Environmental Protection Agency
Office of Superfund Remediation & Technology Innovation

Contract No.: EP-W-13-015
Contractor: Skeo Solutions Inc.
TO No.: 3 OSRTI-Multi Regions

TECHNICAL DIRECTIVE DOCUMENT

In accepting this technical direction, the contractor agrees that the cost and all other terms and conditions of the contract remain unchanged.

Technical Directive No.: ***(Tina/Freya will assign a TD #) R8 Columbia Falls Aluminum Complany (CFAC) site***
Site ID #, Action Code & Operable Unit: (for cost recovery purposes): 0828 CR00 C001

Task Order Project Officer (TOPO): Sisay Ashenafi **Phone:** 303-312-6138

Identified as primary point of contact for the full Task Order. The initial point of contact for project communication and start up for all support under the Task Order. TOPO/Alt TOPO can direct the contractor within the scope of the Task Order, revise Task Orders, initiate technical directives and provide clarifying communications or directions to contractor. ***Has no authority to direct the subcontractor.***

Task Order Manager (TOM): Sisay Ashenafi Phone: 303-312-6138

TOMs must hold a current COR certification and be identified as the COR on the TASC contract. The lead point of contact for communication for the project and can direct the contractor within the project scope of work as provided to the contractor by the TOPO/Alt. TOPO. ***Has no authority to direct the subcontractor.*** *TOMs may not issue technical directives; only the TOPO/Alt. TOPO may do this.*

Site Staff:

RPM: Mike Cirian Phone: (406) 293-6194
CIC: Robert Moler Phone: (406) 457-5032

Is not a COR and ***has no COR responsibilities (unless designated as the TOM, above) or authority to direct the contractor or subcontractor.*** *Serves as the Site expert and is able to provide technical clarification only to the contractor or subcontractor.*

Regional TASC Coordinator: Sisay Ashenafi **Phone:** 303-312-6138

Is not a COR and ***has no COR responsibilities (unless designated as the TOM, above) or authority to direct the contractor or subcontractor.*** *Serves as a TASC program Regional point of contact for EPA and the communities and is responsible for communicating Regional TASC needs to Headquarters for planning purposes and as unplanned needs arise.*

Support activities:

On March 26, 2015, EPA proposed adding the CFAC site to the National Priorities List as a result of findings of a site investigation that indicated that high concentrations contaminants occurred primarily in soils and sediments and that a release to groundwater and surface water of cyanide had occurred as a result of plant processes. The CFAC site is located two miles northeast of Columbia Falls in Flathead County, Montana. It covers approximately 960 acres north of the Flathead River.

This technical directive request is specifically to get assistance in developing a Community Involvement Plan for the CFAC site. The first phase of this effort took place in June 2016 when SKEO assisted EPA staff in conducting community interviews for the CIP. This support included:

- Conducting initial research and materials collection to be used to develop CIP chapter profiles;
- Identifying and scheduling interviews with people and groups that represent a broad cross-section of stakeholders;
- Compiling a contact list, developing interview questions, providing note taking assistance during interviews, and begin compiling interview results.
- Developing an outline for the CIP.

The following support is requested to finish and finalize the CIP:

- Finish conducting research and materials collection to develop chapter profiles. (This research should include an analysis of the meeting notes from the Community Liaison Panel (CLP) and other CLP materials.)
- Compile all interview results.
- Compile a list of follow-up topics and contacts based on interview information.
- Build upon the site contact list with additional representatives from a broad cross-section of stakeholders.
- Organize main CIP topics based on interviews and other sources of information.
- Drafting the CIP including creating figures, maps, infographics, and other visual education tools; and creating one factsheet that will go with the CIP.
- Make the draft available to the public - seek, compile and incorporate stakeholder, partner, and public feedback.
- Produce a visually rich and concise, final CIP.

Deliverables: (break down your bullets above into deliverables with dates if known… if not known, based on community/EPA availability. Must include 1-3 on you TD)

1. Jul - Sep 2016: Develop draft of CIP and associated visual products for review by RPM and CIC.
2. Oct 2016: Incorporate RPM & CIC feedback and produce an updated draft and then solicit review and feedback by interviewees and other appropriate people.
3. Nov 2016: incorporate all feedback and finalize CIP. CIP and fact sheet available for public distribution.

I certify that this Technical Directive Document does not request services that are inherently governmental functions and that it does not alter the (1) Statement of Work; (2) Level-of-Effort; or (3) Cost of performing the authorized work for the above-referenced Task Order.

TOPO Signature: Sisay Ashenafi Date: ___???

Original to Contractor - Contractor Receipt: _____Date:
cc: Project Officer (5204P)
Contracting Officer (3805R)

COR File