

Attachment A: SCOPE OF SERVICES TO BE PROVIDED

For the purposes of this RFQ the Scope of Work includes, but is not limited to:

A. Basic Requirements

1. Personnel must have satisfactorily completed 40-hour HAZWOPER safety training and maintain a current OSHA field certification for working on hazardous substance and petroleum remediation sites. Documentation of such will need to be submitted within your RFP submittal. Project-specific requirements will be specified in mini-bids.
2. Level of Experience – The Project Manager shall have a minimum of eight (8) years of experience with similar type of remediation cleanup projects. Consultant shall use professional judgment to ensure the proposed remediation action plan will be prepared based on the consultant's experience with regulatory agencies on similar projects.
3. The Consultant must be able to demonstrate direct experience conducting hazardous substance and/or petroleum mitigation and remediation including, but not limited to:
 - a. Washington State Department of Ecology Voluntary Cleanup Program remediations and clean-ups pursuant to the Model Toxics Control Act (MTCA) guidelines.
 - b. RCRA Corrective Action
 - c. Other hydrogeology and remediation planning and implementation.

The projects must include experience following the Washington State Department of Ecology's policies, procedures and guidelines including, but not limited to:

- a. Guidance for Remediation of Petroleum Contaminated Sites in Washington State
- b. Guidelines for Property Cleanups under the Voluntary Cleanup Program
- c. Submit data through the DOE Environmental Information Management (EIM) system.

Together the 5 projects must demonstrate the Consultant's capacity to cost-effectively:

- a. Determine the fate and transport of hazardous substances and oil in various media.
 - b. Determine the risk those contaminants pose to public health and the environment.
 - c. Develop remedial alternatives.
 - d. Implement selected remedies.
 - e. Effectively communicate orally and in writing the Consultants finds, conclusions and actions, to a wide variety of audiences; and
 - f. Use appropriate methods and tools to undertake the work.
4. Brownfield grants may be applied for. To be eligible for Brownfield project funding the consultant must be able to prepare an USEPA, Region 10 and Port approved, Generic Brownfields Quality Assurance Project Plan (QAPP) consistent with the EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments.
 5. Secure all necessary permits with local, State, and Federal agencies.

B. Tasks

Services and Deliverables. Work tasks resulting from this RFP include, but are not limited to the following:

1. Initial Site Assessment Review

The selected Consultant will be called upon to review the Phase I & Phase II Environmental Site Assessment (ESA), and associated documents to become familiar with the site characteristics, site history (including previous work conducted) and identify a remediation strategy for the identified areas and chemicals of concern. Initial site assessments review will include the development or update of a preliminary conceptual site model which will serve to guide future phases of site work.

2. Conduct Feasibility Study

The selected Consultant will be asked to conduct a feasibility study that evaluates the efficacy, efficiency, environmental impact, and cost effectiveness of potential solutions to the various project concerns identified and quantified in the previous site investigation phase documentation. The study will be summarized in a written report presented to the Port.

3. Develop Remedial Work Plan

The selected Consultant will be asked to develop a work plan to implement the remedial solution selected from the feasibility study. The remedial work plan will include a description of the selected solution, pre-design studies, if necessary, steps to be taken to implement and monitor the effectiveness of the solution, equipment to be used, site restoration, Best Management Practices, a detailed budget and work schedule. The work plan will be submitted to the Port for review and approval.

Prepare a Remediation Action Plan (RAP) - RAP shall include details of a plan of action that illustrates recommended remedies with various alternative options to be used to permanently remediate environmental soil contamination and achieve the cleanup goals.

The RAP shall include a plan of implementation and how its effectiveness will be measured. Consultant shall be in communication with the Port to provide the consultant's recommendations for the regulatory agency's approval. The RAP shall be prepared pursuant to the requirements of the regulatory agency. Final RAP shall be approved by the regulatory agency. RAP shall include, but is not limited to, the following:

- a. Remediation technical approach and quality of site.
- b. Remedial Action Objective and general response actions.
- c. Project Schedule - Prepare a project schedule and provide monthly updates. Include the phasing and sequencing of the proposed schedule, if necessary. Include review and oversight by the regulatory agency and its scope of the regulatory agency's Work Plan.

- d. Cost Estimate - Prepare a detailed probable cost estimate with estimated quantities and unit costs for the removal of contaminated materials. Prepare cost estimates for the alternative's optional remediation environmental cleanup. Prepare and submit preliminary and final quantity and cost estimates.
- e. Develop and prepare specifications project specifications, and/or construction documents as required for the removal of the contaminated hazardous materials, if necessary.
- f. Annual and maintenance operation activities, if necessary.
- g. Risk assessment evaluation to human health and environmental.
- h. Discuss feasibility to implement alternatives given the site conditions, location, and time frame.
- i. Discussion of effectiveness of the treatment on the material in question.
- j. Discuss feasible alternative methods that can be effective to the maintenance and operation. Include risks health and environment, cost-effectiveness, potential impacts.
- k. The RAP shall include solid waste management and disposal plan for soils and Hazardous Substances off-site disposal, as required.
- l. Review and/or prepare environmental/laboratory reports and/or other documents submitted to the Port for federal, state, and local compliance as required.
- m. Identify regulatory oversight agency, if applicable.
- n. Cost estimate of the remediation; and
- o. Submit RAP in digital format.

