Scope of Work for General In-Kind Support to DOH UST/LUST Program

Overview

The purpose of the work described in this scope of work is to provide support to the Hawaii Department of Health, Solid and Hazardous Waste Branch (DOH) related to their efforts to implement complex aspects of their Underground Storage Tanks Program. The DOH UST Program is funded and operated via a combination of federal and state funding, along with support from US EPA Region 9's UST Program (EPA) staff and management.

Specifically, this scope outlines the work needed to support regulation changes and state program approval (SPA) revisions, LUST Cleanup program support related to backlog reduction, field constructed tank and airport hydrant system technical support, and Red Hill AOC implementation. The principle purpose of the contractors support for Red Hill AOC implementation is to provide support on LUST cleanup related activities.

This work is being funded as in-kind support using federal grant funds identified to support Hawaii's UST/LUST program from the STAG, LUST Prevention (LUST-P) and LUST Cleanup (LUST-C) appropriations. Appropriate funding type for each activity described in this SOW in identified. The contractor is required to track fund expenditures by task and appropriation.

Tasks 4 and 5 in this scope of work primarily involve work related to Department of Defense facilities. Therefore, the contract is required to meet DOD requirements for facility access, health and safety, and confidentiality.

The duration of this project is initially expected to be 18 months.

Task 1 – Project Management

Workplan – The contractor shall scope out and develop a workplan with the regulatory agencies to develop and implement all tasks described in this SOW. This workplan shall be revised as necessary. This work will be split funded using 50% LUST Cleanup funding and 50% LUST Prevention funding unless otherwise specified by EPA for particular activities.

<u>Quality Assurance (QA) Plans</u> – The contractor shall prepare and obtain approval from the regulatory agencies of a Quality Assurance plan prepared in accordance with federal and state guidelines. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. This plan should anticipate limited field oversight with split sampling.

<u>Health and Safety Plans</u> – The contractor shall develop appropriate Health and Safety plans and procedures per appropriate state and federal guidelines. This work will be split funded using 50% LUST Cleanup funding and 50% LUST Prevention funding unless otherwise specified by EPA for particular activities.

Weekly Check-In Meeting/Call – The contractor will schedule and facilitate a weekly status meeting including appropriate EPA and DOH Staff. This work will be split funded using 50% LUST Cleanup funding and 50% LUST Prevention funding unless otherwise specified by EPA for particular activities. This meeting should be expected to be 30 minutes in duration and conducted via teleconference.

Monthly Summary Report - The contractor shall provide a monthly summary report that describes hours worked on each task, resources expended on each task, and contractor work product and accomplishments for each task. This work will be split funded using 50% LUST Cleanup funding and 50% LUST Prevention funding unless otherwise specified by EPA for particular activities.

Task 2 – Revision of Regulations and Update to State Program Approval

Development of Revised Regulations to Incorporate 2015 Federal Reg Changes – the contractor will support DOH by reviewing and redlining their current regulations to incorporate appropriate changes made in the federal regulations in a manner acceptable by DOH management and legal representatives. This work will be implemented using the STAG funding unless otherwise specified by EPA for particular activities. The deliverables associated with this work will be an initial redline of the Hawaii regs followed by a revised redline addressing EPA and DOH comments.

Stakeholder Meeting and Communication Support – per technical direction, the contractor will provide support to DOH during their effort to inform stakeholders of proposed regulatory changes and respond to questions and comments. This work will be implemented using the STAG funding unless otherwise specified by EPA for particular activities. For planning purposes, the contractor should assume providing support for two meetings lasting two hours in duration. The contract should assume that they will be responsible for developing outreach and presentation materials for the meeting.

Task 3 – LUST Cleanup Program Management Support

Develop path to closure for existing cases – per technical direction, the contractor will review the universe of open cases and conduct a path to closure evaluation for each case that includes recommendations for actions necessary to move each case through the process to closure given technological, economical, and other constraints. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume that this review will involve 50 cases and each review should be limited to one hour per case on average.

Responsible Party Evaluation – per technical direction, the contractor will support responsible party identification and ability to pay analysis. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume that this in-depth RP analysis will be required for five cases.

