

October 14, 2016

CDM Smith  
205 Granite Run Drive, Suite 350  
Lancaster, PA 17601  
Attn: Rao Sankarmanchi

Geotech Computer Systems  
12150 E Briarwood Ave, Suite 202  
Centennial, CO 80112

Laboratory Data Consultants  
2701 Loker Avenue West, Suite 220  
Carlsbad, CA 92010

TerraBase, Inc.  
141 Summit Drive  
Cresco, PA 18326

HUCO Inc. Consulting  
419 East 23<sup>rd</sup> St  
Houston, TX 77008

Environmental Standards  
PO Box 810  
1140 Valley Forge Road  
Valley Forge, PA 19482

LimnoTech, Inc.  
510 Avis Drive  
Ann Arbor, MI 48108  
Attn: Tim Towey

Dear Potential Supplier:

The Spokane Regional Toxics Task Force (“SRRTTF” or “Task Force”) was formed for the purpose of developing a Comprehensive Plan for achieving the applicable water quality standards for PCB in the Spokane River. In the course of this work, the SRRTTF has been collecting water quality data for PCB at multiple locations on the Spokane River and from point sources. The SRRTTF is now in the process of pursuing a data management system (data base) for the data that it has collected and potentially data collected by others for other parameters such as sediment and fish tissue.

The SRRTTF has been provided with a copy of the data base system that the Delaware River Basin Commission (DRBC) uses for managing the data that it collects. The SRRTTF wishes to initiate a pilot project to evaluate the usability of this data base system that the DRBC has provided to us, using data that the SRRTTF has collected or has access to. The data base is a Microsoft Access data base tailored to PCB data storage.

P.O. Box 3965 | Spokane, WA 99220-3965

Attached is a Scope of Work for this pilot project effort (Exhibit A). Also included in this package is a Commercial Detail Request (Exhibit B) which is to be included with your proposal submittal. In addition, an Evaluation Criteria document is provided which identifies the criteria the SRRTTF will use to evaluate proposals. Submittals for bidding on this project are to be sent electronically to the SRRTTF's facilitator. From there the submittals will be forwarded to the Data Management Work Group of the SRRTTF for review. Following the review of the proposals received, the Data Management Work Group will make a recommendation to the full Task Force for their decision.

The contact information for the SRRTTF's facilitator is as follows:

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

For technical questions on this package, please contact Mike Hermanson at (509) 477-7578 or by email at [MHermanson@spokanecounty.org](mailto:MHermanson@spokanecounty.org). Should you decide to provide a proposal on this pilot project, please e-mail it to Chris by the close of business on November 4, 2016.

Sincerely,



Bernard P. (Bud) Leber, Jr.  
President, Administrative and Contracting Entity for the SRRTTF

## Exhibit "A"

### Spokane River Regional Toxics Task Force Data Management System Development Pilot Project Scope of Work

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#### **Scope of Work: Background**

The Spokane River Regional Toxics Task Force (SRRTTF) leads efforts to find and reduce polychlorinated biphenyls (PCBs) in the Spokane River. A significant portion of the work of the SRRTTF includes collection and analysis of analytical data. To date the data has been managed via various spreadsheets with no central data repository. To facilitate effective management and analysis of data the SRRTTF seeks to develop a comprehensive data management approach.

To achieve the data management goals of the SRRTTF the data management system will need to accommodate a wide range of data including:

- Data from multiple labs
- Data from multiple analytical methods
- Data from different environmental media such as water, waste water effluent, waste water influent, sediment, and fish tissue
- Robust quality assurance data

The data management system will also need customized functions such as data loading and verification, post processing with multiple quality assurance methods (blank correction), data reporting and exporting functions, and public accessibility.

An effort similar to the SRRTTF is ongoing in the Delaware River Basin by the Delaware River Basin Commission (DRBC). They have developed a Microsoft Access database tailored to PCB data, and have made that system available for use by the SRRTTF. The DRBC database includes much of the customized functionality of interest to the SRRTTF. There are data set differences, though, which make use of the DRBC database problematic unless modified. Therefore the SRRTTF seeks the services of a contractor that can evaluate the DRBC database, the SRRTTF data and database functionality needs, and determine if a modified DRBC database can meet the needs of the SRRTTF.

This project includes an evaluation of the database, database modifications, and a pilot test with subsets of data representing the differing data sets. The SRRTTF will provide a copy of the DRBC Access database which includes documentation and a DRBC sample data set and Spokane River watershed data sets for use in the project.