4. Implementation of Remedial Solutions

Implement Port approved remedial activities. The Consultant is responsible for ensuring that the activities are completed as described in the work plan. The Port must approve any significant variation from the work plan. A written summary of remedial activities will be presented to the Port at the conclusion of the project.

- a. Construction Oversight and Material Testing - Provide inspections and oversight, and quality assurance/ quality control of work performed:
- b. Provide on-site monitoring/sampling services during hazardous materials work as required by the regulatory agency. This activity may also include taking any necessary post-abatement samples for work clearance, close-out, and providing the Port with appropriate records; and
- c. Provide risk assessments, best management practices and other environmental related services as requested by the regulatory agency.
- d. Other Environmental Services - Provide other environmental services related to the remediation clean-up and that may be required.

- e. If Consultant is relying on subcontractors to perform any of the services included in Consultant's proposal, the Consultant must submit a listing of those subcontractors and a description of the services that the subcontractor will be providing.

6. Project Management

Oversee all environmental/remediation clean-up site responsibilities as well as Project Coordination and Management for hazardous waste site remediation. The Consultant will coordinate and manage activities with the contractor, City, State, and regulatory agencies regulating the environmental cleanup. This includes coordination preparation and submittal of any permits required, project management activities, preparation of technical specifications for remediation clean-up, manage contractor's procurement and clean-up process.

- a. Coordinate, manage, and oversee compliance of all regulatory agencies requirements including preparation of written comments and revising the Remediation Action Plan (RAP), or similar document, to the satisfaction of any relevant regulatory agency and post-remediation requirements and receiving approvals/certifications of the cleanup.
- b. Oversee and manage clean-up work done by an approved and licensed contractor.
- c. Coordinate and conduct periodic site inspections.
- d. Coordinate bi-monthly progress meetings with the Port of Bremerton and/or others involved with the project.
- e. Oversee investigation and remediation of the sites.
- f. Review technical documents, as needed.
- g. Advise and update Port personnel on investigation and cleanup activities.
- h. Review environmental site assessment reports.
- i. Assist preparation of Port of Bremerton Commission staff reports and conduct presentations, as needed.
- j. Advise the Port of all risks, liability and future costs associated with cleanup sites.
- k. Manage necessary permits with City of Port Orchard, State of Washington, and if needed any Federal agencies for implementation and ensure remedial solution activities meet permit conditions for approval.
- l. Preparation of reports as requested; and
- m. Secure necessary inspections with local, State, and any necessary federal agencies.
- n. Project coordination and administration.

5 Operation and Maintenance of Remediation Systems

The selected Consultant may be asked to oversee the operation and maintenance of ongoing remediation systems. This will include routine monitoring, maintenance, and reporting as necessary, to ensure the continued effectiveness of the system.

- a. Geotechnical Investigation/Testing - Conduct a Geotechnical Investigation and/or Testing, as required by the regulatory agency, if necessary.
- b. Remedial Action Completion Report (RACR) - Prepare a Remedial Action Completion Report (RACR) to the satisfaction of the regulatory agency, as necessary.

C. Additional Responsibilities

The selected Consultant may also be responsible for the following, as necessary:

- a. Secure site access.
- b. Make all notifications to appropriate agencies and entities before, during and after initiating site work (City, State and Federal Agencies, etc.).
- c. Obtain all required licenses, permits and permissions requisite for remedial actions and disposal of hazardous and non-hazardous wastes.
- d. Ensure that site workers are trained and qualified to work at hazardous substance sites in accordance with OSHA standards (i.e., 29 CFR 1910.120, 29 CFR 1910.146, etc.).
- e. Oversee hired sub-contractors and ensure that site work is conducted in accordance with applicable State and Federal laws and regulations.
- f. Follow Best Management Practices for controlling soil and erosion.
- g. Conduct surveying
- h. Assist the Department in public presentation of investigation findings and remediation plans.
- i. Attend and assist Department staff at meetings with the public, responsible parties, government officials and other interested parties.

D. Program Specific Requirements

Consultants submitting proposals may be willing to comply with program requirements. Some examples of program specific requirements are:

Brownfields

The Port may apply for brownfields funding. The Initial Site Assessment tasks completed under Brownfields must meet the most current ASTM Standard Practice for Environmental Site Assessments: Phase I Site Assessment Process (E1527-13)

(<https://www.astm.org/Standards/E1527.htm>).

(<https://www.astm.org/Standards/E1903.htm>).

The Feasibility Study must be completed in accordance with the USEPA Analysis of Brownfields Cleanup Alternatives (ABCA). The selected Consultant may also be asked to complete reporting requirements for USEPA (MBE/WBE, ACRES, etc.).