

Protect Gainesville's Citizens, Inc.

Protect Gainesville's Citizens (PGC) is soliciting proposals for one or more technical advisors to provide assistance in the review and analysis of cleanup activities done by the U.S Environmental Protection Agency (EPA) at the Cabot/Koppers Superfund site.

Those wishing to be considered should submit a proposal that includes a general description of the candidates' approach for doing the work described in the following statement of work, a resume, a detailed cost estimate, and the other required information cited below.

NOTE: This contract will be subject to the grant requirements of federal regulations, including 40 CFR Part 30 and 40 CFR Part 35 Subpart M, and the Protect Gainesville's Citizens EPA Technical Assistance Grant Agreement. You may view a copy of the Protect Gainesville's Citizens EPA TAG application at <http://protectgainesville.org/epa-tag/>.

Statement of Work:

Purpose

Through this contract, PGC will procure the services of a technical advisor to provide assistance that will ensure that community members are thoroughly informed about all aspects of site cleanup activities conducted by the U.S. Environmental Protection Agency (EPA) at the Cabot/Koppers Superfund site and able to participate more effectively in EPA's decision making process. The technical advisor will assist community members in interpreting documents generated throughout the remedial investigation/feasibility study (RI/FS), remedial design (RD), and remedial action (RA) of the Superfund process at the Cabot/Koppers Superfund site. These documents will include the RI workplan, sampling plan, quality assurance/quality control plan, RI report, risk assessment, health assessment, FS, record of decision, pre-final and final engineering design, final inspection report and any other related documents included in the administrative index file. The advisor will help members review site data and data-gathering techniques.

PGC will use a phased approach in contracting for this work. The two-year contract period for which proposals are now being sought involves work related to the RI/FS, RD and RA only. This contract will include options for continuing work, specified in the "Tasks" section of this solicitation, in future funding periods, if needed.

Tasks:

This section provides a detailed description of individual technical advisor tasks and their purposes. For each of the review areas the Technical Advisor will prepare a summary report including a fact sheet and a presentation. All documents will be written for a non-technical audience and will include visual aid wherever possible for explaining complex technologies or information. The summary reports and fact sheets will be posted on the ProtectGainesville.org website, Protect Gainesville's Citizens Facebook site, and submitted to the Alachua County Library Cabot/Koppers Public Documents repository and EPA. Documents will also be printed for distribution to interested community members. The presentations will be presented at one or more community information meetings to be held prior to the period of public comment.

The technical advisor will maintain a primary means of contact for the community. This should include a publicly posted e-mail address and phone number. All reasonable requests should be responded to in a timely manner.

Historical Summary and Timeline

(Estimate 50 hours.)

This site has been on the NPL list since September 24, 1984. Feedback from our Community Involvement Meetings and other conversations indicates a lack of understanding of the site history. A technical advisor will prepare a historical summary, highlighting the major issues of concerns, that addresses these misunderstandings and provides a clear and concise history of the site, remedial actions taken to date, and the timeline of various activities.

Subtasks:

The Technical Advisor(s) will:

- Review all historical documents through the April 2006 Second Five Year Report.
- Provide the community with a concise summary of the issues, contaminants and previous remediation activities.
- Prepare a summary fact sheet.
- Prepare a historical timeline including activities of all responsible parties, EPA actions, impact studies, Record of Decisions (RODs), 5-year reviews, etc.
- Prepare a summary presentation for a Community Information Meeting.
- Submit all review documents to be posted in the Alachua County Public Library Cabot/Koppers Public Document library.

Major Issues Summary and Fact Sheets

(Estimate 50 hours.)

A technical advisor will address current major issues of concern: Groundwater Investigation, Soil/Sediment Investigation (including storm water runoff and fugitive dust), and Human Health Risk Assessment. These issues represent the core concerns of our members. For each issue, a technical advisor will review current studies and related documents, prepare a summary and fact sheet, and deliver a presentation to the Community Information Meeting.

Subtasks:

For each of the major issues the Technical Advisor(s) will:

- Review current studies and other significant documents.
- Prepare a summary report. Summaries should include a description of contaminants, description and evaluation of past remediation actions, current concerns and recommendations and any need for additional information.
- Prepare a summary fact sheet.
- Prepare a summary presentation for a Community Information Meeting.
- Submit all documents to Alachua County Public Documents Cabot/Koppers Document library.

Feasibility Study (FS)

(Estimate: 150 hours.)

Technical Advisor(s) will complete a detailed analysis of the proposed remedies in the draft feasibility study and then brief the community on its contents. Additionally, the advisor will prepare a written report to aid the community's preparation of public comments, specifically addressing the proposed cleanup measures. The advisor will make a presentation of his/her

findings at a special community information forum held by PGC prior to EPA's public meetings. The advisor(s) will attend, represent and/or advise PGC during public hearings to be held in Gainesville during the public comment period.

