

## DRAFT for TTWG Comment 4/3/2014 REQUEST FOR QUALIFICATIONS/PROPOSAL

### Background Information

The 2011 Washington NPDES wastewater discharge permits (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 Task Force was formed in late 2011 and early 2012.

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. 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:

FINAL DRAFT Sampling and Analysis Plan – Spokane River Toxics Reduction Strategy Study, March 3, 2014, LimnoTech, (SAP)

FINAL DRAFT Quality Assurance Project Plan, Spokane River Toxics Reduction Strategy Study, March 5, 2014, LimnoTech, (QAPP)

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.

DRAFT - Technical Memo: Spokane River Toxics Sampling 2012-2013 – Surface Water, CLAM and Sediment Trap Results, February 2014, EA Project Code: 12-027

DRAFT- Spokane River Freshwater Fish Contaminant Monitoring Program, March 2014, Publication No. xx-xx-xx

Other background information on the Task Force's activities and workshops is on the Task Force's web site ([www.srrttf.org](http://www.srrttf.org)).

The Task Force is currently seeking the services of a technical consultant to conduct the Monitoring Plan as described in the above-referenced 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 2015.

Analytical services are not included in this request for qualifications. The analytical laboratory will be contracted separately by the Task Force, and will provide sampling containers and ancillary equipment as necessary to support the work. The selected consultant will need to coordinate with the analytical laboratory regarding laboratory-provided containers and equipment, proper sample shipping procedures, and chain-of-custody documentation.

### Services Desired

The Task Force desires technical consulting services in order to prepare for, conduct, and document all data collection efforts in accordance with the schedules and procedures in the Monitoring Plan as described in the above-referenced SAP and QAPP.

Services desired shall include the following Tasks:

1. All project management staff and field staff shall attend a one-day training and orientation session conducted by LimnoTech in Spokane, WA, prior to conducting fieldwork. The purpose of the session is to review, discuss and agree upon the specific requirements of all phases of the Monitoring Plan as described in the SAP and QAPP.
2. Mobilization of all staff and field equipment required to conduct the Monitoring Plan as described in the above-referenced SAP and QAPP. Preparation of an appropriate Health and Safety Plan (HASP) is included in this task. Note that all activities associated with this project require the consultant to comply with all required inspections and standard operating procedures related to protecting surface waters in Washington and Idaho from invasive species.
3. Coordinate and conduct all aspects of the sample collection activities in accordance with the Monitoring Plan as described in the SAP and QAPP. This Task also includes preparing and shipping the samples to the analytical laboratory using laboratory-supplied equipment and materials. Note that all activities associated with this Task require the consultant to comply with all required inspections and standard operating procedures related to protecting surface waters in Washington and Idaho from invasive species.

4. Documentation of all field related information into a Completion Report, including field data collected during sampling, notes of any special circumstances or situations that are relevant to the effort, and collection of Spokane River Flow information.

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

Ability to conduct, as necessary, all field data collection activities to fulfill the requirements of the Monitoring Plan as described in 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 may conduct candidate firm interviews. The Task Force expects at a minimum that the project leader for the candidate firms will make the presentation and that any other identified key personnel be present for the interviews as well. The candidate firms 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/Proposal

- 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 and budget for the data collection effort identified in the SAP and QAPP, above. Also, include any exceptions or concerns with respect to the services desired and/or the available budget.
- Rate schedule and availability 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 5/12/14  
Ranking by Technical Work Group by xxx  
Full Task Force review xxx  
Candidate interviews by xxx  
Contractor selection by xxx

## **Attachment A Evaluation Criteria and Weighting**

### Experience with Similar Projects (Weighting – 15%)

In this section present an overview of the following:

- Experience sampling and analyzing PCBs/dioxins in various media, including soil, sediment, surface water, stormwater, and municipal and industrial wastewater
- Experience sampling and analyzing ultra-low level PCBs using PCB analysis Method 1668 and sampling Method 1669
- Previous clients (past 5 years) for whom similar services have been provided
- Describe any similar work conducted in the Spokane River Watershed and for whom
- Ability to sub-contract with additional technical experts that may be needed as work progresses

### Project Team (Weighting – 15%)

In this section present the key employees to be assigned to this project. Include a resume for the identified key employees. Discuss the organization of the project team and the qualifications of the supporting staff and any other relevant information. Identify and sub-contractors that are proposed for participation and their qualifications. Discuss factors such as experience or other qualities that differentiate your team from other potential candidates.

### Project Approach (Weighting – 40%)

In this section discuss, 1) your team's detailed approach to the sampling effort as described in the SAP and QAPP, 2) your team's capability to explore, develop and use innovative and advanced techniques to accomplish this project, and 3) your team's understanding of the challenges presented by the carrying out the services desired and how the team is organized and staffed to meet those challenges and complete this project.

### Ability to Complete Work on Time and Within Budget (Weighting -20%)

In this section discuss: 1) your team's anticipated budget for the four (4) project tasks as described in the 'Services Desired' section of the RFQ/P (Training/Orientation, Mobilization/Equipment Procurement, Field Sampling/Shipping, Field Activity Reporting; 2) availability of team members for this work; 3) cost control methods; and 4) project management approach and cost effectiveness of proposal.

### Responsiveness of Submittal (Weighting – 10%)

Submittal was complete and concise and presentation facilitated evaluation of qualifications.