AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 23

2. AMENDMENT/MODIFICATION NO. 001

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable) 041LC001

6. ISSUED BY CODE R4

Region 4
US Environmental Protection Agency
Atlanta Federal Center
61 Forsyth Street, SW
Atlanta GA 30303-3104

7. ADMINISTERED BY (If other than Item 6) CODE R4

Region 4
US Environmental Protection Agency
Atlanta Federal Center
61 Forsyth Street, SW
Atlanta GA 30303-3104

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

BLACK & VEATCH SPECIAL PROJECTS CORP.
Attn: NA
6601 COLLEGE BOULEVARD
Overland Park KS 66211

CODE 603168931 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-S4-09-02 0065

10B. DATED (SEE ITEM 13) 04/03/2012

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. 52.243-3 - Changes -- Time and Materials or Labor Hours (Sep 2000)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 603168931
Southeastern Wood Preserving Site (SEWP), 065-RICO-4ADT
This is a Time & Materials Task Order
TOPO: MCLARK12 Max Expire Date: 06/28/2014
This modification is hereby issued to provide technical direction to Black & Veatch to delete the following subtasks under Task 2, Community Involvement, from the statement of work and work breakdown structure:

Delete 2.1, Community interviews
2.2, Prepare Community Involvement Plan (CIP)
2.4, Prepare fact sheets, notices, and other information documents
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Michael E. Allen

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
(Signature of Contracting Officer)

16C. DATE SIGNED 05/24/2012

NAME OF OFFEROR OR CONTRACTOR
BLACK & VEATCH SPECIAL PROJECTS CORP.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	2.6, Provide public hearing support 2.7, Publish public notices in local newspapers serving the site community 2.8, Maintain public information repositories 2.11, Prepare presentation materials See attached revised Statement of Work. LIST OF CHANGES: Reason for Modification : Change Order Total Amount for this Modification: $0.00 New Total Amount for this Version: $0.00 New Total Amount for this Award: $20,000.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 04/03/2012 to 06/28/2014				

RAC II MODEL STATEMENT OF WORK FOR REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI)

Southeastern Wood Preserving, Madison County, Mississippi

May 24, 2012

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RAC II MODELSTATEMENT OF WORK FOR
REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI)
Southeastern Wood Preserving, Madison County, Mississippi

Contract No: EP-S4-09-02
Task Order No: 065-RICO-4ADT

Introduction

PURPOSE

The purpose of this task order is to conduct a remedial investigation/feasibility study (RI/FS) at The Southeastern Wood Preserving (SEWP) to select a remedy that eliminates, reduces, or controls risks to human health and the environment. Specifically, the RI/FS involves the investigation and study of wood treating processes contamination in the site soils, sediment, and groundwater to include any migration of site from these contaminants. This statement of work (SOW) sets forth the framework and requirements for this effort. The goal is to develop the minimum amount of data necessary to support the selection of an approach for site remediation and then to use this data to result in a well-supported Record of Decision (ROD). The estimated completion date for this task order is 06/28/2014.

SITE DESCRIPTION

GENERAL REQUIREMENTS

This task order requires the contractor to develop a well-supported ROD that when implemented through a remedial action will eliminate, reduce or control risks to human health and the environment. Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the RI/FS in accordance with the requirements of this SOW.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

A list of primary guidance and reference material is provided in Attachment 3. In all cases, the contractor shall use the most recently issued guidance.

Communicate at least weekly with the EPA TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the TOM/COR within five working days of the meeting or conversation.

EPA provides oversight of contractor activities throughout the RI/FS. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA also reviews deliverables to assess the likelihood that the RI/FS achieves its goals and that its performance and operations requirements have been met. Acceptance of deliverables by EPA does not relieve the RI/FS contractor from responsibility for the adequacy of the deliverables or its professional responsibilities.

RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RI/FS in accordance with the contract. At the completion of the task order, submit an official record of the RI/FS in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

USEPA PRIMARY CONTACTS

The primary contact for this task order is Michael Taylor. He can be reached at (404)562-8762, via facsimile at (404)_562-8896, or via e-mail at taylor.micheal@epa.gov. His/her mailing address is US EPA Region 4, 61 Forsyth street, 11th floor, Atlanta, GA, 30303. The secondary contact is Shelby Johnston. She can be reached at (404) 562-8287, via facsimile (404) 562-8896 , or via e-mail at johsnton.shelby@epa.gov. Her mailing address is as listed above.

TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order 06/28/2014.

RI/FS Work Planning

This work element involves planning for the execution and overall management of this task order. The technical and managerial activities required to implement the RI/FS and the associated costs shall be developed during the planning phase and detailed in the RI/FS work plan and cost estimate.

WORK PLAN WBS: 1.1

Prepare and submit a RI/FS work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RI/FS. Typical activities involved in preparing the work plan include, but are not limited to, the following:

X Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region office in Atlanta, GA. Regional personnel will be available to meet with the contractor 15 business days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.

X Conducting a site visit with the TOM/COR during the RI/FS planning phase to assist in developing an understanding of the site and any logistics.

X Preparing and submitting a final RI/FS work plan within 20 busines days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RI/FS activities in accordance with the Task Order. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).

X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region=s minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.

X Providing conflict of interest disclosure.

SITE-SPECIFIC PLANS WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RI/FS implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

Project Management and Reporting

PROJECT MANAGEMENT WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

X Monitoring costs and progress.

X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.

X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

X Manage, track, and report status of site-specific equipment.

X Participating in meetings and preparing and submitting meeting summaries.

X Accommodating any external audit or review mechanism that EPA requires.

X Evaluating existing data, including usability, when directed by EPA.

X Coordinating with local and emergency response teams.

X Reviewing background documents as directed by EPA.

X Attending EPA-held training.

PROJECT INITIATION WBS: 1.5

Perform project initiation and support that will lead to the selection of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

X Developing a conceptual understanding of the site based on the evaluation of existing data and summarizing this understanding in a Technical Memorandum.

X Identifying likely response scenarios and potentially applicable technologies and operable units that address site problems and submitting this information in a Technical Memorandum.

X Preparing conceptual exposure pathway analysis in accordance with Regional guidelines and OSWER Directives 9285.7-02B, 12/89 (*Risk Assessment Guidance for Superfund, Volume I: Human Health Evaluation Manual (Part A, Baseline Risk Assessment)*; Interim Final) and 9285.7-01A (*Risk Assessment Guidance for Superfund, Volume II: Environmental Evaluation Manual*).

X Initiating identification of Applicable or Relevant and Appropriate Requirements (ARARs) that affect remedy selection.

X Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.

X Developing/reviewing qualifications of the laboratory for the given analytical requirements.

X Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

COMMUNITY INVOLVEMENT (CR) WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RI/FS in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992. These tasks include, but are not limited to, the following:

X Providing public meeting and/or open house support.

X Providing support for proposed plan.

X Developing and updating site mailing lists.

X Providing administrative and technical support for Responsiveness Summary.

X Implementing other community involvement activities as identified by the site-specific CIP or EPA.

X Providing technical support to review Community Involvement deliverables and participate in public meetings.

Risk Identification and Assessment

FIELD INVESTIGATION/DATA ACQUISITION (FI) WBS: 3

Collect environmental data required to support the remedial investigation/feasibility study. Data acquisition begins with EPA's approval of the Field Sampling Plan (FSP). Typical activities include, but are not limited to, the following:

X Mobilization/demobilization.

X Hydrogeological assessment.
- Test boring and monitoring well installation and development
- Downhole geophysics
- Groundwater elevation measurements
- Surface water elevation measurements

X Soil boring, drilling, and testing.

X Environmental sampling.
- Field screening
- Groundwater sampling
- Surface soil sampling
- Soil boring/permeability sampling
- Surface water and sediment sampling
- Air monitoring
- Indoor sampling

X Reuse assessment.

