

May x, 2014

Potential Supplier #1

Potential Supplier #2

Potential Supplier #3

Potential Supplier #4

Potential Supplier #5

Potential Supplier #6

Dear Potential Supplier:

The Spokane River Regional Toxics Task Force (SRRTTF) was formed for the purpose of developing a Comprehensive Plan for achieving the applicable water quality standards for PCB in the Spokane River. As a first step, the SRRTTF is preparing a Monitoring Plan that involves, over the next 12 to 17 months, the collection and analysis of at least 160 water samples (ambient river samples as well as point source discharge samples) for PCB congener analysis by EPA Method 1668C. The SRRTTF, through its Administrative and Contracting Entity (SRRTTF-ACE) is now in the process of identifying an analytical laboratory and a field sampling contractor to provide the necessary services for executing our Monitoring Plan.

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 the Monitoring Plan are included in the attached specification.

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.

Additional information on recent (2012) Department of Ecology surface water and fish tissue monitoring for PCB, as well as other background information on the Task Force's activities and workshops is on the Task Force's web site (www.srrttf.org).

Services Desired

The Task Force is currently seeking the services of a technical consultant to conduct the Monitoring Plan as described in the Sampling and Analysis Plan (SAP) and Quality Assurance Project Plan (QAPP) that are included in the attached specification. 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 laboratories 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 laboratories regarding laboratory-provided containers and equipment, proper sample shipping procedures, and chain-of-custody documentation.

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 are generally described in 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.

Additional Information

There are two areas of future adjustment in the scope of work contained in the attached specification. One is that personnel (two teams of two) from the Department of Ecology's Environmental Assessment Program (EAP) will be available to perform a portion of the work, which is yet to be defined. A second area of potential change is that based on work in progress, the sample type for at least the riverine locations may be revised from a 2.36 L immersion grab sample to a CLAM sampler. The information provided for this proposal should be based on the performance of the total scope of work contained in the specification.

Project Budget

The Task Force currently anticipates that its budget for the 2014 data collection effort is \$140,000. 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 attached Criteria and Weighting document. 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

Attached is SRRTTF Specification No. 2. This specification provides the detailed scope of work for the project. In addition, Exhibit "A" identifies the information to be provided in response to this request for proposal.

Submittals for bidding on this project are to be sent electronically to the SRRTTF facilitator and project associate. From there the submittal will be forwarded to the Technical Work Group of the SRRTTF for review. Following the review of the bids received, the Technical Work Group will make a recommendation to the full Task Force for their decision.

The contact information for the SRRTTF facilitator and project associate is as follows:

Chris Page
William D. Ruckelshaus Center
901 Fifth Avenue, Suite 2900
Seattle, WA 98164
(206) 770-6060
c.page@wsu.edu

Aubri Denevan
William D. Ruckelshaus Center
901 Fifth Avenue, Suite 2900
Seattle, WA 98164
(206) 219-2432
aubri.denevan@wsu.edu

For technical questions on the Specification or the project bid submittal, please contact me. My contact information is as follows:

Bud Leber
Kaiser Aluminum
PO Box 15108, Mail Stop #32
Spokane Valley, WA 99215
(509) 927-6554
bud.leber@kaisertwd.com

Exhibit "A" and the requested information are to be provided to Chris and Aubri at the e-mail addresses provided above by the close of business on May 30, 2014.



If you should have any questions or need any clarifications, please contact me.

Sincerely,

Bernard P. (Bud) Leber, Jr.
SRRTTF Technical Work Group Chair