#### **Scope of Work: Pilot Project Tasks**

**1.0 Data Compatibility Review** – Utilize the DRBC database and training materials (documentation and example data sets) to gain an understanding of the data input requirements and functionality of the DRBC database. Review Spokane River watershed data sets and determine compatibility with the DRBC database. Provide a written description of components missing from Spokane River watershed data necessary for use in the DRBC database, and modifications to the DRBC database necessary to accommodate Spokane River watershed data.

- 2.0 Database Functionality Review** – The DRBC database currently includes data loading, data export, and data reporting functions. Review the operation of these functions with Spokane River watershed data and document changes necessary to Spokane River watershed data sets, the database, or the function programming. Prepare a technical memorandum (TM) that summarizes the work of the first two tasks, note any significant issues, and make recommendations on advancing to subsequent tasks.
- 3.0 Database Modification and Data Loading** – After review of Task 1 and Task 2 outcomes with the SRRTTF project representative, make necessary modifications to the DRBC database and load the subset of Spokane River watershed data provided by the SRRTTF.
- 4.0 Development of Blank Correction Tool** – In addition to the tools included in the DRBC database (data loading and verification, reporting, and exporting) the SRRTTF anticipates the need for a tool to blank correct data. Blank correction is the process of comparing environmental results with associated laboratory and field blanks to account for results influenced by sample contamination in the laboratory, sample collection, or transportation between the sampling location and the laboratory.
- 5.0 Reporting Tools** – Review and prepare reports of results using the tools included in the modified DRBC database, which can then be referred to as the SRRTTF database. In consultation with the SRRTTF representative, develop recommendations for additional report generation tools.
- 6.0 Public Access Options** – Develop and document a range of options for making exportable data available to the public.
- 7.0 DRAFT Pilot Project Report and Documentation** – Prepare and submit a draft report documenting the DRBC database review and outcome, DRBC database modifications, development of blank correction and other tools for SRRTTF data, including cost estimates and recommendations for expansion of the project beyond the pilot phase. Develop draft SRRTTF database documentation describing database structure, data loading procedures, blank correction functions, reporting functions, and data export functions.
- 8.0 Live Presentation to SRRTTF** – Present activities and outcomes from the above tasks, and perform a live demonstration of the SRRTTF database use, answer questions, and record tasks for completing the pilot phase.
- 9.0 FINAL Pilot Project Report and Documentation** – Finalize report and documentation drafted in Task 7.0. Incorporate comments and associated edits from SRRTTF review.

## Exhibit "B"

### Commercial Detail Request

#### Contact Information

Please provide the following contact information for this project.

Company Name:	
Company Address:	
Project Contact Name:	
Project Contact Phone:	
Project Contact E-mail:	

#### Cost Information

A Time and Materials bid is being sought. It is understood that several of the tasks identified in the Scope of Work will require discussions with the SRRTTF project representative. Please provide your best estimate below for each task identified in the scope of work and any qualifying information in the body of your proposal.

Scope Element	Estimated Cost	Estimated Man-hours
Task 1: Data Compatibility Review		
Task 2: Database Functionality Review		
Task 3: Database Modification and Data Loading		
Task 4: Development of Blank Correction Tool		
Task 5: Reporting Tools		
Task 6: Public Access Options		
Task 7: Draft Pilot Project Report and Documentation		
Task 8: Live Presentation to SRRTTF		
Task 9: Final Pilot Project Report and Documentation		

In addition to the cost and man-hours estimates above, please provide a rate sheet for all positions that may be involved in this project.

#### Contract Conditions

In the body of your proposal please list any exceptions, if any, taken with respect to the Scope of Work that need to be addressed with respect to a contract to perform this work.

## **Evaluation Criteria**

### Experience with Similar Projects

The Task Force will review and consider the following with respect to experience with similar projects:

- Experience with similar scientific data projects
- Input from previous clients (past 5 years) for whom similar services have been provided

### Project Team

The Task Force will review and consider the following with respect to the project team:

- Key employees to be assigned to this project and their experience relative to any similar projects
- Qualifications of the supporting staff or any sub-contractors

### Project Approach

The Task Force will review and consider the following with respect to project approach:

- Understanding of the challenges presented by the carrying out the services required to complete this project.

### Ability to Complete Work on Time and Cost Effectively

The Task Force will review and consider the following with respect to completion on time and cost effectively:

- Project management approach
- Cost effectiveness of proposal

### Responsiveness of Submittal

The Task Force will review and consider the following with respect to submittal responsiveness:

- Completeness and conciseness of submittal