Statement of Work

RFQ Purchase Order Number EP-17-8-000006
Acquisition of the Services of a Registered Professional Reporter
to Record and Provide the EPA with a Transcript
of the Public Hearings for the
Dewey-Burdock Underground Injection Control Draft Permits
and Proposed Aquifer Exemption

Introduction

The Environmental Protection Agency (EPA) Underground Injection Control (UIC) Program intends to issue two draft permits and a proposed aquifer exemption for the proposed Dewey-Burdock uranium in-situ recovery (ISR) project located in the southern Black Hills region near Edgemont, South Dakota. The public comment period will extend from March 6 through May 19, 2017.

The EPA regulation found at 40 Code of Federal Regulations (40 CFR) § 124.12 requires the Underground Injection Control (UIC) Program Director to hold a public hearing whenever (s)he finds, on the basis of requests, a significant degree of public interest in a draft permit(s). The Director may also hold a public hearing at his or her discretion, whenever, for instance, such a hearing might clarify one or more issues involved in the permit decision. The EPA UIC Program Director has determined that there is significant public interest in the UIC draft permits prepared for the Dewey-Burdock ISR project. The Director has also determined that it would be beneficial to the public to hold a number of public hearings in order to clarify several issues involved with the proposed permit decisions.

The EPA has scheduled four (4) days of public hearings to be held on the dates at the times and locations listed in Table 1. There may be a need for an optional fifth hearing.

Background

The EPA regulation found at 40 CFR § 124.12(d) requires the EPA to provide a tape recording or written transcript of the hearing to the public. The EPA is procuring the services of a registered professional reporter to record the five (5) days of public hearings listed in Table 1 and provide a certified written transcript to the EPA in both hard copy and pdf format that will be made available to the public in order to comply with the requirements of regulation 40 CFR § 124.12(d).

Period of Performance

Date of Award through July 30, 2017

Scope

The contractor shall provide the necessary personnel, facilities and equipment, except as such facilities and equipment may be set forth as government furnished, and otherwise do all things necessary for, or incidental to creating a verbatim transcript of the proceedings for the public hearings described herein.

The EPA requires the services of a registered professional reporter to be present at each of the four (4) public hearings listed in Table 1. The EPA may have a need for an optional fifth hearing.

Tasks

1. The set-up of recording devices and microphones as needed to record speakers standing at a podium giving oral presentations and an EPA administrative law judge seated at a table near the speaker's podium. The set-up of recording devices to provide a hearing transcript. The EPA will arrange with each venue to provide a table for the use of the reporter.

2. The transcribing of verbal testimonies given by speakers standing at the speaker's podium. The EPA administrative law judge will announce the name of each speaker being called to the podium and will request that each speaker provides his or her name and the spelling of the first and last names. The EPA administrative law judge will instruct the audience that only the designated speaker will be recorded in the official transcript.

3. Transcribing audience verbal questions and person (s) response to questions. The EPA administrative law judge may occasionally allow clarifying questions to be asked from the audience. Each question from the audience will be repeated by the administrative law judge into the reporter's microphone. The administrative law judge will direct the person(s) answering any questions to speak into the reporter's microphone.

4. Within 15 business days after the date of the last public hearing, the reporter shall provide draft transcripts of each hearing for EPA review. The EPA will have 15 business days from the receipt of the transcripts to review each draft transcript and identify any errors to be corrected by the reporter.

5. The reporter will have 10 business days after receipt of any corrected draft transcript to provide to the EPA certified copies of the transcript for each hearing.

6. Each transcript shall include a word index.

7. Each transcript shall be submitted to the EPA as one (1) original hard copy of the written transcript and one pdf file.

8. The EPA expects to handle any exhibits that are provided by public hearing attendees.

9. The cost of transcript delivery shall be paid by the contractor.

Travel

All travel shall be handled in accordance with Federal Travel Regulations.

The EPA will pay an hourly rate during the travel time for the reporter to drive to and from Valentine, Hot Springs, and Edgemont sites. The EPA will also provide reimbursement for the following travel costs in accordance with Federal Travel Regulations:

a. Lodging in Valentine, Nebraska (According to FTR, the current maximum lodging rate for this location is $91.00 per day)

b. Meals & Incidental Expenses (M&IE) in Valentine, Nebraska (According to FTR, the current M&IE for this location is $51.00 per day. On the first and last day of travel, M&IE shall not exceed $38.25 per day).

c. Roundtrip travel mileage to and from Valentine, Hot Springs, and Edgemont sites (At this time, the current allowable per mile rate is $.535 per mile)

Table 1. The dates, times, and locations of the five public hearings the EPA plans to hold for the UIC draft permits and proposed aquifer exemption for the proposed Dewey-Burdock uranium ISR site.

Date and Time	Location
Thursday, April 27, 2017 from 4:00 to 8:30 p.m. (with a break from 6:00 to 6:30 p.m.)	Niobrara Lodge 803 US Highway 20 Valentine, Nebraska 69201
Monday-Tuesday, May 8-9, 2017 from 1:00 to 8:00 p.m. (with a break from 5:00 to 6:00 p.m.)	The Best Western Ramkota Hotel 2111 N. LaCrosse Street Rapid City, South Dakota 57701
Wednesday, May 10, 2017 from 1:00 to 8:00 p.m. (with a break from 5:00 to 6:00 p.m.)	The Mueller Center 801 S 6th Street Hot Springs, South Dakota 57747
Thursday, May 11, 2017 from 1:00 to 8:00 p.m. (with a break from 5:00 to 6:00 p.m.)	St. James Catholic Church 310 3rd Avenue Edgemont, South Dakota 57735

OPTION A—Optional Fifth Hearing (This option may be exercised within 60 calendar days after award. The Government is not obligated to exercise this option)

Date and Time	Location
TBD—Date to be determined and agreed upon by both the vendor and the Government. From 1:00p.m. to 8:00 p.m.	**Cheyenne River Reservation South Dakota**

OPTION B-Travel for Fifth Hearing (This option may be exercised within 60 calendar days after award. The Government is not obligated to exercise this option)

All travel to be handled in accordance with Federal Travel Regulations.

INVOICE REQUIREMENTS

Follow the instructions for submitting Commercial Invoices at the following

Website: http://www2.epa.gov/financial/contracts

This is a **firm fixed price** purchase order. The total firm fixed price amount for this purchase order is **$11,203.32** for the Base Award. The options are not being exercised at time of award. The contractor shall provide all necessary personnel, facilities and equipment to complete the Statement of Work. Payment shall be allocated as indicated on the Purchase Order Price Schedule.