The advisor(s) will be expected to analyze the health assessment thoroughly to ensure that public health is being adequately considered. The advisor(s) will prepare a summary report on the potential health risks posed by the site and how EPA proposes to address these risks. Additionally, this report will describe how major comments submitted by PGC and the general community were addressed by EPA in the responsiveness summary.

This contract will begin during the remedial investigation / feasibility study (RI/FS) phase of the project. The Technical Advisor will be required to complete the following tasks:

1. The Technical Advisor shall review technical documents generated during the remedial investigation/feasibility study (RI/FS).
 - a. The Technical Advisor will review the RI work plan, sampling plan, and quality assurance and quality control plan. PGC wants to ensure that adequate sampling is carried out and gauge the need for testing in areas not included in the RI work plan. No environmental measurements are to be taken by the Technical Advisor. Special attention shall be given to how EPA plans to investigate the migration of contamination from the Cabot/Koppers site into the surrounding neighborhood, creeks and the groundwater.
 - b. Upon completion of the RI report, the Technical Advisor shall help PGC review the results. The Technical Advisor shall also review the risk assessment.
 - c. The Technical Advisor shall analyze the health assessment thoroughly to ensure the public health is being considered adequately and will prepare a summary report on the potential health risks posed by the site and how EPA proposes to address these risks.
 - d. The Technical Advisor shall complete a detailed analysis of the proposed cleanup options in the feasibility study and brief PGC on its contents. Additionally, the Technical Advisor will prepare a written report to aid PGC's preparation of public comments. This report will provide the Technical Advisor's recommendations regarding the proposed cleanup measures.
2. The Technical Advisor shall attend RI/FS meetings.
 - a. The Technical Advisor shall attend the public meetings to be held in Gainesville during the public comment period. The Technical Advisor's primary responsibility during these meetings will be to serve as a resource to PGC's spokespersons, interpreting technical information and asking clarifying questions.
3. The Technical Advisor shall prepare summary memos and reports, as needed, to convey the results of his/her reviews and analyses to PGC's membership.
 - a. After the review of the RI work plan(s), sampling plan(s), and the quality assurance and quality control plan(s) the Technical Advisor shall prepare a report detailing the results of his/her review.
 - b. The Technical Advisor shall prepare reports on the RI report, the risk assessment, and an overall RI report.
 - c. The Technical Advisor shall prepare a report on the results of his/her analysis of the health assessment.
 - d. The Technical Advisor shall prepare a written report of his/her analysis of the proposed remedies in the feasibility study to aid the communities preparation of public comments. This report is to include the Technical Advisor's recommendations regarding the proposed cleanup measures.
4. The Technical Advisor shall review PGC's written comments of the feasibility study and suggest changes as needed, prior to submissions of PGC's comments during the public comment period.
5. The Technical Advisor shall make presentations, as needed, to community members and others.
 - a. The Technical Advisor shall brief PGC on the results of his/her analysis of the proposed remedies in the feasibility study.

Remedial Design (RD)

(Estimate 120 hours.)

The technical advisor will be expected to carry out oversight functions during this stage. The advisor will review the final design to ensure that the design is consistent with the ROD. The advisor will be expected to report his/her findings in memorandum submitted to PGC's Board of Directors. Excerpts about the progress at the site will be published on the ProtectGainesville.org website.

Remedial Action (RA)

(Estimate 50 hours.)

During the remedial action phase, the advisor will be required to review the final inspection report. Within 30 days of the completion of the cleanup, the advisor will prepare a final report summarizing his/her findings. This report will be published on the ProtectGainesville.org website.

Proposed Schedule of Technical Advisor Tasks and Costs

Schedule	Task	# Hours	Cost
Year 1-1Q: Prior to period of public comment, on current FS ¹	Historical Review and Summary <ul style="list-style-type: none"> Review historical documents Prepare Summary Report Prepare Fact Sheet Prepare presentation Attend Community Information Meeting 	50	\$5,000
Year 1-1Q: Prior to period of public comment, on current FS ²	Major Issues Review <ul style="list-style-type: none"> Review technical documents Prepare Summary Reports Prepare Fact Sheets Prepare presentations Attend Community Information Meetings 	50	\$5,000
Year 1-2Q: Prior to and during period of public comment, on current FS ³	Feasibility Study (FS) <ul style="list-style-type: none"> Brief community on FS and attend FS meetings Review comments on FS Review ROD and prepare summary report 	150	\$15,000
Year 1-3Q	Remedial Design (RD) <ul style="list-style-type: none"> Review pre-final and final design and prepare design evaluation report 	120	\$12,000
Year 2	Remedial Action (RA) <ul style="list-style-type: none"> Review pre-final and final inspection reports and prepare cleanup evaluation report 	50	\$5,000
	Total Cost of Technical Advisor	420	\$42,000

Technical Advisor qualifications:

The technical advisor must have verifiable credentials and must provide PGC with a list of previous clients and information on any past, current, or anticipated business or financial relationships with any potentially responsible party (PRP) at the site, its parent companies, subsidiaries, affiliates, subcontractors, and current clients. The successful candidate will have:

