

REQUEST FOR QUALIFICATIONS AND PROPOSAL

Proposals must be received no later than 4 pm November 27, 2012 at the Department of Ecology, Eastern Regional Office
4601 North Monroe Street, Spokane, WA 99205

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 Spokane River 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 Appendix A.

For informational purposes, the Department of Ecology has published a number of reports related to the Spokane River. These reports, on the Department of Ecology's web site, are:

- [Spokane River PCB source Assessment 2003 – 2007](#), April 2011, Publication No. 11-03-013.
- [Liberty Lake Source Trace Study Regarding PCB, PBDE, Metals, and Dioxin/Furan: A Pilot Project for Spokane Basin Source Tracking](#), October 2010, Publication No. 10-04-027.
- [Spokane River Urban Waters Source Investigation and Data Analysis Progress Report \(2009 – 2011\): Source Tracing for PCB, PBDE, Dioxin/Furan, Lead, Cadmium, and Zinc](#), September 2012, Publication No. 12-04-025.

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).

The Task Force currently anticipates that its work will be carried out over several years as the current permit cycle for Washington permits is 2011 to 2016 and will be conducted under an overall Work Plan with Elements under this overall Work Plan that address each of the six areas identified in the 2011 Washington NPDES wastewater discharge permit condition related to the formation of the Task Force and the MOA.

Services Desired

The Task Force desires consulting services as follows:

- Provide unbiased scientific and technical assistance and advice to the Task Force

- In consultation with the Task Force, develop an overall Task Force Work Plan, and detailed scopes of work for executing the various Elements of the overall Work Plan
- As directed by the Task Force, implement the work necessary to fulfill the scopes of work for carrying out the Elements of the overall Work Plan.
- 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.

To carry out this work, the Task Force anticipates that the following capabilities are necessary:

- Ability to communicate effectively on complex technical issues with non-technical parties
- Ability to analyze existing and data to be collected in the future so that the sources and sinks can be better characterized
- Ability to identify data gaps and additional new data needs to fill identified gaps associated with sources and sinks
- Ability to conduct, as necessary, field data collection to fill identified data gaps
- Ability to conduct, as necessary, PCB/dioxin modeling with respect to enhancing the current understanding of sources and sinks and in support of other elements of the Work Plan
- Ability to consult with other entities relative to their internal work in progress associated with source identification and monitoring
- Ability to prepare recommendations for prioritizing PCB/Dioxin source reduction efforts
- Ability to assess the effectiveness of source reduction efforts
- Ability to write grant applications to support Task Force activities

Phased Approach

As discussed above, it is anticipated that a multi-year overall Work Plan that addresses identified Work Plan Elements will need to be developed. It is also anticipated that a phased approach for addressing these Elements will be needed and that it will be dynamic and will evolve over time as more information is gathered. It is also, likely that the various phases will be relatively short duration activities relative to timeline for the overall Work Plan. A copy of the Task Force's current thinking with respect to an overall Work Plan, Work Plan Elements, and Element Phases is provided in Appendix B.

Phase 1

The following summarizes the anticipated initial phase of technical activity.

- Compile all existing PCB/dioxin data for the Spokane River watershed and assess it for quality, accuracy, and applicability for use in source inventories and future PCB analytical models.
- After reviewing the compiled existing data, develop a conceptual modeling approach that can be used to quantify and characterize PCB/dioxin in the watershed. The conceptual model will be used to inventory and characterize sources and sinks in the watershed, and shall recognize the seasonal variability in watershed runoff conditions. The conceptual model needs to be refinable over time as new information is generated by additional monitoring.
- Based on the review of data, and on the recommended conceptual modeling approach, provide an assessment of data gaps and the adequacy of the existing data for characterizing and quantify PCB/dioxin in the Spokane River.
- After the Task Force's review of the assessment of data gaps and the adequacy of the existing data, prepare a recommended sampling and analysis plan for quantification and characterization of PCB/dioxin in the watershed by specific appropriate Spokane River segments. The Plan will lead to an inventory of sources and sinks by source category, by watershed geographic areas, and by river segments starting at the outlet of Lake Coeur d'Alene, and progressing downstream to the initial boundary of the jurisdiction of The Spokane Tribe of Indians.
- Preparation of a Quality Assurance Project Plan (QAPP) that documents the sampling and analysis plan, sample collection methods, analytical protocols, and data management, to ensure that all resulting data is of adequate and consistent quality for use in the conceptual modeling efforts. The QAPP will be submitted to the SRRTTF for review and approval, and then to Ecology for review and approval.

Project Budget

The Task Force currently anticipates that its budget for the Phase 1 work effort could be as much as \$150,000. Budgets and scopes for future phases will be developed later based on the results of prior phases of work.

Selection Process

The Technical Work Group of the Task Force will rank all proposals received based on the criteria contained in Attachment A. 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 will 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 A.

- Name of firm or firms providing the response to the Request for Qualifications
- Names of key people assigned to the Project Team
- Name of contact person and title
- Contact information of contact person (address, phone number, and e-mail address)
- Proposed approach, schedule, and budget for the Phase 1 work identified above
- Rate schedule for the key people assigned to the Project Team

Submittal Details

The Task Force requests that submittals be on 8½” by 11” paper, double sided with a font size between 10 and 12, and less than 25 pages in length, excluding resumes. The Task Force requests that 16 spiral bound hard copies and one electronic copy (pdf) on disc be provided. Please deliver submittals to: Department of Ecology, Attention: SRRTTF c/o Adriane Borgias, 4601 N. Monroe Street 99205-1295. Submittals must be received no later than 4 pm, November 27, 2012.

Questions regarding the RFP process only will be accepted until November 20, 2012 and may be directed to Adriane Borgias; Spokane River Water Quality Lead, Toxics; Washington State Department of Ecology; ABOR461@ecy.wa.gov.

For more information and updates visit the Spokane River Regional Toxics Task Force Website: www.srrttf.org.

Schedule

The following is a tentative schedule for the selection process:

- Receive submittals no later than 4:00 pm November 27, 2012
- Ranking by Technical Work Group by December 5, 2012
- Full Task Force review by December 19, 2012
- Candidate interviews by January 30, 2013,
- Contractor selection by February 1, 2013