Task 4 – Field Constructed Tank (FTC) and Airport Hydrant System (AHS) Inspection/Evaluation Support

Develop facility specific regulatory strategy – per technical direction, the contractor will review information related to specific FTCs and AHSs, as assigned, and develop a strategy for inspection the facility and assure the facility complies with applicable UST related regulatory requirements. This work will be implemented using the LUST Prevention funding unless otherwise specified by EPA for particular activities.

Assist with implementation of Regulatory Inspections – per technical direction, the contractor will assist DOH and EPA during on-site inspections of FTCs and AHSs. As directed, the contractor will provide personnel with expert level knowledge in control systems, leak detection technology, corrosion control systems, and non-destructive testing technologies to assist with the inspection process. This work will be implemented using the LUST Prevention funding unless otherwise specified by EPA for particular activities.

Task 5 – Red Hill AOC Implementation Support

The principle purpose of this task is for the contractor will support EPA and DOH on implementation of the LUST corrective action portions of the AOC between the Regulatory Agencies and Navy/DLA. Therefore, this task is funded using LUST corrective actions funds.

Activities:

Review of investigation/remediation deliverables - per technical direction, the contractor will review deliverables and comments on deliverables from the regulatory agencies and stakeholders, reconcile comments, and produce consolidated comments that will be used by the regulatory agencies to respond to the Navy/DLA. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume review of one deliverable per month taking an average of eight hours for review and comment.

Meeting logistics support – per technical direction, the contractor will schedule conference calls, webinars, and meetings related to the implementation of the AOC. Additionally, per technical direction, the contractor will prepare meeting materials including agendas, handouts, notes, and presentations. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume one meeting per month one hour in duration along with one hour prep and follow-up for each hour of meeting.

Participation in meetings and conference calls – per technical direction, the contractor will participate in meetings and conference calls related to implementation of the Red Hill AOC, take notes during the calls, and utilize these notes to review meeting summaries produced by the Navy/DLA for accuracy. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume participation in 10 hours of meetings and conference calls per month and about 3 hours of prep and follow-up per hour of meeting. In addition, the contractor should assume participation in three meetings in Honolulu of a four day duration during the 18 month project period.

Public Meeting Support – per technical direction, the contractor will provide support for public meetings including logistical support, presentation material preparation, meeting notes, and meeting facilitation. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume support for two public meetings during the project period. These meetings should be assumed to occur during the Honolulu meetings described above.

Review of Groundwater Model Deliverables – per technical direction, the contractor will review and comment on documents, communications, and deliverables related to implementing the modeling tasks

of the AOC. The contractor is expected to have expert level experience related to modeling in hydrologic settings of similar nature to that of the geologic setting at the Red Hill facility. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor will be expected to interact with other internal and external subject matter experts during this review including staff form Hawaii Department of Health, USGS, Hawaii DLNR, Honolulu Board of Water Supply, and University of Hawaii. The contractor should assume review of one deliverable per month.

Data management and analysis – per technical direction, the contractor will compile and summarize environmental data gathered related to the Red Hill environmental investigation and analyze this data and provide expert level opinions regarding the site conceptual model for vadose zone and groundwater flow, and contaminant fate, transport, and transformation. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume this activity will require four hours of effort per month.

Environmental Split Sampling – per technical direction, the contractor will collect and analyze environmental split samples collected during Navy/DLA sampling events. A short description of the split sampling planned for each event will be provided to the Agencies for review and approval within five working days prior to the event to the maximum extent practicable. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume that they will collect and analyze up to six samples each during two separate events during the project period, and analyze the samples for relevant constituents per State of Hawaii and EPA guidance.

Field Oversight – Per technical directions, the contractor shall provide field oversight support for activities including, but not limited to:

- Drilling
- Borehole Logging
- Aquifer Tests
- Sampling
- Testing of Facility Infrastructure

The field oversight will be documented and provided to EPA and DOH, and shall include appropriate notes, photographs, and other key relevant information. A short description of the field oversight planned for each field oversight event will be provided to the Agencies for review and approval within five working days prior to the event to the maximum extent practicable. This work will be implemented using the LUST Cleanup funding unless otherwise specified by EPA for particular activities. The contractor should assume 12 full days of field oversight during the duration of the project period.

Attachments:

1. EPA SPA Process Description
2. Federal Reg Change Summary
3. Path to Closure Plan Example
4. Red Hill AOC