X Geotechnical survey.

X Field-generated waste characterization and disposal in accordance with local, State and Federal regulations.

X Site reconnaissance.
- Ecological resources reconnaissance
- Well inventory
- Existing well development and establishment of sampling points
- Landfill gas emission sampling
- Surface geophysical survey
- On-site and residential well sampling
- Surface water sampling
- Soil sampling
- Sediment sampling
- Leachate sampling

- Field screening
- Tank and drum sampling

X Ecological Characterization.
- Wetland and habitat delineation/function and value assessment
- Wildlife observations
- Benthic reconnaissance/community characterization
- Identification of endangered species and others of special concern
- Bioassays
- Bioaccumulation studies
- Biota sampling/population studies

SAMPLE ANALYSIS (SN) WBS: 4

Analyze split samples taken to document and confirm PRP sampling results and performance. A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories. [

ANALYTICAL SUPPORT AND DATA VALIDATION (AN) WBS: 5

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
- Field screening
- Ground water sampling
- Surface and subsurface soil sampling
- Surface water and sediment sampling
- Air monitoring and sampling
- Biota sampling
- Other types of media sampling and screening

X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.

X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.

X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.

X Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.

X Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.

X Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.

X Reviewing data for usability for its intended purpose.

X Providing reports on data validation and usability.

DATA EVALUATION (DE) WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Data shall be used in the preparation of the RI and Risk Assessment Report tables, maps and figures. Typical activities include, but are not limited to, the following:

X Data usability evaluation and field quality assurance/quality control (QA/QC).

X Data Reduction and Tabulation.

X Data trend evaluation and/or modeling and submission of Technical Memorandum.

X Data reduction and tabulation.
- Soil boring and monitoring well logs.
- Field sampling data.
- Hydrogeological testing data.
- Geophysical data (downhole geophysics, survey).
- Analytical results.

X Environmental Fate and Transport Modeling/Evaluation.

RISK ASSESSMENT (RA) WBS: 7

Conduct baseline human health and ecological risk assessments. The objective of these assessments is to characterize and quantify, where appropriate, the current and potential human health and environmental risks that would prevail if no further remedial action is taken.

Risk Assessment must be done in accordance with applicable Agency guidance, directives and procedures.

RI/FS Reports

TREATABILITY STUDY/PILOT TESTING (TT) WBS: 8

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

X Providing test facility and equipment.

X Testing and operating equipment.

X Retrieving sample for testing.

X Preparing Technical Memorandum.

X Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

REMEDIAL INVESTIGATION REPORT (RR) WBS: 9

Prepare findings after data have been evaluated. The RI shall provide information to assess risks to human health and the environment and to support the development, evaluation, and selection of appropriate response alternatives. The task includes all draft and final reports. The RI report shall be written in accordance with *Guidance for Conducting Remedial Investigations/Feasibility Studies under CERCLA*, OSWER Directive 9355.3-01, October 1988, Interim Final (or latest revision) and *Guidance for Data Usability in Risk Assessment*, (EPA/540/G-90/008), October 1990 (or latest revision).

Typical components of the RI report include, but are not limited to, the following:

X Site Background.

X Investigation.
- Field Investigation and technical approach
- Chemical analyses and analytical methods
- Field methodologies (biological, surface water, sediment, soil boring, soil sampling, monitoring well installation, groundwater sampling, hydrogeological assessment)

X Site Characteristics.
- Geology
- Hydrogeology
- Meteorology
- Demographics and land use
- Reuse assessment
- Ecological assessment

X Nature and Extent of Contamination.
- Contaminant sources
- Contaminant distribution and trends

X Fate and Transport.
- Contaminant characteristics
- Transport processes
- Contaminant migration trends

X Risk assessment.

X Summary and Conclusions.

