

DRAFT for TTWG Comment 3/12/2014 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 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.

In 2012, the Task Force selected an independent community technical advisor, LimnoTech, to develop an overall Task Force Work Plan, and detailed scopes of work for executing the various elements of the overall Task Force Work Plan. The work performed by LimnoTech is a phased approach including:

- Review of available data and identification of data gaps
- Preparation of a monitoring plan to address data gaps
- Preparation of refined scopes of work for subsequent phases

To-date, LimnoTech has conducted a review of the available data and has developed a monitoring plan to address the data gaps. The specifics of that monitoring plan are included in the following documents:

DRAFT Sampling and Analysis Plan – Spokane River Toxics Reduction Strategy Study, February 14, 2014, LimnoTech

DRAFT Quality Assurance Project Plan, Spokane River Toxics Reduction Strategy Study, February 14, 2014, LimnoTech

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 Program 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 workshops is on the Task Force's web site (www.srrttf.org).

The Task Force is currently seeking the services of a technical consultant to conduct the data collection efforts in accordance with the above noted Sampling and Analysis Plan (SAP) and Quality Assurance Project Plan (QAPP). The Task Force anticipates that this work will be carried out in 2014 and include sampling activities in the Spokane River during the high-flow period in the Spring (actual date TBD based on actual flow conditions) and during the low-flow period in late August.

Services Desired

The Task Force desires technical consulting services as follows:

Conduct the data collection efforts in accordance with the above noted Sampling and Analysis Plan (SAP) and Quality Assurance Project Plan (QAPP)

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

Ability to communicate effectively on complex technical issues with nontechnical parties

Ability to conduct, as necessary, field data collection to fulfill the requirements of the SAP and QAPP

Ability to coordinate with other entities relative to their permit monitoring activities associated with effluent monitoring

Project Budget

The Task Force currently anticipates that its budget for the 2014 data collection effort is \$xx,xxx. 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 Task Force/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 data collection effort identified in the SAP and QAPP, 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.

Schedule

The following is a tentative schedule for the selection process:

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