1. See "Request for extension in the currently proposed Koppers Record of Decision Schedule" page 13
2. See "Request for extension in the currently proposed Koppers Record of Decision Schedule" page 13
3. See "Request for extension in the currently proposed Koppers Record of Decision Schedule" page 13

1. Demonstrated knowledge, training, and experience working with hazardous or toxic waste issues, or redevelopment, public health, or federal relocation policies and relocation-related issues.
2. Academic training in a relevant discipline (for example, biochemistry, toxicology, environmental engineering, hydrology, public health, etc.).
3. Prior experience dealing with superfund sites is preferred.
4. No debarment or suspension as a federal contractor. PGC will not award a contract to any bidder who is on the U.S. General Service Administration's Excluded Parties List System which identifies parties debarred, suspended, or otherwise excluded from receiving federal contracts or certain subcontracts and from certain types of federal financial and nonfinancial assistance and benefits.
5. A demonstrated compliance or willingness to comply with civil rights and equal opportunity laws, and other related statutory requirements outlined in the Code of Federal Regulations, 40 CFR part 30 which contains EPA's general grant regulations for nonprofit organizations, and 40 CFR Part 33.301, et. seq. which includes making good faith efforts to procure goods and services from disadvantaged business enterprises.
6. Demonstrated ability, including writing and presentation skills, to translate technical information into terms that PGC members can understand.
7. Experience working on hazardous or toxic waste problems and communicating those problems and issues to clients who do not possess extensive technical backgrounds.
8. Adequate financial resources and accounting procedures in place to manage the tasks required and account for expenditures.

Any proposed subcontractors must have the expertise to perform the tasks assigned and meet conditions described in items 3 (no debarment or suspension as a federal contractor) and 4 (a demonstrated compliance or willingness to comply with civil rights and equal opportunity laws, and other related statutory requirements) above.

Total Projected Hours:

A total of approximately 420 hours of work is estimated for the technical advisor; the distribution of these hours over the two-year contract period is dependent upon the pace at which activities proceed. The initial contract awarded for the RI/FS phase of the project will be for 250 hours.

Cost and Pricing Data Required:

Proposers may submit their cost estimates in any format as long as estimated direct labor costs, estimated indirect costs, any proposed subcontract costs, proposed travel costs, and proposed profit are clearly identified.

When proposing travel, including per diem (lodging and food) costs, proposers should bear in mind that this contract is supported by a federal grant. As a result, PGC will only pay for a Technical Advisor's hotel and meal costs when anticipated trips require an overnight stay. Furthermore, PGC will only pay the Technical Advisor for meals and lodging at the rate the government pays its own employees, which is called the government per diem rate. Information about these rates is available at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.

Selection Criteria:

Each proposal received will be evaluated on the following criteria, which are weighted based on PGC's priorities:

- 20% Past relevant experience with Superfund sites
- 20% Knowledge of EPA procedures and reporting requirements
- 20% Price
- 15% Relevant Expertise (i.e. health sciences, engineering), both academic and demonstrated.

15% Ability to provide written and oral translations of technical documents and data in terms understandable to lay persons.

10% Local/regional contractor

PGC will evaluate proposals by assigning a score (on a scale of 1 to 5) to each criterion. The weighted scores will be added for a total score. The highest possible total score is 500. The goal of the selection criteria is to obtain the best proposal at a reasonable cost.

Conflicts of Interest:

PGC must prevent organizational conflicts of interest, or the appearance of such conflicts, in this procurement. As a result, all those submitting a proposal must include:

- Information on his/her financial and business relationship with PRPs at the Cabot/Koppers Superfund site, their companies, subsidiaries, affiliates, subcontractors, current clients, and attorneys and agents; or
- Certification that, to the best of his/her knowledge and belief, he/she has disclosed such information or that no such information exists; or
- A statement that he/she will disclose immediately any such information discovered after submission of his/her proposal or after the contract award.
- A statement that he/she, or the company, does not work for the federal or state government or any entity involved at the Cabot/Koppers Superfund site.

Contract Renewal Option

PGC has the option to renew the contract for additional periods, if needed, for activities included in this solicitation as long as cumulative costs do not move the contract into a different competition requirement level. Contract renewal will be based on satisfaction with the technical advisor's previous performance and availability of funds.

Contract Award

One or more contracts will be awarded to the most qualified applicant(s) within a competitive price range. PGC will negotiate to obtain the best final offer. Candidates will be informed of PGC's decision to reject or accept a proposal. Please note the final award and contract can not be executed until the EPA finalizes the grant award with PGC.

Deadline for Submission of Proposals

The deadline for submitting proposals to PGC is July 15, 2010. Qualified firms or individuals are encouraged to respond to this solicitation.

All submissions should be sent to:

Protect Gainesville's Citizens
802 W University Ave.
Gainesville, FL 32601

Submissions may be sent via e-mail to: hr@protectgainesville.org