

PROTECTING OUR WATER AND ENVIRONMENTAL RESOURCES (POWER) CALL FOR TECHNICAL ADVISOR PROPOSALS

POWER is soliciting proposals for a technical advisor to provide assistance in the review and analysis of cleanup activities conducted by the U.S. Environmental Protection Agency (EPA) Region IV at the CTS of Asheville 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 POWER's Technical Assistance Grant (TAG) Agreement.

You may request a copy of POWER's TAG application by submitting a letter of your intent to apply for the Technical Advisor (TA) position and your contact information to: info@poweractiongroup.org.

Statement of Work

Purpose

Through this contract, POWER will procure the services of a technical advisor (TA) to ensure that community members are thoroughly informed about all aspects of EPA investigative and cleanup activities at the CTS of Asheville Superfund site, and to advocate for protection of human health and the environment.

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 site. These documents will include the RI work plan, 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. POWER will use a phased approach in contracting for this work. The three-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

For each of the review areas the Technical Advisor will prepare a summary report or memo including a fact sheet and a presentation for POWER's leadership. This material may also be relayed to the broader community via meetings or media outlets. All documents will be written for a non-technical audience and will include visual aids wherever possible for explaining complex technologies or information. Summaries of reports/memos and fact sheets will be posted on the POWERactiongroup.org website. Full reports/memos and fact sheets will be submitted to the Buncombe County Library CTS of Asheville Public Documents repository, and to EPA. Some documents may be printed for distribution to interested community members.

The technical advisor will maintain a primary means of contact for the community. This will include a publicly posted email address and phone number. The TA should respond to all reasonable requests in a timely manner. The TA is not expected to address requests that are disrespectful, accusatory, or that involve defamation of community members, POWER members, elected officials, and/or EPA representatives and their contractors. The TA will copy a POWER representative on all requests.

1. The first task of the technical advisor (TA) will be to review the Administrative Order of Consent (AOC) for Remedial Investigation/Feasibility Study (RI/FS) and the associated work plans (including the Health Assessment). This includes, but is not limited to, the following work plans: NAPL Investigation, SVE Confirmation, Vapor Intrusion Assessment, Well Monitoring, and the RI/FS Work Plan. POWER wants to ensure adequate sampling is performed and determine if testing in areas not included in the work plans is warranted.
2. The TA shall attend a proposed meeting in Asheville, NC between POWER, the EPA and PRP representatives. This meeting would take place after CTS's contractor submits the draft RI/FS Work Plan and before EPA approves said Work Plan. The TA shall prepare questions from the community to be asked of the EPA and PRP regarding the sampling plans, generate a memo on the meeting and facilitate discussion at a follow-up POWER meeting. The TA will also assist POWER in preparing comments to submit to the EPA regarding the work plan.
3. The TA shall observe the sampling periodically during all phases of the remedial investigation, with POWER members present when possible, and report concerns to the EPA and POWER. The TA shall help guide community involvement, prepare field memos regarding observations, concerns and how they were resolved, and present information to POWER.
4. The TA shall review the reports prepared by the PRP's contractor that describes the results of actions completed under the work plans and provide POWER a summary of the documents. Upon completion of the RI report and risk assessment, the TA will be expected to help POWER evaluate the results, ensure adequate sampling has been performed, and issues raised have been addressed by the PRP.
5. The TA will be expected to complete a detailed analysis of the proposed remedies in the draft feasibility study and will brief POWER and the CTS community on its contents. Additionally, the TA will prepare a written document to aid in POWER and the CTS community's preparation of public comments, specifically addressing the proposed cleanup measures. The TA will make a presentation on his/her findings and any relevant recommendations at a special community forum held by POWER prior to EPA's public meeting. The TA will attend and participate in EPA's public meeting to be held in Asheville, NC during the public comment period. The TA will serve as a resource to POWER's spokespersons.
6. The TA will be expected to review and analyze the risk/health assessment to ensure that public health is adequately being considered and will prepare a memo on the potential health risks posed by the site and how the EPA proposes to address these risks.
7. If a Record of Decision (ROD) is issued before this TAG period expires, the TA will examine the ROD and prepare a memorandum on the chosen method of cleanup. Additionally, this memo will describe how major concerns of the community submitted by POWER and the CTS community were addressed by EPA in the responsiveness summary of the ROD.

8. Depending on the timing of the cleanup and issuance of the ROD and the expiration of this TAG period, the TA will be expected to carry out oversight functions during the Remedial Design (RD) 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 a memorandum to be submitted to POWER's executive committee. Excerpts about the progress at the site will be published in POWER's community outreach vehicles, i.e., newsletter, website, etc.

9. During the Remedial Action (RA) phase, the TA will be expected to review the final inspection report. Within 30 days of the completion of the cleanup, the TA will prepare a final report summarizing his/her findings. This report will be published to the CTS community.

10. The TA may be asked to attend other site-related meetings.

Remedial Investigation (RI)- Year 1

(Estimate: 170 hours)

The Technical Advisor will be expected to analyze the health assessment thoroughly to ensure that public health is being adequately considered. The TA will prepare a summary report on the potential health risks posed by the site and how EPA proposes to address these risks.

