

REQUEST FOR QUALIFICATIONS

Background Information

The 2011 Washington NPDES wastewater discharge permits issued by the Department of Ecology for facilities discharging into the Spokane River include the requirement for creation of a Regional Toxics Task Force (Task Force). The permits also indicate that to accomplish the goals of the Task Force, the Task Force may provide for an independent community technical advisor(s) who shall assist in review of data, studies, and control measures, as well as assist in providing technical education information to the public. The Task Force was formed in late 2011 and early 2012, and a Memorandum of Agreement (MOA) was established. A copy of the MOA is provided in Attachment A.

For informational purposes, the Department of Ecology in April 2011 published a report entitled, Spokane River PCB source Assessment 2003 – 2007, that contains the most recent overall assessment of conditions in the Spokane River. This publication is available on the Department of Ecology's web site (Publication No. 11-03-013). Other background information on the Task Force's activities and from the PCB Workshop that it held is on the Task Force's web site (www.srrttf.org).

Services Desired

The Task Force desires consulting services as follows:

- Provide unbiased scientific and technical assistance and advice
- In consultation with the Task Force, develop Task Force Work Plan Objectives, Work Plans, and detailed scopes of work for executing the Work Plans
- As directed by the Task Force, implement the work necessary to fulfill the scopes of work. This will likely include a variety of work, such as:
 - Analysis of existing and future data to better characterize conditions relative to sources and sinks within the Spokane River
 - Identification of data gaps and additional new data needs to fill identified gaps associated with the Spokane River
 - Conducting, as necessary, data collection to fill identified gaps
 - Conducting, as necessary, PCB modeling in support of Work Plans
 - Consultation with other entities relative to related work in progress associated with source identification
 - Preparation of recommendations for prioritizing PCB/Dioxin source reduction efforts

- Assessment of the effectiveness of source reduction efforts
- Coordinate with the Task Force's facilitator to ensure that technical information is presented in a format that is understandable to the Task Force, and assist with technical and educational communications to the public.

It is anticipated that a multi-year Work Plan and Work Plan Objectives will need to be developed and that this multi-year Plan and Objectives will be supported by shorter time horizon phased work plans and work plan objectives. For the purpose of providing insight, the following is the Task Force's current thinking for Work Plan Objectives for a Phase 1 effort.

Concept for Phase 1 Work Plan Objectives

- Evaluate PCB model(s) for the Spokane River and develop a refinable model(s) that identifies sources and sinks within the watershed and recognizes the seasonal variability in river conditions.
- Develop a detailed inventory of sources and sinks within the watershed. Consider data/information from other entities (for example – Department of Ecology and wastewater dischargers).
- Prepare the appropriate documentation for sample collection methods, analytical protocols, and data management for PCBs in various media so that all data collected by different entities is comparable. This includes consistent approaches and report formats.
- Develop a Sampling and Analysis Plan for "Area Wide" source quantification and characterization (for example - aerial deposition from regional and local sources or aquifer recharge to the river).
- Develop a Sampling and Analysis Plan for river segments, as appropriate, for collection of inventory data on sources and sinks.
- Develop a system for tracking PCB status relative to source reduction efforts and watershed conditions.

Project Location

The Task Force is located in Spokane County, Washington.

Selection Process

The Technical Work Group of the Task Force to rank all proposals received based on the criteria contained in Attachment B. From this ranking, the Technical Work Group will develop a short list of leading candidates and present the ranking results and rationale to the full Task Force. The Task Force will then identify candidates that it wishes to interview.

Interviews

The full Task Force will conduct candidate interview. The Task Force expects at a minimum that the project leader for the candidate to make the presentation and that any other identified key personnel be present for the interview as well. The candidates may be asked to provide additional or supplemental information for review after the initial submittal of qualifications and the interview. Any revisions made to the selection criteria will be provided to the candidates prior to the interview.

Submittal Contents

The submittal to the Task Force shall include the following information as well as the response to the criteria provided in Attachment B.

- Name of firm or firms providing the response to the Request for Qualifications
- Name of contact person and title
- Contact information of contact person (address, phone number, and e-mail address)

Schedule

The following is a tentative schedule for the selection process:

- Receive submittals by _____
- Ranking by Technical Work Group by _____
- Full Task Force review by _____
- Candidate interviews by _____
- Contractor selection by _____