverables defined in individual work order instrument.

PRE-DESIGN INVESTIGATION

Perform pre-design investigations.

Expected outcome and deliverables defined in individual work order instrument.

TREATABILITY STUDY/PILOT TESTING

Provide the data necessary to evaluate and, to implement one or more remedial alternatives. These studies generally involve characterizing untreated wastes and evaluating the performance of the technology under different operating conditions.

Expected outcome and deliverables defined in individual work order instrument.

RISK ASSESSMENT

Conduct Baseline Health Risk Assessment and Baseline Ecological Risk Assessment and prepare the necessary Human Health and Ecological Risk Assessment documents to characterize and quantify where appropriate, the current and potential human health and environmental risks that would prevail if no further action is taken.

Expected outcome and deliverables defined in individual work order instrument.

1. Baseline Human Health Risk Assessment (HHRA)
2. Screening Level Ecological Risk Assessment (SLERA)
3. Baseline Ecological Risk Assessment (BERA)

PRELIMINARY ASSESSMENT FOR SITE ASSESSMENT

Provide preliminary assessment activities for site assessments. Preliminary assessments (PA) are intended to provide a preliminary screening of sites to facilitate the assignment of site priorities. EPA shall determine site priorities for placing sites on the National Priority List (NPL). Conduct all preliminary assessments in accordance with "Guidance for Performing Preliminary Assessments under CERCLA," OSWER Directive 9345.0-01A, September 1991, or latest revision. Major activities include background research, a site reconnaissance, the generation of a PA report, and the generation of a preliminary HRS score. The EPA shall make the determination of final HRS scores.

Expected outcome and deliverables defined in individual work order instrument.

1. Draft and final PA report

SITE INSPECTION FOR SITE ASSESSMENT

Perform site inspection activities for site assessments. Site inspections (SI) are the second phase of an ongoing screening process used to determine whether a site has the potential to be included on the National Priorities List. EPA shall determine site priorities for placing sites on the National Priority List (NPL). This work area includes Screening Site Inspections and Expanded Site Inspections. All Site inspections shall be performed in accordance with "Guidance for Performing Site Inspections under CERCLA," OSWER Directive 9345.1-05, September 1992, Interim Final, or latest revision. Major activities include background research, field sampling, generation of an SI report, and generation of an HRS score. EPA will make the determination of the final HRS score.

Expected outcome and deliverables defined in individual work order instrument.

1. Site Inspection Report
2. Expanded Site Inspection Report

HRS PACKAGE PREPARATION FOR SITE ASSESSMENT

Prepare Hazard Ranking System (HRS) packages for site assessments. The Hazard Ranking System is a scoring system that evaluates the relative threat to public health and the environment posed by releases and potential releases of hazardous substances. The HRS score and the supporting documentation are compiled into an HRS package. EPA uses the information in this package to determine HRS scores, to determine priorities of sites for placement on the National Priority List (NPL), and to place sites on the NPL. Major activities in this work area include background research, generation of an estimated HRS score, preparation of a summary report or data gap memo if necessary, and the generation of an HRS documentation record.

Expected outcome and deliverables defined in individual work order instrument.

1. Draft Hazard Ranking System Package

SITE SECURITY AND MAINTENANCE

Perform site security.

Expected outcome and deliverables defined in individual work order instrument.

DESIGN ASSISTANCE

Perform design assistance activities.

Expected outcome and deliverables defined in individual work order instrument.

FIVE-YEAR REVIEW

Determine whether the remedy at a site is/remains protective of human health and the environment and evaluate the implementation and performance of the selected remedy in accordance with OSWER Directive 9355.7-03B-P, "Comprehensive Five-Year Review Guidance", June 2001. The contractor shall consider all current and past activities at the site. EPA will make all final determinations.

Expected outcome and deliverables:

1. Five Year Review Report

A Five-Year Review document that is at a minimum (1) is submitted on or before the due date, (2) is consistent with the Comprehensive Five-Year Review Guidance, (3) contains a protectiveness statement that is well supported by the document, and (4) provides information specified in the guidance for any identified follow-up actions that affect the protectiveness of the remedy.

RECORDS MANAGEMENT AND ADMINISTRATIVE SUPPORT

Compile the site file and the Administrative Record documents. The site file shall contain all site-related documents including memoranda, correspondence, reports, photographs, lab data and other material produced or received by EPA indexed in accordance with the EPA file structure. The Administrative Record is a subset of the site file containing documents that relate to public involvement and the selection of the Remedial Action.

Expected outcome and deliverables defined in individual work order instrument.

REAL PROPERTY ACQUISITION SUPPORT

Perform support for property acquisition activities. EPA will perform actual acquisition activities.

Expected outcome and deliverables defined in individual work order instrument.

TECHNICAL ASSISTANCE

Perform expert technical assistance for a specific site.

Expected outcome and deliverables defined in individual work order instrument.

INTEGRATED SITE ASSESSMENT/INVESTIGATION

Perform integrated site assessment and investigation activities for both potential removal candidates and potential NPL candidates. Integrated site assessment and investigation activities will generally be performed under the following conditions:

- o Public drinking water supplies are or may be contaminated with a hazardous substance;
- o Private wells are or may be contaminated with a hazardous substance above a health based benchmark;
- o Soils on school, day care center, or residential properties are or may be contaminated above background levels;
- o A hazardous substance is detected or suspected above background in an off-site air release in a populated area;
- o A highly toxic substance known to bioaccumulate has been or may have been discharged into surface waters; and/or
- o Sensitive environments are or may be contaminated with a hazardous substance above background levels.

Activities performed pursuant to this requirement shall be in conformance with OSWER Directive 9345.1-6FS, September 1993 entitled, "Integrating Removal and Site Assessment Investigations (EPA/540-F-93-038).

Expected outcome and deliverables defined in individual work order instrument.