The TA will review the work plans, and complete a detailed analysis and brief the community on its contents. Additionally, the TA will prepare a written report to aid POWER's preparation of public comments, specifically addressing the potential cleanup measures. The TA will present his/her findings to POWER, and the community. The TA will attend, represent and/or advise POWER during public meetings. This report will also describe how major comments submitted by POWER 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. POWER 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 CTS site into the surrounding neighborhoods.
 - b. Upon completion of the RI report, the Technical Advisor shall help POWER review the results. The Technical Advisor shall also review the risk assessment.
 - c. The TA 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.
- 2) The Technical Advisor shall attend RI/FS meetings.
 - a. The Technical Advisor shall attend some POWER and public meetings to be held in Asheville.

The Technical Advisor's primary responsibility during these meetings will be to serve as a resource to POWER'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 POWER's membership.

a. After 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 and suggest changes as needed.

b. The TA shall prepare a report/memo on his/her analysis of the EPA's health/risk assessment.

c. The Technical Advisor shall review PRP's reports, and prepare memos for POWER on the PRP's work performed and present this information.

d. The Technical Advisor shall prepare a written report of his/her analysis of the proposed remedies in the feasibility study. This report is to include the Technical Advisor's recommendations regarding future proposed cleanup measures.

4) The TA shall make presentations, as needed, to community members and others and brief POWER on the results of his/her analysis of the proposed cleanup measures.

Remedial Investigation (RI)- Year 2

(Estimate: 170 hours)

Similar to Year 1 (see above), except the technical advisor will be expected to carry out oversight functions during this stage. The advisor will review the final design (if applicable) to ensure that the design is consistent with the ROD. The advisor will be expected to report his/her findings in a memorandum submitted to POWER. Excerpts about the progress at the site will be published on the POWERactiongroup.org website.

Feasibility Study (FS) and Remedial Action (RA)- Year 3

(Estimate: 140 hours)

During the remedial phase, the TA is expected to analyze the Feasibility Study, review the design and prepare evaluation memo/s, and attend meetings to present reports.

The TA will review the inspection reports, and prepare a cleanup evaluation report, summarizing his/her findings, including cleanup options in the feasibility study. The TA shall brief POWER on its contents. The report (or excerpts thereof) will be published on the POWERactiongroup.org website.

Additionally, the Technical Advisor will prepare a written report to aid POWER's preparation of public comments. This report will provide the Technical Advisor's recommendations regarding the proposed cleanup measures.

Technical Advisor Qualifications

The technical advisor must have verifiable credentials and provide POWER 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. Demonstrated knowledge, training, and experience working with hazardous or toxic waste issues, and/or public health.
2. Experience in dealing with trichloroethylene (TCE) preferred.
3. Haz Mat training and/or Haz Mat certification preferred.
4. Academic training in a relevant discipline (for example, biochemistry, toxicology, environmental engineering, hydrology, public health, etc.).
5. Prior experience in dealing with superfund sites.
6. Demonstrated ability, including writing, computer, and presentation skills, to translate technical information into terms that POWER members and the broader community 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. Willingness to keep POWER regularly informed of progress.
9. Ability to deal professionally, diplomatically and, when need-be, assertively in conflicted and controversial settings and situations.
10. Adequate financial resources and accounting procedures in place to manage the tasks required and account for expenditures.
11. No debarment or suspension as a federal contractor. POWER 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.
12. 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.

Any proposed subcontractors must have the expertise to perform the tasks assigned and meet conditions described in items 11 (no debarment or suspension as a federal contractor) and 12 (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 480 hours of work is estimated for the technical advisor; the distribution of these hours over the three-year contract period is dependent upon the pace at which activities proceed.

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, POWER will only pay for a Technical Advisor's hotel and meal costs when anticipated trips require an overnight stay. Furthermore, POWER will only pay the TA for meals and lodging at the rate the government pays its own employees, the government per diem rate. Information about these rates is available at <http://www.gsa.gov/portal/category/100120>

Selection Criteria

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

- 20% Past relevant experience with Superfund sites
- 20% Relevant Expertise (i.e. health sciences, engineering), both academic and demonstrated
- 20% Knowledge of EPA procedures and reporting requirements
- 15% Cost effectiveness
- 15% Ability to provide written and oral translations of technical documents and data in terms understandable to lay persons.
- 10% Local/regional contractor

POWER will evaluate proposals by assigning a score (on a scale of 1-5) 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

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

- Information on his/her financial and business relationship with PRPs at the CTS of Asheville 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 not 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 CTS of Asheville Superfund site.

Contract Renewal Option

POWER has the option to renew the contract for additional periods, if needed, for activities included in the 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 TA's previous performance and availability of funds.

Contract Award

A contract will be awarded to the most qualified applicant within a competitive price range. POWER will negotiate to obtain the best final offer. Candidates will be informed of POWER's decision to reject or accept a proposal. Please note the final award and contract cannot be executed until the EPA approves the contract.

Submission of Proposals and Deadline

Please email an introductory letter, a resume, a detailed cost estimate, a "conflicts of interest" statement, three references (including contact info), and any other applicable information to: info@poweractiongroup.org.

The deadline for submitting proposals to POWER is January 10, 2014 by 5:00 p.m. Qualified candidates or firms are encouraged to respond to this solicitation.