REMEDIAL ALTERNATIVES SCREENING (RS) WBS: 10

Develop appropriate remedial alternatives to undergo full evaluation. The alternatives are to encompass a range including innovative treatment technologies consistent with the regulations outlined in the NCP, 40 CFR Part 300 and applicable Agency guidance, procedures and directives. The analysis will include institutional controls (ICs) to the extent appropriate. Typical activities include, but are not limited to, the following:

X Establish remedial action objectives

X Establish general response actions

X Identify and screen applicable remedial technologies

X Develop remedial alternatives in accordance with Section 300.430(e) of the NCP (1990)

X Screen remedial alternatives for effectiveness, implementability and cost

X Prepare Technical Memorandum.

REMEDIAL ALTERNATIVES EVALUATION (RE) WBS: 11

Assess individual alternatives against each of the nine evaluation criteria and a comparative analysis of all options against the evaluation criteria. The analysis shall be consistent with the NCP, 40 CFR Part 300 and shall consider the *Guidance for Conducting Remedial Investigation and Feasibility Studies under CERCLA* (OSWER Directive 9355.3-01), *Guide to Developing and Documenting Cost Estimates During the Feasibility Study* (OSWER Directive 9355.0-75), and other pertinent OSWER guidance. The analysis will include institutional controls (ICs) to the extent appropriate. EPA will make the determination regarding final selection of the remedial alternative.

The nine criteria to be employed in evaluation of remedial alternatives are:

X Overall protection of human health and the environment
X Compliance with applicable or relevant and appropriate requirements (ARARs)
X Long-term effectiveness and permanence
X Reduction in toxicity, mobility or volume through treatment
X Short-term effectiveness
X Implementability - technical and administrative
X Cost
X State acceptance
X Community acceptance.

FEASIBILITY STUDY REPORT (FS) WBS: 12

Prepare findings after remedial alternatives have been screened and evaluated. The task includes preparation of all draft and final reports. Typical components of the Feasibility Study report include, but are not limited to, a discussion of the following:

X Feasibility Study Objectives.

X Remedial Objectives.

X General Response Actions.

X Identification and Screening of Remedial Technologies.

X Remedial Alternatives Description.

X Detailed Analysis of Remedial Alternatives (individual and comparative).

X Summary and Conclusions.

POST RI/FS SUPPORT (PR) WBS: 13

Provide support required for preparation of the ROD for the site. The final recommendation contained in the ROD shall represent the opinion and recommendation of EPA not that of the contractor. Typical activities include, but are not limited to, the following:

X Attending public meetings, briefings, public hearings, technical meetings with PRPs.

X Preparing presentation materials.

X Providing technical assistance in the preparation of the Responsiveness Summary.

X Providing technical assistance in the preparation of the Proposed Plan and ROD.

X Preparing Feasibility Study Addendum.

ADMINISTRATIVE RECORD (AR) WBS: 14

Produce the Administrative Record. Typical activities include, but are not limited to, the following:

X Attending meetings with EPA TOM/COR, Site Attorney, and Administrative Record Coordinator.

X Providing assistance in compiling documents comprising of the Administrative Record File in accordance with EPA Regional guidance or other procedures as specified.

X Preparing Draft Administrative Record Index in accordance with EPA Regional guidance or other procedures as specified.

X Preparing Administrative Record Index.

X Coordinating duplication of Administrative Record.

X Assembling Administrative Record and Index.

TASK ORDER CLOSEOUT (CO) WBS: 15

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include, but are not limited to, the following:

X Packaging and returning documents to the government.

X Duplicating/distribution/storage of files.

X Archiving files in accordance with Federal Record Center requirements.

X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order.

Attachment 1 - Summary of Major Submittals for the RI/FS at _Southeastern Wood Preserve(Site)

DELIVERABLE	NO. OF COPIES	DUE DATE (calendar days)	EPA REVIEW PERIOD
RI/FS Work Plan	3 3 CD Electronic copies	20 business days after initiation of task order (TO)	21 days after receipt of work plan
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Site Management Plan (SMP)	3	14 days after approval of RI/FS work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	14 days after approval of RI/FS work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RI/FS work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RI/FS work plan	14 days after receipt of plan
Field Sampling Plan (FSP)	3	14 days after approval of RI/FS work plan	14 days after receipt of plan
Fact Sheets	3	As needed	[number] days after receipt of fact sheet
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Field Reports	3	3 days after every (time period, i.e, week) of field activities	[number] days after receipt
Data Validation Report	3	[number] days after receipt of all analytical results from laboratory	[number] days after receipt
Data Evaluation Summary Report	3	[number] days after receipt of all analytical results from laboratory	[number] days after receipt
Human Health Risk Assessment Report	3	[number] days after completion of field investigations	[number] days after receipt
Ecological Risk Assessment Report	3	[number] days after completion of field investigations	[number] days after receipt
Treatability Study Work Plan	3	45 days after RI/FS work plan approval	21 days after receipt
Treatability Study Evaluation Report	3	30 days after completion of Treatability Study	21 days after receipt

DELIVERABLE	NO. OF COPIES	DUE DATE (calendar days)	EPA REVIEW PERIOD
Remedial Investigation Report	3	[number] days after RI/FS work plan approval	21 days after receipt
Remedial Alternative Technical Memorandum	3	[number] days after RI/FS work plan approval	21 days after receipt
Remedial Alternatives Evaluation	3	[number] days after completion of Remedial Alternative Technical Memorandum	[number] days after receipt
Feasibility Study Report	3	[number] days after completion of RI	21 days after receipt
Closeout Report	3	30 days after final EE/CA Report submitted	21 days after receipt of report
Final Costs	3	90 days after Task Order closeout	NA

Attachment 2 - Work Breakdown Structure (WBS) for Remedial Investigation/Feasibility Study (RI/FS)

Task 1 Project Planning and Support **(PP)**

1.1 Project planning.
- 1.1.1 Attend scoping meeting.
- 1.1.2 Conduct site visit.
- 1.1.3 Develop Work Plan and cost estimate
- 1.1.4 Negotiate Work Plan and Cost Estimate.
- 1.1.5 Provide conflict of interest disclosure.
- 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).

1.2 Prepare, review, and revise the site-specific plans required to implement the RI/FS at the site.
- 1.2.1 Sampling and Analysis Plan (SAP).
- 1.2.2 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

1.4 Project management.
- 1.4.1 Monitor costs and prepare periodic status reports.
- 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
- 1.4.3 Manage, track, and report status of site-specific equipment.
- 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
- 1.4.5 Evaluate existing data, including usability, when directed by EPA.
- 1.4.6 Coordinate with local and emergency response teams.
- 1.4.7 Review background documents as directed by EPA.
- 1.4.8 Attend EPA-held training.

1.5 Project initiation and support.
- 1.5.1 Develop a conceptual understanding of the site based on existing data.
- 1.5.2 Identify likely response scenarios, potentially applicable technologies and operable units that address site problems.
- 1.5.3 Prepare conceptual exposure pathway analysis.
- 1.5.4 Initiate identification of Applicable or Relevant and Appropriate Requirements (ARARs) that affect remedy selection.
- 1.5.5 Develop an EPA-approved laboratory quality assurance program.
- 1.5.6 Develop/review qualifications of the laboratory for the given analytical requirements.
- 1.5.7 Procure, manage, and provide oversight of subcontracts for analytical services.

Task 2 Community Involvement **(CR)**

2.3 Provide public meeting and/or open house support.
2.5 Provide support for proposed plan.
2.9 Develop and update site mailing list.
2.10 Provide administrative and technical support for Responsiveness Summary.
2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

Task 3 Field Investigation/Data Acquisition **(FI)**

3.1 Mobilization/demobilization.
3.2 Hydrogeological assessment.
3.3 Soil boring, drilling, and testing.
3.4 Environmental sampling.
3.5 Reuse assessment.
3.6 Geotechnical survey.
3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.
3.8 Site reconnaissance.
3.9 Ecological characterization.

Task 4 Sample Analysis **(SN)**

4.1 Sample analyses and production of analytical data.

Task 5 Analytical Support and Data Validation **(AN)**

5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
- 5.1.1 Field screening.
- 5.1.2 Ground water sampling.
- 5.1.3 Surface and subsurface soil sampling.
- 5.1.4 Surface water and sediment sampling.
- 5.1.5 Air monitoring and sampling.
- 5.1.6 Biota sampling.
- 5.1.7 Other types of media sampling and screening.

5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.

5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.

5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.

5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.

5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.

5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.

5.8 Review data for usability for its intended purpose.

5.9 Provide reports on data validation and usability.

Task 6 Data Evaluation **(DE)**

6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
- 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
- 6.1.2 Data reduction and tabulation.
- 6.1.3 Data trend evaluation and/or modeling and submission of Technical Memorandum.

6.2 Data reduction, tabulation, and evaluation.

6.4 Environmental fate and transport modeling/evaluation.

Task 7 Risk Assessment **(RA)**

7.1 Conduct a baseline human health risk assessment.

7.2 Conduct a baseline ecological risk assessment.

7.3 Prepare draft risk assessment reports.

7.4 Prepare final risk assessment reports.

Task 8 Treatability Study/Pilot Testing **(TT)**

8.1 Provide test facility and equipment.

8.2 Test and operate equipment.

8.3 Retrieve sample for testing.

8.4 Prepare Technical Memorandum.

8.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

Task 9 Remedial Investigation Report **(RR)**

9.1 Prepare draft Remedial Investigation report(s).

9.2 Prepare final Remedial Investigation report.

Task 10 Remedial Alternatives Screening **(RS)**

10.1 Establish remedial action objectives.
10.2 Establish general response actions.
10.3 Identify and screen applicable remedial technologies.
10.4 Develop remedial alternatives in accordance with Section 300.430(e) of the NCP (1990).
10.5 Screen remedial alternatives for effectiveness, implementability and cost.
10.6 Prepare Technical Memorandum.

Task 11 Remedial Alternatives Evaluation **(RE)**

11.1 Assess individual alternatives against each of the evaluation criteria.
11.2 Perform a comparative analysis of all options against the evaluation criteria.
11.3 Prepare a report of findings.

Task 12 Feasibility Study Report **(FS)**

12.1 Prepare draft Feasibility Study report(s).
12.2 Prepare final Feasibility Study report.

Task 13 Post RI/FS Support **(PR)**

13.1 Attend public meetings, briefings, public hearings, technical meetings with PRPs.
13.2 Prepare presentation materials.
13.3 Provide technical assistance in the preparation of the Responsiveness Summary.
13.4 Provide technical assistance in the preparation of the Proposed Plan and ROD.
13.5 Prepare Feasibility Study Addendum.

Task 14 Administrative Record **(AR)**

14.1 Attend meeting with EPA TOM/COR, Site Attorney, and Administrative Record Coordinator.
14.2 Provide assistance in compiling documents comprising of the Administrative Record File in accordance with EPA Regional guidance or other procedures as specified.
14.3 Prepare Draft Administrative Record Index in accordance with EPA regional guidance or other procedures as specified.
14.4 Prepare Administrative Record Index.
14.5 Coordinate duplication of Administrative Record.
14.6 Assemble Administrative Record and Index.

Task 15 Task order Closeout **(CO)**

15.1 Package and return documents to the government.
15.2 Duplicate, distribute, and store files.
15.3 Archive files in accordance with Federal Record Center requirements.
15.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
15.5 Prepare the Task order Closeout Report (TOCR).

Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RI/FS process:

1. American National Standards Practices for Respiratory Protection. American National Standards Institute Z88.2-1980, March 11, 1981.
2. ARCS Construction Contract Modification Procedures, September 1989, OERR Directive 9355.5-01/FS.
3. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
4. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
5. A Compendium of Superfund Field Operations Methods, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, EPA/540/P-87/001a, August 1987, OSWER Directive No. 9355.0-14.
6. Construction Quality Assurance for Hazardous Waste Land Disposal Facilities, U.S. EPA, Office of Solid Waste and Emergency Response, October 1986, OSWER Directive No. 9472.003.
7. Contractor Requirements for the Control and Security of RCRA Confidential Business Information, March 1984.
8. Data Quality Objectives for Remedial Response Activities, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/G-87/003, March 1987, OSWER Directive No. 9335.0-7B.
9. Engineering Support Branch Standard Operating Procedures and Quality Assurance Manual, U.S. EPA Region IV, Environmental Services Division, April 1, 1986 (revised periodically).
10. EPA NEIC Policies and Procedures Manual, EPA-330/9-78-001-R, May 1978, revised November 1984.
11. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
12. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, U.S. EPA, Office of Emergency and Remedial Response, October 1988, OSWER Directive NO. 9355.3-01.
13. Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potential Responsible Parties, U.S. EPA Office of Emergency and Remedial Response, EPA/540/G-90/001, April 1990.
14. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
15. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
16. Guide for Conducting Treatability Studies Under CERCLA, U.S. EPA, Office of Emergency and Remedial Response, Prepublication version.
17. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
18. Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Research and Development, Cincinnati, OH, QAMS-004/80, December 29, 1980.
19. Health and Safety Requirements of Employees Employed in Field Activities, U.S. EPA, Office of Emergency and Remedial Response, July 12, 1982, EPA Order No. 1440.2.
20. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
21. Interim Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Emergency and Remedial Response, QAMS-005/80, December 1980.
22. Methods for Evaluating the Attainment of Cleanup Standards: Vol. 1, Soils and Solid Media, February 1989, EPA 23/02-89-042; vol. 2, Ground Water (Jul 1992).
23. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
24. NIOSH Manual of Analytical Methods, 2nd edition. Volumes I-VII for the 3rd edition, Volumes I and II, National Institute of Occupational Safety and Health.
25. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, National Institute of Occupational Safety and Health/Occupational Health and Safety Administration/United States Coast Guard/Environmental Protection Agency, October 1985.
26. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
27. Procedure for Planning and Implementing Off-Site Response Actions, Federal Register, Volume 50, Number

214, November 1985, pages 45933-45937.
28. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
29. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
30. Remedial Design and Remedial Action Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1995, OSWER Directive No. 9355.5-22.
31. Revision of Policy Regarding Superfund Project Assignments, OSWER Directive No. 9242.3-08, December 10, 1991. [Guidance, p. 2-2]
32. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
33. Standard Operating Safety Guides, U.S. EPA, Office of Emergency and Remedial Response, November 1984.
34. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
35. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
36. Structure and Components of 5-Year Reviews, OSWER Directive No. 9355.7-02, May 23, 1991. [Guidance, p. 3-5]
37. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
38. Superfund Remedial Design and Remedial Action Guidance, U.S. EPA, Office of Emergency and Remedial Response, June 1986, OSWER Directive No. 9355.0-4A.
39. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
40. TLVs-Threshold Limit Values and Biological Exposure Indices for 1987-88, American Conference of Governmental Industrial Hygienists.
41. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
42. USEPA Contract Laboratory Program Statement of Work for Inorganic Analysis, U.S. EPA, Office of Emergency and Remedial Response, July 1988.
43. USEPA Contract Laboratory Program Statement of Work for Organic Analysis, U.S. EPA, Office of Emergency and Remedial Response, February 1988.
44. User's Guide to the EPA Contract Laboratory Program, U.S. EPA, Sample Management Office, August 1982.
45. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

See the following guidance documents for more information on performance-based contracting:

46. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
47. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
48. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
49. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:	FROM:		G New Transmittal G Re-submittal of Transmittal No. _____

SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS

ACCEPTANCE ACTION	
DOCUMENTS FOUND ACCEPTABLE (LIST Y SUBTASK NO.)	

Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			WORK ASSIGNMENT NO.	
Subtask No.	DELIVERABLE	No. of Copies	Due Date	Transmittal No.	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS