N60200.AR.009028
NAS CECIL FIELD
5090.3a

SITE MANAGEMENT PLAN NAS CECIL FIELD FL
2/25/1991
NAS CECIL FIELD

# SITE MANAGEMENT PLAN 1991

NAS CECIL FIELD

25 February 1991

| OPERABLE UNIT | TYPE | SITE NO. |
|---|---|---|
| OU #1 | Landfills | 1 and 2 |
| OU #2 | Oil/Sludge Disposal Areas | 3,5, and 17 |
| OU #3 | Fire Training Areas | 7 and 8 |
| OU #4 | Rubble Disposal Areas | 10 |
| OU #5 | Ordnance Disposal Areas | 14 and 15 |
| OU #6 | Pesticide Disposal Areas | 11 |
| OU #7 | AIMD Seepage Pit | 16 |

**DESCRIPTION:** Revision of work plans and associated documents

**SCOPE OF WORK:** Finalize Work Plans for sites 1,2,5,8, and 16. Address comments from EPA and FDER. Change contractors and modify documents to reflect new information.

| EVENTS FOR 1990-1991: | DUE DATES |
|---|---|
| Award Task Order: Completed | 4 January 1991 |
| Draft Documents: | 28 March 1991 |
| Final Documents: | 30 Sept 1991 |

| DELIVERABLES 1991: | DUE DATES |
|---|---|
| PRIMARY DOCUMENTS (sites 1,2,5,8 and 16) | |
| a) Draft Final Community Relations Plan | 28 March 1991 |
| b) Final Community Relations Plan | 30 Sept 1991 |
| c) Draft Final RI/FS Work Plan | 28 March 1991 |
| d) Final RI/FS Work Plan | 30 Sept 1991 |
| c) Site Management Plan 1992 | 1 Sept. 1991 |
| SECONDARY DOCUMENTS (sites 1,2,5,8 and 16) | |
| a) Draft Final Sampling and Analysis Plan | 28 March 1991 |
| b) Final Sampling and Analysis Plan | 30 Sept 1991 |
| c) Draft Final Health and Safety Plan | 28 March 1991 |
| d) Final Health and Safety Plan | 30 Sept 1991 |
| c) Quarterly Progress Reports | 1 April 1991 |
| | 1 July 1991 |
| | 1 Oct 1991 |

**OUT YEAR PROJECTIONS FOR 1991-1992:**

| | |
|---|---|
| RI Field Work (sites 1,2,5,8 and 16) | Jan 1992 |
| Work Plans (sites 3,7,10,11,14,15 and 17) | 1992 |

**PRIORITIZATION RATIONALE:**

The sites listed for execution of work plans and field work in this calendar year were based on the following criteria:

1) geographic proximity to sensative environments;
2) contaminant types;
3) regulatory concerns; and
4) suspected volume of waste disposed.

SITE 1: Old Landfill
Site 1 was used as a landfill during the 1950's and 1960's. It is approximately nine acres in size and is estimated to have recieved as much as 260,000 gallons of liquid wastes that included fuels, oils, solvents, and paints. Portions of the waste are in direct contact with the surficial ground water. Rowell Creek is the eastern border of the site and serves as the probable area of contaminant discharge. Rowell Creek is fished by base personnel and serves as a foraging area for wildlife. Contaminants entering the creek could migrate off-base.

SITE 2: Recent Landfill
This five acre site was operated as a landfill from 1965 to 1975. Wastes disposed at the site include solid waste and as much as 265,000 gallons of liquid wastes and 160,000 cubic yards of solid waste. Typical liquid wastes include trichloroethylene, fuels, and lead base paints. Portions of the waste are in direct contact with the surficial ground water with suspected flow toward Rowell Creek, approximatley 200 feet east of the site. Rowell Creek is fished by base personnel and serves as a foraging area for wildlife. Contaminants entering the creek could migrate off-base.

SITE 5: Oil Disposal Area Northwest
Site 5 is an area of approximately 0.5 acres with visible signs of contamination. Waste oils and fuels were reportedly disposed at the site. Other liquid wastes such as solvents and paints are suspected as common practice of the time included mixing waste for disposal. The site is situated adjacent to a ditch that empties into Lake Fretwell, 900 feet east of the site. Various wildlife are known to forage along the shoreline of Lake Fretwell. The lake is also fished by base personnel.

SITE 8: Boresite Range Hazardous Waste Storage/Fire Fighting Training Area.
This site was used as a firefighting training area and boresighting from 1975 to 1990. There are three unlined bermed pits at the site which contained waste fuels and chemicals for firefighting practice. The area adjacent to and in front of the boresite range was used to store 50 to 100 drums of

unmarked hazardous waste. Many of the drums were reportedly deteriorating and leaking. It is estimated that 145,000 gallons of waste liquids were burned during fire fighting training exercises at the site. Typcial wastes burned at the site fnclude MEK, trichloroethylene, xylene, oil, and waste fuels. Both surface water runoff and ground water are contaminant migration pathways. Runoff is to a ditch which forms the northwest border of the site. This ditch drains in a southerly direction to Sal Taylor Creek. There may be some ground water discharge to the ditch. Contaminants entering surface waters could impact wildlife and migrate off-base.

SITE 16: AIMD Seepage Pit

Site 16 includes a seepage pit made of concrete blocks (40 ft. x 2.7 ft x 9.5 ft. deep) with a discharge pipe for overflow to a drainage ditch to Sal Taylor Creek. The pit was used to dispose of liquid wastes from the adjacent jet engine maintenance shop and Non-destructive Inspection Lab. Over 26 million gallons of rinse water was disposed into the pit that included such wastes as trichloroethylene, soduim cyanide, oil and paint. The primary pathway for contaminant migration at the site is ground water. Sal Taylor Creek is approximately one mile east of the site and the area of probable discharge. This site also requires a RCRA hazardous waste closure permit.

**NOTE:**

1. OPERABLE UNITS ARE BASED ON SUSPECTED WASTE TYPES AND DISPOSAL PRACTICES.

RESPONSIBLE : Cliff Casey
As Of Date : 25-Feb-91 Schedule File : SMP91
Sites: 1,2,5,8, and 16

| Task Name | Start Date | Duration | End Date |
|---|---|---|---|
| MODIFY WP & DOC | 2-Jan-91 | 272.0 day | 30-Sep-91 |
| MODIFY DOCUMENTS | 2-Jan-91 | 78.0 days | 20-Mar-91 |
| MAIL DRAFT TO EPA,FDER | 21-Mar-91 | 7.0 days | 27-Mar-91 |
| AGENCY & TRC REVIEW | 28-Mar-91 | 90.0 days | 25-Jun-91 |
| ADDRESS COMMENTS | 26-Jun-91 | 60.0 days | 24-Aug-91 |
| FINAL DOCUMENTS | 25-Aug-91 | 30.0 days | 23-Sep-91 |
| MAIL FINAL EPA,FDER | 24-Sep-91 | 7.0 days | 30-Sep-91 |
| RI STUDY PHASE | 1-Oct-91 | 435.0 day | 8-Dec-92 |
| FIELDWORK | 1-Oct-91 | 305.0 day | 31-Jul-92 |
| PAO | 1-Oct-91 | 30.0 days | 30-Oct-91 |
| NAVY REVIEW PAO | 31-Oct-91 | 7.0 days | 6-Nov-91 |
| REVISED PAO | 7-Nov-91 | 14.0 days | 20-Nov-91 |
| PREPARE SUB BIDS | 21-Nov-91 | 21.0 days | 11-Dec-91 |
| EVALUATE BIDS | 12-Dec-91 | 14.0 days | 25-Dec-91 |
| AWARD CONTRACTS | 26-Dec-91 | 7.0 days | 1-Jan-92 |
| CLEARING | 2-Jan-92 | 20.0 days | 21-Jan-92 |
| ELECTROMAGNETIC SURVEY | 22-Jan-92 | 14.0 days | 4-Feb-92 |
| GROUND PENETRATING RADAR | 5-Feb-92 | 14.0 days | 18-Feb-92 |
| SOIL GAS SURVEY | 19-Feb-92 | 14.0 days | 3-Mar-92 |
| SOIL SAMPLING | 4-Mar-92 | 14.0 days | 17-Mar-92 |
| AIMD S. WATER, SED. SAMPLI | 4-Mar-92 | 14.0 days | 17-Mar-92 |
| INSTALL DEVELOP MW | 4-Mar-92 | 60.0 days | 2-May-92 |
| SAMPLE MONITOR WELLS | 3-May-92 | 21.0 days | 23-May-92 |
| SLUG TESTING | 3-May-92 | 14.0 days | 16-May-92 |
| GW LEVEL MEASUREMENTS | 3-May-92 | 14.0 days | 16-May-92 |
| SW LEVELS AND FLOW | 3-May-92 | 14.0 days | 16-May-92 |
| SW/SED SAMPLING | 3-May-92 | 21.0 days | 23-May-92 |
| AIR MONITORING | 19-Feb-92 | 90.0 days | 18-May-92 |
| WASTE DISPOSAL | 3-May-92 | 90.0 days | 31-Jul-92 |
| SURVEYING | 3-May-92 | 14.0 days | 16-May-92 |
| GEOTECHNICAL MEMO DRAFT | 18-Mar-92 | 30.0 days | 16-Apr-92 |
| LABORATORY ANALYSIS | 4-Mar-92 | 90.0 days | 1-Jun-92 |
| DATA EVALUATION | 19-Feb-92 | 294.0 day | 8-Dec-92 |
| RI REPORT (incl. Treat. Stdy) | 17-Apr-92 | 435.0 day | 25-Jun-93 |
| PREPARE 90% REPORT | 17-Apr-92 | 90.0 days | 15-Jul-92 |
| NAVY REVIEW | 16-Jul-92 | 30.0 days | 14-Aug-92 |
| PREPARE DRAFT REPORT | 15-Aug-92 | 45.0 days | 28-Sep-92 |
| AGENCY/TRC REVIEW | 29-Sep-92 | 90.0 days | 27-Dec-92 |
| ADDRESS COMMENTS | 28-Dec-92 | 60.0 days | 25-Feb-93 |
| AGENCY/TRC REVIEW | 26-Feb-93 | 90.0 days | 26-May-93 |
| PREPARE FINAL | 27-May-93 | 30.0 days | 25-Jun-93 |
| FEASIBILITY STUDY | 18-Mar-92 | 730.0 day | 17-Mar-94 |
| DEVELOP REMEDIAL ACTION ALT | 18-Mar-92 | 70.0 days | 26-May-92 |
| SCREEN REMEDIAL ALT. | 27-May-92 | 70.0 days | 4-Aug-92 |
| ANALYSIS OF ALT. | 5-Aug-92 | 105.0 day | 17-Nov-92 |
| PREPARE 90% REPORT | 18-Nov-92 | 140.0 day | 6-Apr-93 |
| NAVY REVIEW | 7-Apr-93 | 60.0 days | 5-Jun-93 |
| PREPARE DRAFT | 6-Jun-93 | 60.0 days | 4-Aug-93 |
| AGENCY REVIEW | 5-Aug-93 | 90.0 days | 2-Nov-93 |
| PREPARE FINAL | 3-Nov-93 | 45.0 days | 17-Dec-93 |
| AGENCY/TRC REVIEW | 18-Dec-93 | 90.0 days | 17-Mar-94 |
| RISK ASSESSMENT REPORT | 18-Mar-92 | 620.0 day | 27-Nov-93 |
| EVALUATION | 18-Mar-92 | 245.0 day | 17-Nov-92 |
| PREPARE 90% | 18-Nov-92 | 60.0 days | 16-Jan-93 |
| NAVY REVIEW | 17-Jan-93 | 30.0 days | 15-Feb-93 |
| PREPARE DRAFT | 16-Feb-93 | 60.0 days | 16-Apr-93 |
| AGENCY REVIEW | 17-Apr-93 | 90.0 days | 15-Jul-93 |
| PREPARE FINAL | 16-Jul-93 | 45.0 days | 29-Aug-93 |
| AGENCY APPROVAL | 30-Aug-93 | 90.0 days | 27-Nov-93 |
| PROPOSED RAP | 18-Mar-94 | 398.0 day | 22-May-95 |
| PREPARE PRAP | 18-Mar-94 | 60.0 days | 16-May-94 |
| SUBMIT DRAFT PRAP | 17-May-94 | 7.0 days | 23-May-94 |
| AGENCY REVIEW | 24-May-94 | 90.0 days | 21-Aug-94 |
| ADDRESS COMMENTS | 22-Aug-94 | 60.0 days | 20-Oct-94 |
| PREPARE DRAFT FINAL | 21-Oct-94 | 60.0 days | 19-Dec-94 |

| | | | |
|---|---|---|---|
| PRAP FINALIZED | 20-Dec-94 | 30.0 days | 18-Jan-95 |
| PREPARE PUBLIC NOTIC | 19-Jan-95 | 15.0 days | 2-Feb-95 |
| PUBLISH PUBLIC NOTICE | 3-Feb-95 | 30.0 days | 17-Mar-95 |
| PUBLIC COMMENT PERIOD | 20-Mar-95 | 45.0 days | 19-May-95 |
| PUBLIC MEETING | 22-May-95 | 1.0 day | 22-May-95 |
| RECORD OF DECISION | 23-May-95 | 316.0 day | 20-Aug-96 |
| PREPARE DRAFT ROD | 23-May-95 | 30.0 days | 5-Jul-95 |
| AGENCY REVIEW | 6-Jul-95 | 90.0 days | 10-Nov-95 |
| ADDRESS COMMENTS | 14-Nov-95 | 60.0 days | 7-Feb-96 |
| PREPARE DRAFT FINAL | 8-Feb-96 | 60.0 days | 2-May-96 |
| ROD FINALIZED | 3-May-96 | 30.0 days | 14-Jun-96 |
| ROD SIGNATURE | 17-Jun-96 | 1.0 day | 17-Jun-96 |
| PREPARE PUBLIC NOTICE | 18-Jun-96 | 15.0 days | 9-Jul-96 |
| PUBLISH PUBLIC NOTICE | 10-Jul-96 | 30.0 days | 20-Aug-96 |

TIME LINE Task Report

RESPONSIBLE : Cliff Casey
As Of Date : 25-Feb-91 Schedule File : SMP91
Sites: 3,7,10,11,14,15, and 17

| Task Name | Start Date | Duration | End Date |
|---|---|---|---|
| WORK PLANS PREPARATION | 1-Jun-93 | 332.0 day | 28-Apr-94 |
| PREPARE 90% DRAFT | 1-Jun-93 | 78.0 days | 17-Aug-93 |
| NAVY REVIEW | 18-Aug-93 | 30.0 days | 16-Sep-93 |
| MODIFY DOCUMENTS | 17-Sep-93 | 30.0 days | 16-Oct-93 |
| MAIL DRAFT TO EPA,FDER | 17-Oct-93 | 7.0 days | 23-Oct-93 |
| AGENCY & TRC REVIEW | 24-Oct-93 | 90.0 days | 21-Jan-94 |
| ADDRESS COMMENTS | 22-Jan-94 | 60.0 days | 22-Mar-94 |
| FINAL DOCUMENTS | 23-Mar-94 | 30.0 days | 21-Apr-94 |
| MAIL FINAL EPA,FDER | 22-Apr-94 | 7.0 days | 28-Apr-94 |
| RI STUDY PHASE | 29-Apr-94 | 435.0 day | 13-Sep-95 |
| FIELDWORK | 29-Apr-94 | 305.0 day | 10-Mar-95 |
| POA | 29-Apr-94 | 30.0 days | 28-May-94 |
| NAVY REVIEW POA | 29-May-94 | 7.0 days | 4-Jun-94 |
| REVISED POA | 5-Jun-94 | 14.0 days | 18-Jun-94 |
| PREPARE SUB BIDS . | 19-Jun-94 | 21.0 days | 9-Jul-94 |
| EVALUATE BIDS | 10-Jul-94 | 14.0 days | 23-Jul-94 |
| AWARD CONTRACTS | 24-Jul-94 | 7.0 days | 30-Jul-94 |
| CLEARING | 31-Jul-94 | 20.0 days | 19-Aug-94 |
| ELECTROMAGNETIC SURVEY | 20-Aug-94 | 14.0 days | 2-Sep-94 |
| GROUND PENETRATING RADAR | 3-Sep-94 | 14.0 days | 16-Sep-94 |
| SOIL GAS SURVEY | 17-Sep-94 | 14.0 days | 30-Sep-94 |
| SOIL SAMPLING | 1-Oct-94 | 14.0 days | 14-Oct-94 |
| AIMD S. WATER, SED. SAMPLI | 1-Oct-94 | 14.0 days | 14-Oct-94 |
| INSTALL DEVELOP MW | 1-Oct-94 | 60.0 days | 29-Nov-94 |
| SAMPLE MONITOR WELLS | 30-Nov-94 | 21.0 days | 20-Dec-94 |
| SLUG TESTING | 30-Nov-94 | 14.0 days | 13-Dec-94 |
| GW LEVEL MEASUREMENTS | 30-Nov-94 | 14.0 days | 13-Dec-94 |
| SW LEVELS AND FLOW | 30-Nov-94 | 14.0 days | 13-Dec-94 |
| SW/SED SAMPLING | 30-Nov-94 | 21.0 days | 20-Dec-94 |
| AIR MONITORING | 17-Sep-94 | 90.0 days | 15-Dec-94 |
| WASTE DISPOSAL | 30-Nov-94 | 90.0 days | 10-Mar-95 |
| SURVEYING | 30-Nov-94 | 14.0 days | 13-Dec-94 |
| GEOTECHNICAL MEMO DRAFT | 15-Oct-94 | 30.0 days | 13-Nov-94 |
| LABORATORY ANALYSIS | 1-Oct-94 | 90.0 days | 29-Dec-94 |
| DATA EVALUATION | 17-Sep-94 | 294.0 day | 13-Sep-95 |
| RI REPORT (incl. Treat. Stdy) | 14-Nov-94 | 435.0 day | 26-Jun-96 |
| PREPARE 90% REPORT | 14-Nov-94 | 90.0 days | 15-Feb-95 |
| NAVY REVIEW | 16-Feb-95 | 30.0 days | 30-Mar-95 |
| PREPARE DRAFT REPORT | 31-Mar-95 | 45.0 days | 2-Jun-95 |
| AGENCY/TRC REVIEW | 5-Jun-95 | 90.0 days | 11-Oct-95 |
| ADDRESS COMMENTS | 12-Oct-95 | 60.0 days | 8-Jan-96 |
| AGENCY/TRC REVIEW | 9-Jan-96 | 90.0 days | 14-May-96 |
| PREPARE FINAL | 15-May-96 | 30.0 days | 26-Jun-96 |
| FEASIBILITY STUDY | 15-Oct-94 | 730.0 day | 15-Jul-97 |
| DEVELOP REMEDIAL ACTION ALT | 15-Oct-94 | 70.0 days | 23-Dec-94 |
| SCREEN REMEDIAL ALT. | 24-Dec-94 | 70.0 days | 16-Mar-95 |
| ANALYSIS OF ALT. | 17-Mar-95 | 105.0 day | 14-Aug-95 |
| PREPARE 90% REPORT | 15-Aug-95 | 140.0 day | 5-Mar-96 |
| NAVY REVIEW | 6-Mar-96 | 60.0 days | 29-May-96 |
| PREPARE DRAFT | 30-May-96 | 60.0 days | 22-Aug-96 |
| AGENCY REVIEW | 23-Aug-96 | 90.0 days | 3-Jan-97 |
| PREPARE FINAL | 6-Jan-97 | 45.0 days | 7-Mar-97 |
| AGENCY/TRC REVIEW | 10-Mar-97 | 90.0 days | 15-Jul-97 |
| RISK ASSESSMENT REPORT | 15-Oct-94 | 620.0 day | 7-Feb-97 |
| EVALUATION | 15-Oct-94 | 245.0 day | 14-Aug-95 |
| PREPARE 90% | 15-Aug-95 | 60.0 days | 8-Nov-95 |
| NAVY REVIEW | 9-Nov-95 | 30.0 days | 21-Dec-95 |
| PREPARE DRAFT | 22-Dec-95 | 60.0 days | 19-Mar-96 |
| AGENCY REVIEW | 20-Mar-96 | 90.0 days | 25-Jul-96 |
| PREPARE FINAL | 26-Jul-96 | 45.0 days | 27-Sep-96 |
| AGENCY APPROVAL | 30-Sep-96 | 90.0 days | 7-Feb-97 |
| PROPOSED RAP | 16-Jul-97 | 398.0 day | 9-Oct-98 |
| PREPARE PRAP | 16-Jul-97 | 60.0 days | 8-Oct-97 |
| SUBMIT DRAFT PRAP | 9-Oct-97 | 7.0 days | 20-Oct-97 |
| AGENCY REVIEW | 21-Oct-97 | 90.0 days | 10-Feb-98 |

| | | | |
|---|---|---|---|
| ADDRESS COMMENTS | 11-Feb-98 | 60.0 days | 11-Apr-98 |
| PREPARE DRAFT FINAL | 12-Apr-98 | 60.0 days | 10-Jun-98 |
| PRAP FINALIZED | 11-Jun-98 | 30.0 days | 10-Jul-98 |
| PREPARE PUBLIC NOTIC | 11-Jul-98 | 15.0 days | 25-Jul-98 |
| PUBLISH PUBLIC NOTICE | 26-Jul-98 | 30.0 days | 24-Aug-98 |
| PUBLIC COMMENT PERIOD | 25-Aug-98 | 45.0 days | 8-Oct-98 |
| PUBLIC MEETING | 9-Oct-98 | 1.0 day | 9-Oct-98 |
| RECORD OF DECISION | 10-Oct-98 | 316.0 day | 23-Aug-99 |
| PREPARE DRAFT ROD | 10-Oct-98 | 30.0 days | 8-Nov-98 |
| AGENCY REVIEW | 9-Nov-98 | 90.0 days | 6-Feb-99 |
| ADDRESS COMMENTS | 7-Feb-99 | 60.0 days | 9-Apr-99 |
| PREPARE DRAFT FINAL | 10-Apr-99 | 60.0 days | 8-Jun-99 |
| ROD FINALIZED | 9-Jun-99 | 30.0 days | 8-Jul-99 |
| ROD SIGNATURE | 9-Jul-99 | 1.0 day | 9-Jul-99 |
| PREPARE PUBLIC NOTICE | 10-Jul-99 | 15.0 days | 24-Jul-99 |
| PUBLISH PUBLIC NOTICE | 25-Jul-99 | 30.0 days | 23-Aug-99 |

TIME LINE Task Report

7504
9.3.2
3-12-91

MEMORANDUM:

DATE: 29 November 1990

FROM: Cliff Casey, SOUTHNAVFACENGCOM

TO: Peggy Layne, ABB Environmental

SUBJECT: Site Management Plan and Community Relations Guidance

1) Enclosed are copies of the subject documents. Please note the timeframes in the SMP. This is an enforceable document that has been sent to the Regulatory Agencies. It is our intent to achieve these timeframes earlier than indicated in the SMP. Refer to the Statement of Work for contractual deadlines. It is important that you keep me appraised of problems as they develop so that I can prepare adequate responses for the Navy.

2) The guidance memorandum is provided to assist you in developing a list of persons to include during the site interviews. It is important that the Public Affairs Officer and the IR Coordinator at NAS be intimately involved in this aspect of the CRP.

3) Your close attention to these matters is appreciated.

Cliff Casey

copy to:
Dave Pipkin - NAS CECIL FIELD, Code 18IR

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**DESCRIPTION:** Revision of work plans and associated documents

**SCOPE OF WORK:** Address comments from EPA and FDER - Change contractors and modify documents to reflect change and new information, if any, concerning PSCs.

| OPERABLE UNIT | Type | PSC #s |
|---|---|---|
| OU #1 | Landfills | 1 and 2 |
| OU #2 | Oil/Sludge Disposal Areas | 3,4,5,9 and 17 |
| OU #3 | Fire Fight Training Areas | 7 and 8 |
| OU #4 | Rubble Disposal Areas | 6,10,12 and 19 |
| OU #5 | Ordnance Disposal Areas | 14,15 and 18 |
| OU #6 | Pesticide Disposal Areas | 11 |
| OU #7 | AIMD Seepage Pit | 16 |

**DELIVERABLES 1991:**

| | |
|---|---|
| Draft Final Community Relations Plan | 12 April 1991 |
| Draft Final RI/FS Work Plan | 12 April 1991 |
| Draft Final PSC Screening Work Plan | 12 April 1991 |
| Draft Final Sampling and Analysis Plan | 12 April 1991 |
| Draft Final Health and Safety Plan | 12 April 1991 |
| Final Community Relations Plan | 6 November 1991 |
| Final RI/FS Work Plan | 6 November 1991 |
| Final PSC Screening Work Plan | 6 November 1991 |
| Final Sampling and Analysis Plan | 6 November 1991 |
| Final Health and Safety Plan | 6 November 1991 |

| **EVENTS FOR 1990-1991:** | PROJECTED DATES |
|---|---|
| Award Task Order: In Progress | 5 January 1991 |
| Draft Documents: 97 days after NTP | 12 April 1991 |
| Revised Documents: 208 days after draft | 6 November 1991 |

| **OUT YEAR PROJECTIONS FOR 1991-1992:** | PROJECTED DATES |
|---|---|
| RI and PSC Screening field work | Nov 1991 - Sept 1992 |
| Draft RI Report | November 1992 |
| Draft PSC Screening Report | November 1992 |

**NOTES:**

1. OPERABLE UNITS ARE BASED ON SUSPECTED WASTE TYPES AND DISPOSAL PRACTICES.
2. PSC #13 IDENTIFIED IN THE IAS (PA) IS BEING MANAGED UNDER THE NAVY'S PETROLEUM CONTAMINATION AGREEMENT WITH FLORIDA AND IS NOT COVERED UNDER THE FFA OR THIS SITE MANAGEMENT PLAN.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 15 1990

OSWER Directive #9230.0-15

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

**MEMORANDUM**

SUBJECT: Role of Community Interviews in the Development of a Community Relations Program for Remedial Response

FROM: Henry L. Longest II, Director,
Office of Emergency and Remedial Response

TO: Director, Waste Management Division
Regions I, IV, V, VII, VIII
Director, Emergency and Remedial Response Division
Region II
Director, Hazardous Waste Management Division
Regions III, VI, IX
Director, Hazardous Waste Division
Region X

PURPOSE:

To offer guidance in response to recent Regional Office questions regarding the community relations interviews required by the National Contingency Plan.

BACKGROUND:

Without a doubt, the interviews are the single most important element in the development of a site-specific community relations plan (CRP). The CRP, in turn, serves as the backbone of the entire community relations program during a remedial response. I hope you find the following information useful in clarifying the role of this crucial activity.

POLICY:

1) The CRP should be based upon interviews conducted with the community. The National Contingency Plan (NCP) requires interviews and the development of a CRP based upon them. Among the community relations activities required by Section 300.430(c)(2)(i)of the NCP is "...preparing a formal community relations plan (CRP), based on the community interviews and other relevant information..."

Printed on Recycled Paper

2) Interviews should be conducted among a variety of people. Staff ordinarily speak first with State and local officials to obtain background information and to let these people know that area residents will also be interviewed. The group of interviewees should not, however, be limited to these officials. "These discussions with elected officials cannot in themselves generate enough information to develop an adequate community relations plan. Special efforts must be made to interview local residents, particularly those who are not affiliated with any group." (Community Relations in Superfund -- A Handbook, OSWER Directive #9230.0-3B, p.3-4). Staff should interview a broad range of people so as to gain the greatest variety of perspectives about the site, including potentially responsible parties. Furthermore, the staff should "...never limit conversations to the most visible groups or individuals." (Community Relations Handbook, p.3-4)

3) Interviews should be conducted with at least 15 - 25 residents. It is imperative that staff interview a group that represents a cross-section of the community. This number is typically at least fifteen to twenty-five persons, depending on the size and complexity of the site, but it can be more. At one particularly complex site, for example, Regional staff conducted over two hundred interviews.

4) Contractors should never conduct interviews without the presence of EPA staff. EPA dependence on contractors has been a particularly controversial issue and community relations was named in a recent memorandum from Administrator Reilly as an area potentially vulnerable to contractor misuse (See attached memorandum). Interviews are most often conducted by some combination of the Remedial Project Manager, community relations staff, enforcement staff and contractors. Remedial Project Managers are especially encouraged to conduct community interviews as a way of learning about a community and its issues, as well as meeting community leaders early and fostering positive relationships.

For more information regarding community interviews, refer to Chapter 3 of Community Relations in Superfund -- A Handbook, and Section 300.430(c)(2)(i) and accompanying preamble of the NCP. If you have additional questions, please contact Melissa Shapiro of my staff at FTS 382-2350 or Jeff Langholz at FTS 382-2460.

Attachment

cc: Public Affairs Directors
Regional Community Relations Coordinators

File 10.1.2

ASEA BROWN BOVERI

7504-14

March 1, 1991

Commanding Officer
ATTN: Mr. Cliff Casey, Code 18212
Southern Division
Naval Facilities Engineering Command
2155 Eagle Drive
Charleston SC 29411-0068

**SUBJECT:** Safety and Health Hazards Review Submittal
Contract Task Order No. 0002
Navy CLEAN District I
Contract N62467-89-D-0317

Dear Cliff:

Enclosed is the draft report on our review of potential safety and health hazards at the RI/FS and PSC sites at NAS Cecil Field. We have reviewed the available information on the sites, evaluated potential hazards, and presented recommendations. We look forward to receiving your comments on our approach and presentation of the data.

If you have any questions, please call me at 904-656-1293. We look forward to working with you on the completion of this project.

Very truly yours,

ABB ENVIRONMENTAL SERVICES INC.

Margaret E. Layne, P.E.
Task Order Manager

cc: Dave Pipkin, NAS Cecil Field

ABB Environmental Services Inc.

2571 Executive Center Circle East
Suite 100
Tallahassee, Florida 32301

Telephone (904) 656-1293

Fax (904) 656-3386

Post-It™ brand fax transmittal memo 7671 | # of pages ▸

| | |
|---|---|
| To Peggy Layne | From Cliff Casey |
| Co. ABB Environmental | Co. |
| Dept. | Phone # 803-743-0561 |
| Fax # 904-877-0742 | Fax # |

MEMORNDUM TELEFAX:

FROM: Cliff Casey, SOUTHNAVFACEI

TO: Peggy Layne, ABB Environmental Services

DATE: ~~29~~ 30 August 1991

SUBJECT: AR Record File Index, Availability Session, TOM requirements

Several things that need to be addressed:

1) We need an updated AR File for the library. John Dingwall checked the library yesterday, there is not one, only remenents of the Information Repository. Please prepare a copy of this record and have it set up such that it is in binders and can be placed on a book shelf. The binders should be labeled on both the spine and leading edge. We need to have that before the Availability Session scheduled for October 2.

2) The station has scheduled an Availability Session for Wednesday, October 2 in both the morning and evening. We need to have some ideas for this (what to do, how it should be run, who should attend, ect.). We will still need to use some of the funds on the existing Task Order for this work until the new Task Order is awarded. Please have your COMREL Specialist prepare some ideas for submission to the Public Affairs Officer at NAS. This is one of those items that we need ASAP.

3) For the new Task Order it is my understanding that ABB can provide a full time TOM for this work. The individual will need to be available for 40 hours/week and devoted exclusively to this project only. The length of time required for this task order should be the ROD in the approved SMP. I expect this will be in early 1994 or late 1993.

4) I talked with FDER about their Work Plan approval. They have not finished their review. Therefore we will not make the expedited schedule and will wait until they have given us approval.

5) Fact Sheet - revised paragraph.
THE TECHNICAL REVIEW COMMITTE (TRC)
The TRC consists of federal, state, and local regulatory agency representatives, a community representative, and military representatives. The function of the TRC is to maintain a dialogue with technically knowledgeable individuals to help ensure that all environmental concerns with the studies and ultimate cleanup recommendations have been addressed during the remedial process.

6) Just a reminder, the well permits, ect for drilling need to be procured if required for the field work.

| Post-it™ brand fax transmittal memo 7671 | # of pages ▸ |
|---|---|
| To Peggy Layne | From Cliff Casey |
| Co. ABB Environmental | Co. |
| Dept. | Phone # 803-743-0561 |
| Fax # 904-877-0742 | Fax # |

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ABB
ASEA BROWN BOVERI

7504-03

FILE

March 4, 1991

Commanding Officer
ATTN: Mr. Cliff Casey, Code 18212
Southern Division
Naval Facilities Engineering Command
2155 Eagle Drive
Charleston SC 29411-0068

SUBJECT: Administrative Record Review and Recommendations
CTO No. 0002
Navy CLEAN District I
Contract N62467-89-D-0317

Dear Cliff:

ABB Environmental Services (ABB-ES) has reviewed EPA Region IV's guidance on Administrative Record (AR) for CERCLA sites and the Navy's current administrative record filing system. The Navy's current AR filing system meets the intent of the Administrative Record, that is, to support the Record of Decision for a site. ABB-ES recommends some additional sections for inclusion in the Navy's AR format in order to clarify the material to be filed.

Specific recommendations are to file related correspondence with the relevant documents in a subsection of the file, rather than filing all correspondence in one section, and to add a section for Community Relations. The attached outline indicates recommended additional sections for the Navy's AR format.

ABB-ES is in the process of arranging a meeting with EPA Region IV personnel to discuss the Navy's approach to maintaining the AR for Navy sites, and we will let you know as soon as a date has been set for the meeting. We plan to be in Charleston during the week of March 18th to review and update the AR for the NAS Cecil Field RI/FS, and will coordinate the schedule for that activity with you.

If you have any questions, please call me at 904-656-1293. We look forward to working with you on the completion of this project.

Very truly yours,

ABB ENVIRONMENTAL SERVICES INC.

Margaret E. Layne, P.E.
Task Order Manager

cc: Dave Pipkin, NAS Cecil Field

ABB Environmental Services Inc.

2571 Executive Center Circle East
Suite 100
Tallahassee, Florida 32301

Telephone (904) 656-1293

Fax (904) 656-3386

# ADMINISTRATIVE RECORD FILE OUTLINE

1. CORRESPONDENCE

   Administrative Orders
   FFA/IAGs
   Other Correspondence

2. PRELIMINARY ASSESSMENT REPORT

   Initial Assessment Study
** Related Correspondence

3. WORK PLANS AND AMENDMENTS
   (Initial Drafts and Finals)

   SI Work Plans
   RI Work Plans
   Sampling and Analysis Work Plans
   Site Management Plans
-- Community Relations Plans --
   Project Management Plans
   Health and Safety Plans
** Comments and Response
** Related Correspondence

4. INVESTIGATION REPORTS

   Site Investigation (SI) Reports
   Engineering Evaluations
   Related Health and Safety Plans
   Verification Study
   Related Hydrogeological Report
** Validated Sampling and Analysis Data
** Related Correspondence

5. REMEDIAL INVESTIGATION (RI)/
   FEASIBILITY STUDY (FS) REPORTS

   Remedial Investigation Reports
** Validated Sampling and Analysis Data
** Comments and Response
** Related Correspondence

   Feasibility Study Reports
** Comments and Response
** Related Correspondence

6. RISK ASSESSMENT (RA)

** ATSDR Health Assessment
** Risk Assessment/Endangerment Report

** Comments and Response
** Related Correspondence

7. GUIDANCE DOCUMENTS

** EPA Guidance Documents (reference only)
** Navy Guidance Documents (reference only)
** Other technical literature (reference only)

8. SAMPLE AND TEST DATA

QA/QC Raw Data
Chain of Custody Forms
Data Summary Sheets
** Corrective actions

9. RECORD OF DECISION

** Related Correspondence

10. REMEDIAL DESIGN/REMEDIAL ACTION (RD/RA)
(Interim and Final)

Pilot Study
** Work Plan
** Data
Relevant Removal Documents
** Related Correspondence

11. COMMUNITY RELATIONS **

** Community Relations Plan
** Mailing List
** Public Meetings
** Fact Sheets
** Related Correspondence

KEY: ** indicates section recommended to add
-- indicates section recommended to delete

DEPARTMENT OF THE NAVY
SOUTHERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
2155 EAGLE DR., P. O. BOX 10068
CHARLESTON, S. C. 29411-0068

31 JUL 91 12:53

PLEASE ADDRESS REPLY TO THE COMMANDING OFFICER, NOT TO THE SIGNER OF THIS LETTER.
REFER TO 5090/20
Code 1821

29 JUL 1991

Ms. Michelle Glenn
United States Environmental Protection Agency
Region IV
Waste Management Division
345 Courtland Street, NE
Atlanta, GA 30365

Subj: CORRESPONDENCE AND COMMENTS - NAS CECIL FIELD

Dear Ms. Glenn:

Please direct correspondence concerning items identified in the FFA for NAS Cecil Field to the Remedial Project Manager, Mr. Cliff Casey. In addition, we request that you limit your comments concerning the FFA deliverables to constructive criticism and positive recommendations.

During the 7 May 1991 meeting in Atlanta between the EPA, Navy, and FDER, it was noted that the EPA had been directing correspondence to persons other than to the FFA directed Navy RPM. At that meeting, the EPA agreed to correct this error. To date this problem has continued with the latest correspondence, 12 June 1991 EPA letter, addressed to the Public Works Officer concerning comments and responses to the Community Relations Plan. As stated in our response to your original comments, the EPA was directed to provide correspondence to Mr. Cliff Casey. Additionally, you verbally requested that we not respond to this letter formally. The Navy will be unable to honor your verbal request as we have an obligation to respond to all written comments.

The Navy, as lead agency on this project, is concerned about several of the comments we have received on this project and on our other NPL projects. We are aware of your oversight obligations and need to insure our projects meet regulatory criteria. However, some of these comments are stylistic, format specific or judgmental in nature and essentially belong in the lead agency's area of authority. The Navy, as lead agency, welcomes all comments and intends to fully consider all comments. This does not mean all comments will be incorporated nor does the exclusion of a comment mean the submission is inadequate or in bad faith. We ask that in your oversight capacity, you fully weigh your comments and distinguish between those that are regulatory driven and those which reflect the manner in which you would choose to do something.

It is important that we work in an atmosphere that is conducive to a cooperative team approach to achieve our ultimate goal of cleaning up contaminated sites.

Sincerely,

G. C. BRADLEY, P.E.
HEAD, REMEDIAL ACTIVITIES BRANCH

Copy to:
NAS Cecil Field (Code 18IR)

Blind copy to:
ABB (Peggy Layne)

7503-11.1.1

DEPARTMENT OF THE NAVY
SOUTHERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
2155 EAGLE DR., P. O. BOX 10068
CHARLESTON, S. C. 29411-0068

PLEASE ADDRESS REPLY TO THE COMMANDING OFFICER, NOT TO THE SIGNER OF THIS LETTER. REFER TO:

4330
Code 0232PO
89-R-0317
CTO #0002

2 OCT 1990

Mr. Tony Allen
ABB Environmental Services, Inc.
2571 Executive Center Circle East
Suite 100
Tallahassee, FL 32301

CONTRACT N62467-89-D-0317, COST PLUS AWARD FEE INDEFINITE QUANTITY CONTRACT FOR COMPREHENSIVE LONG-TERM ENVIRONMENTAL ACTION, NAVY (C.L.E.A.N.) DISTRICT I; CONTRACT TASK ORDER (CTO) NO. 0002, INSTALLATION RESTORATION RI/FS AND PSC SCREENING

Dear Mr. Allen:

The Government wishes to place a Contract Task Order (CTO) in accordance with the terms of the subject contract. The required services for this CTO are stated in enclosure (1), Statement of Work, dated 19 September 1990.

The only effort authorized by this letter is the initial site visit for purposes of developing a Plan of Action (POA). Funding for this site visit was negotiated under the Program Management Office as established in CTO #1.

Within five (5) days of receipt of this letter, please contact the Engineer-in-Charge, Mr. Clifton Casey at (803) 743-0561 to schedule a site visit. After making the site visit, you should submit a Site Visit Report with a POA to: Commanding Officer, Southern Division, Naval Facilities Engineering Command, ATTN: Code 18C, 2155 Eagle Drive, P.O. Box 10068, Charleston, SC 29411-0068. The POA should include a list of tasks required to complete the work, as determined during the site visit. After receipt of the POA the Contracting Officer will provide written approval or disapproval of the proposed tasks and issue a request for preparation of a cost estimate. This cost estimate, along with the approved POA, will be utilized as your proposal for negotiations.

You are reminded that this letter does not constitute authority to proceed with any work specified in the Statement of Work other than the initial Site Visit. Issuance of the CTO is dependent upon the successful completion of negotiations. In the unlikely event that these negotiations are unsuccessful, the Government cannot be held liable for any expenses incurred by your firm for items other than those previously negotiated under CTO #1 (PMO).

RELEASE OF INFORMATION. Southern Division, Naval Facilities Engineering Command is the releasing authority for all information/documents regarding projects contracted out to private firms. Therefore, the contractor or any contractor personnel shall obtain approval before publicizing, discussing, or releasing any documents or information concerning this or any other project with anyone other than government personnel associated with the project in question. Inquiries may be directed to Mrs. Janet Morris, Code 0232JM, at (803) 743-0908.

Sincerely,

DANIEL J. KELLY
Director, Svcs / Environ
Contract Division

Encl:
(1) Statement of Work, CTO #0002

FOR OFFICIAL USE ONLY

19 SEPTEMBER 1990
CODE 11518

**DEPARTMENT OF THE NAVY**
**SOUTHERN DIVISION**
**NAVAL FACILITIES ENGINEERING COMMAND**
**2155 EAGLE DRIVE, P. O. BOX 10068**
**CHARLESTON, SOUTH CAROLINA**

# Statement of Work

CONTRACT N62467-89-D-0317

INSTALLATION RESTORATION
RI/FS and PSC SCREENING

## SECTION 1 PROJECT DESCRIPTION and BACKGROUND

1.1 The project is located primarily at NAS Cecil Field, Jacksonville, Florida. Some minor work located at various sites within U.S. EPA Region IV.

1.2 Items from this Statement of Work are to be completed within 76 weeks after NTP.

1.3 The objective of this Statement of Work (SOW) is to perform the Field Work identified in the Final RI/FS Work Plan and the PSC Work Plan. The field work will adhere to the QA/QC criteria as approved by the Navy and regulatory agencies in the Sampling and Analysis Plans. Procedures defined in the Project Management Plan and the Health and Safety Plan shall also be followed.

1.4 The RI/FS and PSC Screening Work Plans and associated documents (Sampling and Analysis Plan, Community Relations Plan, ect. ) have been submitted to EPA and FDER for final approval.

1.5 A FFA (Federal Facilities Agreement) has been negotiated between the Navy, EPA, and FDER. Signing of the FFA is expected to occur before or during the time that field work will take place. The Navy's obligation to fulfill many of the requirements identified in the FFA are directly impacted by the contractor's performance. Strict adherence to schedules and deadlines established under this contract is mandatory. The contractor will be held liable for any penalties assessed to the Navy which are resultant of contractor performance.

SECTION 2 - IMPLEMENTATION PLAN/PROJECT PLANNING

2.1 Work Element 1. Prepare the Implementation Plan (IP) to include the following:

2.1.1 Schedules, milestones, staff and their qualifications (education and experience), materials and equipment, for each task.

2.1.2 Objectives and scope of the work element, technical approach, anticipated problems, and proposed solutions, including information sources and methods to be used; and

2.1.3 Cost estimates for each of the work element identified on Activity Data Sheets.

2.1.4 The schedule shall be in sufficient detail to allow Navy and regulatory personnel to schedule field operation oversight visits. Monthly updates of the schedule shall be included in the monthly progress reports submitted to the EIC in accordance with the attached Schedule Matrix.

2.2 Work Element 2. Project Schedules and Progress Reports

2.2.1 In addition to section 2.1, the schedule shall be updated monthly and submitted to the EIC with the monthly progress reports as discussed below.

2.2.2 Throughout the duration of this work the contractor shall provide written monthly progress reports describing actions which have taken place during the previous month and activities scheduled to take place during the following month. The reports shall identify any anticipated delays in meeting time schedules, the reason(s) for the delay, and actions taken to prevent or mitigate the delay. The overall project schedule shall be updated and submitted with this report.

2.2.3 Immediately upon discovery, the contractor shall notify the EIC of any significant new site conditions, any notice of Force Majeure, or cessation of work due to an imminent and substantial endangerment situation (see FFA for definitions of these conditions).

2.2.4 The contractor shall notify all subcontractors of the existence of the FFA and the significance of project deadlines. All subcontractors shall be advised of the location of the FFA for their review.

2.2.5 The contractor shall be prepared to allow Parties to the FFA to take split samples. A minimum of 28 days notice to the EIC is required before any sampling can occur.

2.2.6 The contractor shall provide as soon as possible, but no later than 105 days after collection, quality assured results of sampling, tests, or other data generated with respect to this Task Order.

2.2.7 The contractor shall verbally and by written memorandum notify the EIC immediately of any deviation from the project schedule or the Work Plans.

2.3 Work Element 3. Review existing information:

The contractor shall become familiar with the history and current status of the Installation Restoration (IR) Program at NAS Cecil Field through thorough review of existing reports, studies, maps, lab analyses, and other relevant documents. This work shall begin upon award of CTO.

2.3.1 A visit to the activity will be required. Visits shall be for the purpose of:

2.3.1.1 Familiarizing the contractor's team with the IR sites at the activity

2.3.1.2 Assessing the current status, condition, and usability of any existing monitoring and supply wells to be used in the investigation.

2.3.1.3 Data collection from activity files for familiarizing the contractor's team with existing reports, studies, analyses, and other relevant documents

2.3.1.4 Data/document collection for inclusion in the Administrative Record (AR)

2.3.2 Contractor shall plan visits so all work required under Section 2 can be accomplished with minimum travel costs.

2.4 Work Element 4 Administrative Record (AR)

The contractor shall compile and establish the AR. The record shall be prepared in accordance with Navy guidance, federal law, and EPA guidance. This work shall begin upon award of CTO.

2.4.1 The contractor shall visit the activity, regulatory offices and EIC's office to conduct a review of files. All documents that clearly should be in the record shall be returned to their original files. The EIC shall be consulted in case of uncertainty regarding any particular documents inclusion in the record. Any documents identified as missing shall be listed.

2.4.2 Once the candidate documents have been identified, a set of copies shall be provided to the EIC for review and screening. Once the review is complete, accepted documents shall be indexed sequentially and catalogued, using an approved AR index format and software.

2.4.3 Provide final copies of AR.

2.4.4 The contractor shall update the official AR at the EIC's office and a copy at the activity on a quarterly basis.

2.5 Work Element 5 The contractor shall provide copies of all Work Plans and Supporting Documents (section 9.18) on floppy disc. These documents shall be reviewed and revised to reflect current circumstances. These documents shall be prepared and submitted in accordance with sections 3.2 and/or 4.1 and the associated Schedule Matrix.

SECTION 3 - REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI/FS)

3.1 Work Element 6 Site Management Plan

The contractor shall provide assistance to the EIC in preparing the Site Management Plan which sets the prioritization of the PSCs, RI/FS and deadlines for submission of project deliverables in the FFA to the regulatory agencies. It shall include a summary of major elements of the RI/FS and PSC Screening. It should include Gnatt charts, maps, a list of the sites, a discussion of operable unit approaches, milestone dates and other items deemed necessary.

3.1.1 Revise the SMP as directed.

3.2 Work Element 7 Review and revise the RI/FS Work Plan and supporting documents as directed.

3.3 Work Element 8 Implement the RI/FS Work Plan

This task involves implementation of the approved RI/FS Work Plan in accordance with the approved supporting documents (e.g., Sampling and Analysis Plan, Health and Safety Plan, ect.). This task includes the preparation of the RI reports in accordance with applicable EPA and Navy guidance and regulations.

3.4 Work Element 9 Prepare Amendments to the RI/FS Work Plan and supporting documents as directed.

SECTION 4 - POTENTIAL SOURCE of CONTAMINATION (PSC) SCREENING

4.1 Work Element 10 Review and Revise PSC Work Plan and supporting documents as directed.

4.2 Work Element 11 Implement PSC Work Plan

4.2.1 Potential Source of Contamination (PSC) Screening Field Work shall be implemented as described in the PSC Screening Work Plan.

4.2.2 All PSC screening field activities shall be conducted using procedures, techniques, and protocol established in the RI/FS Sampling and Analysis Plan and the Health and Safety Plan.

4.2.3 Upon completion of the PSC screening field activities, the contractor shall prepare a PSC screening report. The report shall include findings of the investigation, analytical data (including QA/QC data), and recommendations for a no-further action decision or inclusion into the RI/FS. The PSC Screening Report shall be submitted to the EIC in accordance with the attached Schedule Matrix.

4.3 Work Element 12 Prepare Amendments to the PSC Screening Work Plan and supporting documents as directed.

SECTION 5 - COMMUNITY RELATIONS

5.1 Work Element 13 Revise Community Relations Plan (CRP)

5.1.1 Review and revise the CRP as directed.

5.1.2 Compile Mailing List, submit mailing list for review and approval and maintain list on IBM compatible data base (DBASE) software.

5.1.3 Provide news releases, fact sheets and other community relations support for emergency situations as directed.

5.1.4 Community Relations: The contractor shall be responsible for preparing fact sheets. The contractor shall provide 150 copies of each to the Facility IR Coordinator so that the NAS Cecil Field can mail them out to the mailing list. The contractor shall also prepare an update to the Community Relations Plan. The contractor will be notified of the schedule for submissions by the EIC.

5.2 Work Element 14 Implement the CRP

5.2.1 In addition to the items discussed in Task 2.1, the detailed proposal for this work shall include a description of the contractor's responsibilities, the Navy's responsibilities and a cost for each community relations event recommended in the CRP.

5.2.2 Implement the events approved in the CRP and provide a letter report upon completion of each event critiquing it.

5.2.3 If the activity is included in the CRP the contractor may be directed to provide additional quantities using the agreed budget. An example would be press releases or fact sheets would be required in greater quantity than indicated in the original CRP.

SECTION 6 - EXCEPTIONS AND ADDITIONS TO THE WORK PLANS

This SOW provides for implementation of Phase II of the RI/FS field work as described in the RI/FS Work Plan. Exceptions and additions to the Work Plan are described below:

6.1 Work Element 15 The field investigation shall be implemented as described in the Work Plan with the following exceptions:

6.1.1 Following completion of the geophysical field work, the contractor shall prepare a Technical Memorandum describing the findings and proposed locations of monitoring wells and soil borings. The Technical Memorandum shall be submitted in draft and final form to the EIC and Facility IR Coordinator in accordance with the Schedule Matrix.

6.1.2 In addition to the tasks described in the Work Plan, the contractor shall install two piezometers (approximately 120' deep), to determine hydrogeologic conditions of the secondary aquifer. The contractor shall also abandon one well at site 17. The well casing was destroyed earlier this year during deforestation. Prior to well abandonment, the contractor shall submit the well abandonment procedures for EIC approval.

6.1.3 The contractor's field manager shall keep detailed notes documenting field conditions, sampling procedures, decontamination procedures, and other pertinent field data. Notes shall be kept in glue-bound log books, with numbered pages. Copies of the field notes shall be included in the validation package for the Phase II Report. The original log books shall be submitted to the EIC for inclusion in the Administrative Record.

6.1.4 The contractor shall participate in TRC/Project Managers' meetings: at minimum, one to occur at the beginning of field work; one following geophysical investigation, to stake-out locations of the monitoring wells; and one at the completion of the RI Phase II. All meetings will be conducted at NAS Cecil Field.

6.1.5 The contractor shall prepare and submit to the EIC and Facility IR Manager all well drilling and construction permits. The Facility IR Manager will submit well permits and application fees to appropriate authorities. Well completion reports for permanent monitoring wells will be submitted to the EIC.

6.2 Work Element 16 Laboratory Sample Analysis/Validation shall be conducted as described in the work plans. The contractor shall submit all analytical results as described. A complete set of analytical data shall be provided to the EIC on hard copy and on microfiche (number of copies are specified in the Schedule Matrix).

6.3 Work Element 17 Data Evaluation shall be conducted as described in the work plans. A minimum of four Technical Memorandum shall be prepared during this task reporting findings on soil boring data, monitoring well installation, surface water data, and groundwater data. Two copies of the diskettes storing the data shall be submitted to the EIC. Diskettes shall be 5 1/4" using a data base that is compatible with DBASE format.

6.4 Work Element 18 The contractor shall begin the conceptual development of remedial alternative planning. This task will provide the contractor the ability to make recommendations in the Phase II Interim RI/FS Report.

6.5 Work Element 19 The contractor shall begin tasks to develop the Baseline Risk Assessment. A complete Baseline Risk Assessment shall be conducted for PSC Screening and RI/FS locations where a no further action recommendation is made. The Baseline Risk Assessment shall include contaminant identification, toxicological assessment exposure assessment, and risk characterization.

6.6 Work Element 20 Upon completion of the above tasks, the contractor shall prepare a draft and final Phase II Interim RI/FS Report. The report shall summarize all findings of the investigation as well as recommendations for no further action or tasks to be included in Phase III.

SECTION 7 - RCRA/CERCLA INTERFACE

7.1 Work Element 21 The RI/FS shall incorporate RCRA requirements as required by the regulatory agencies in the RCRA Consent Order.

7.1.1 The contractor will become familiar with the signed RCRA Consent Order and provide technical and administrative support in accomplishing work efforts required by the regulatory agencies.

7.1.2 The contractor will ensure that well placement and monitoring with respect to the Consent Order will not impede the RI/FS process.

7.1.3 The contractor will prepare responses to regulatory agencies information and technical requests as directed by the EIC.

7.1.4 The contractor will prepare permit applications and/or reports required by the regulatory agencies as directed by the EIC.

7.1.5 The contractor will install, develop, provide sampling and analysis of wells in support of this work as directed by the EIC.

SECTION 8 - WELL CONSTRUCTION MATERIAL COMPARISON

8.1 Work Element 22 Assist in development of test protocol

8.1.1 Review Well Construction Material at NAS Cecil Field and assist the EIC in developing format, site conditions and approach for tests to determine suitable well construction material.

8.1.2 Install monitoring wells at various locations within EPA Region IV to support comparison.

8.1.3 Provide site sampling and analysis equipment and services to support comparison.

8.1.4 Provide drafting and report development materials and services as directed.

SECTION 9 SPECIAL INSTRUCTIONS

9.1 Work Element 23 Contractor's representative shall attend meetings as required and provide minutes to the EIC within 10 working days.

9.2 The contractor shall in no case proceed to the next deliverable without receipt of government comments from the preceding deliverable.

9.3 A brief comment section indicating where and how each government/regulatory comment was addressed shall be a part of all deliverables, where such a section is appropriate.

9.4 Public Affairs - The A/E shall not make available to the news media nor make public disclosure of any data resulting from actions in this contract. The A/E shall refer all press or public contacts to the activity point-of-contact, and shall notify the EIC. The A/E may not distribute reports or data to any source, unless specifically authorized by contract or the EIC.

9.5 Federal Facilities Agreement: The contractor shall read and become familiar with the FFA and any updates of the Agreement as they may occur.

9.6 The government reserves the right to hold in abeyance or cancel the contract at the completion of any task.

9.7 The contractor will be responsible for obtaining all necessary permits and authorizations required to perform this study.

9.8 A schedule for all field work shall be coordinated with the activity representatives (904/778-6561).

9.9 The contractor is responsible for recording all minutes of all meetings and providing a copy of the minutes to the Engineer-in-Charge (EIC) and other attendees of the meeting. Minutes shall be distributed within 10 days of the meeting date.

9.10 The contractor is responsible for obtaining permission and clearance from the appropriate station security personnel to enter and perform any necessary work.

9.11 The contractor shall forward submissions directly to those concerned as directed herein.

9.12 The contractor shall be responsible for returning drilling and sampling sites back to their original condition after site work is complete.

9.13 The contractor shall coordinate the handling of drums for storage of excessively contaminated boreholes cuttings and drilling fluid with the activity prior to starting field work.

9.14 The contractor shall adhere to quality control limits, set in the work plans. In the event quality standards are not met the contractor will repeat the work at no cost to the government on a mutually agreed upon schedule.

9.15 The contractor shall be responsible for obtaining all utility clearances from the proper authorities prior to beginning any drilling or excavation work.

9.16 All reports shall be formatted to adhere to the "Report Format Guidance Manual," Southern Division Naval Facilities Engineering Command.

9.17 Notices to Proceed (NTP) shall be by direction of the contracting officer.

9.18 The following are primary supporting/applicable documents:

1. Final RI/FS Work Plan, Brown and Caldwell, May 1990.

2. Final Potential Source of Contamination Screening Work Plan, Brown and Caldwell, May 1990.

3. Final Sampling And Analysis Plan, Brown and Caldwell, May 1990.

4. Final Project Management Plan, Brown and Caldwell, April 1990.

5. Final Health and Safety Plan, Brown and Caldwell, April 1990.

6. Federal Facilities Agreement, latest edition (signed copy of the FFA will be substituted when appropriate).

* Latest editions of documents shall be used.

SECTION 10 SUBMITTALS

10.1 Deliverables will be forwarded to the EIC and the activity point of contact as indicated on enclosures.

10.2 Additional copies of documents identified in the Schedule Matrix may be required as directed.

10.3 Work Element The contractor shall provide two copies of all Final and Amended Work Plans and supporting documents on floppy disc in WordPerfect software to the EIC.

## SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| Prepare Implementation Plan | 2.1 | IP | 2 | 1 | 30 days |
| | | Revised IP | 2 | 1 | 14 days after EIC comments |
| Progress Reports | 2.2 | | 2 | 20 | 10 days after beginning of each month |
| Compile Administrative Record (AR) | 2.4 | Submit documents | 1 | 1 | 30 days after approval of detailed IP |
| | | Final AR | 1 | 2 | 30 days after EIC comments |
| | | Quarterly Update | 1 | 2 | Every 90 days from submittal of final AR |
| Revise RI/FS Work Plan and Supporting Documents | 3.2 | Draft documents | 2 | 18 | 30 days after approval of detailed IP |
| | | Final documents | 3 | 18 | 10 days after EIC comments |
| | | Floppy Disc | 2 | 0 | Concurrent with Final documents |

## SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| Implement RI/FS Work Plan | 3.3 | Field Work | | | Begin within 30 days of approval of detailed IP |
| | | Preliminary Draft Interim RI/FS Report | 3 | 3 | 90 days after completion of RI/FS field work |
| | | Draft Interim RI/FS Report | 4 | 18 | 15 days after EIC comments |
| | | Final Interim RI/FS Report | 4 | 18 | 10 days after EIC comments |
| Prepare RI/FS Work Plan and Supporting Documents Amendment | 3.4 | Preliminary Draft documents Amendment | 3 | 3 | 60 days after approval of detailed IP |
| | | Draft documents Amendment | 3 | 18 | 30 days after EIC comments |
| | | Final documents Amendment | 3 | 18 | 21 days after EIC comments |
| Revise PSC Work Plan and Supporting Documents | 4.1 | Draft Report | 2 | 18 | 30 days after approval of IP |
| | | Final Report | 3 | 18 | 10 days after EIC comment |
| | | Floppy Disc | 2 | 0 | Concurrent with Final Report |

## SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| Implement PSC Work Plan | 4.2 | Field Work | | | Begin within 30 days of approval of IP |
| | | Draft Report | 3 | 18 | 45 days after completion of field work |
| | | Final Report | 3 | 18 | 21 days after EIC comments |
| Prepare PSC Work Plan and Supporting Documents Amendment | 4.3 | Preliminary Draft | 3 | 3 | 60 days after approval of detailed IP |
| | | Draft | 3 | 18 | 30 days after EIC comments |
| | | Final | 3 | 18 | 21 days after EIC comments |
| GEOPHYSICAL TECHNICAL MEMORANDUM | 6.1.1 | Draft | 3 | 18 | 15 business days after geophysical work |
| | | Final | 3 | 18 | 10 days after EIC comments |

SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| DATA EVALUATION Technical Memorandums | 6.3 | | 2 | 18 | 21 days after receipt of corresponding sample analyses |
| QA/QC SAMPLE ANALYSES | 6.2 | hard copy | 2 | 5 | 105 days after collection of samples |
| | | microfiche | 2 | 4 | |
| WELL CONSTRUCTION TEST PROTOCOL | 8.1 | Draft | 4 | 2 | 15 days after approval of detailed IP |
| | | Final | 5 | 2 | 20 days after EIC comments |

ADDRESSES

A. Commanding Officer
Attn: Code 118212, Cliff Casey
Southern Division
Naval Facilities Engineering Command
2155 Eagle Drive, P.O. Box 10068
Charleston, SC 29411-0068

B. Commanding Officer
Attn: Code 18IR
Naval Air Station Cecil Field
P.O. Box 108 (Building 1)
Jacksonville, FL 32212-5000

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19 November 1990
CODE 18212

**DEPARTMENT OF THE NAVY**
**SOUTHERN DIVISION**
**NAVAL FACILITIES ENGINEERING COMMAND**
**2155 EAGLE DRIVE, P. O. BOX 10068**
**CHARLESTON, SOUTH CAROLINA**

# Statement of Work

CONTRACT N62467-89-D-0317

RI/FS and PSC SCREENING WORK PLANS
and Project Administration

## SECTION 1 PROJECT DESCRIPTION and BACKGROUND

1.1 The project is located primarily at NAS Cecil Field, Jacksonville, Florida.

1.2 Items from this Statement of Work are to be completed within 365 days after NTP.

1.3 The objective of this Statement of Work (SOW) is to revise the work plan and supporting documents for the RI/FS. Additionally, tasks that will support the Installation Restoration program management and technical work at NAS are identified in the following sections.

1.4 A FFA (Federal Facilities Agreement) has been negotiated between the Navy, EPA, and FDER. The Navy's obligation to fulfill many of the requirements identified in the FFA are directly impacted by the contractor's performance. Strict adherence to schedules and deadlines established under this contract is mandatory. The contractor will be held liable for any penalties assessed to the Navy which are resultant of contractor performance.

## SECTION 2 - PLAN OF ACTION/PROJECT PLANNING/RECORDS

2.1 Work Element 1. Prepare the Plan of Action (PAO) to include the following:

2.1.1 Schedules, milestones, staff and their qualifications (education and experience), materials and equipment, for each task.

2.1.2 Objectives and scope of the work element, technical approach, anticipated problems, and proposed solutions, including information sources and methods to be used; and

2.1.3 The schedule shall be in sufficient detail to allow Navy and regulatory personnel to schedule field operation oversight visits. Monthly updates of the schedule shall be included in the monthly progress reports submitted to the EIC in accordance with the attached Schedule Matrix.

2.1.4 This work element will be billed as part of functions of the Project Management Office.

2.2 Work Element 2. Project Schedules and Progress Reports

2.2.1 Throughout the duration of this work the contractor shall provide written monthly progress reports describing actions which have taken place during the previous month and activities scheduled to take place during the following month. The reports shall identify any anticipated delays in meeting time schedules, the reason(s) for the delay, and actions taken to prevent or mitigate the delay. The overall project schedule shall be updated and submitted with this report.

2.2.2 Immediately upon discovery, the contractor shall notify the EIC of any significant new site conditions, any notice of Force Majeure, or cessation of work due to an imminent and substantial endangerment situation (see FFA for definitions of these conditions).

2.2.3 The contractor shall notify all subcontractors of the existence of the FFA and the significance of project deadlines. All subcontractors shall be advised of the location of the FFA for their review.

2.2.4 The contractor shall verbally and by written memorandum notify the EIC immediately of any deviation from the project schedule or the Work Plans.

2.3 Work Element 3. Review existing information:

The contractor shall become familiar with the history and current status of the Installation Restoration (IR) Program at NAS Cecil Field through thorough review of existing reports, studies, maps, lab analyses, and other relevant documents. This work shall begin upon award of CTO.

2.4 Work Element 4 Administrative Record (AR)

The contractor shall compile and establish the AR. The record shall be prepared in accordance with Navy guidance, federal law, and EPA guidance. This work shall begin upon award of CTO.

2.4.1 The contractor shall visit the activity, regulatory offices and EIC's office to conduct a review of files. All documents that clearly should be in the record shall be

returned to their original files. The EIC shall be consulted in case of uncertainty regarding any particular documents inclusion in the record. Any documents identified as missing shall be listed.

2.4.2 Once the candidate documents have been identified, a set of copies shall be provided to the EIC for review and screening. Once the review is complete, accepted documents shall be indexed sequentially and catalogued, using an approved AR index format and software.

2.4.3 Provide final copies of AR.

2.4.4 The contractor shall update the official AR at the EIC's office and a copy at the activity on a quarterly basis.

2.4.5 The contractor shall review the EPA Administrative Record format and determine its compatibility with the Navy's.

SECTION 3 - REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI/FS) PLANS

3.1 Work Element 5 Site Management Plan

The contractor shall provide assistance to the EIC in preparing the Site Management Plan which sets the prioritization of the PSCs, RI/FS and deadlines for submission of project deliverables in the FFA to the regulatory agencies. It shall include a summary of major elements of the RI/FS and PSC screening. It should include Gnatt charts, maps, a list of the sites, a discussion of operable unit approaches, milestone dates and other items deemed necessary.

3.1.1 Revise the SMP as directed.

3.2 Work Element 6 Review and revise the RI/FS Work Plan and supporting documents as directed.

The contractor shall provide copies of all Work Plans and Supporting Documents (section 9.18) on floppy disc in WorkPerfect software. These documents shall be reviewed and revised to reflect current circumstances. These documents shall be prepared and submitted in accordance with the Schedule Matrix.

SECTION 4 - POTENTIAL SOURCE of CONTAMINATION (PSC) SCREENING

4.1 Work Element 7 Review and revise PSC Work Plan and supporting documents as directed.

4.2 Work Element 8 Prepare Amendments to the PSC Screening Work Plan and supporting documents as directed.

SECTION 5 - COMMUNITY RELATIONS

5.1 Work Element 9 Revise Community Relations Plan (CRP)

5.1.1 Review and revise the CRP as directed.

5.1.2 Compile Mailing List, submit mailing list for review and approval and maintain list on IBM compatible data base (DBASE) software.

5.1.3 Provide news releases, fact sheets and other community relations support for emergency situations as directed.

5.1.4 Community Relations: The contractor shall be responsible for preparing fact sheets. The contractor shall provide 150 copies of each to the Facility IR Coordinator so that the NAS Cecil Field can mail them out to the mailing list. The contractor shall also prepare an update to the Community Relations Plan. The contractor will be notified of the schedule for submissions by the EIC.

5.2 Work Element 10 Implement the CRP

5.2.1 The contrator will prepare and participate in two public or TRC meetings at NAS Cecil Field. The contractor will prepare responses to technical inquiries from the TRC and other requests for information as directed.

5.2.2 The contractor shall provide a letter report upon completion of each event critiquing it with recommendations for improvement.

SECTION 6 - SAFETY AND HEALTH HAZARDS

6.1 Work Element 11 The contractor shall identify any immendiate safety and health hazards to those persons on or near the sites. The contractor should review the current use (i.e, recreational, forestry, ect.) of the sites with respect to their anticipated safety and/or health hazards. The contractor shall identify protective measures for all situations identified above. Sufficient detail should be provided to allow detailed costing and implementation of corrective measures. This item shall be provided in a bound report.

SECTION 7 - RCRA/CERCLA INTERFACE

7.1 Work Element 12 The RI/FS shall incorporate RCRA requirements as required by the regulatory agencies in the RCRA Consent Order. Further the following items are required by the contractor:

7.1.1 The contractor will become familiar with the signed RCRA Consent Order and Closure Plan application/permit and provide technical and administrative support in accomplishing work efforts required by the regulatory agencies.

7.1.2 The contractor will ensure that well placement and monitoring and other investiagative/remedial actions with respect to the Consent Order will not conflict with the RI/FS and PSC Work Plans and associated work.

7.1.3 The contractor will prepare responses to regulatory agencies information and technical requests as directed by the EIC.

SECTION 8 - WELL CASING MATERIAL TESTING PROTOCOL

8.1 Work Element 13 Assist in development of test protocol

8.1.1 Review Well Construction Material at NAS Cecil Field and assist the EIC in developing format, site conditions and approach for tests to determine suitable well construction material.

SECTION 9 SPECIAL INSTRUCTIONS

9.1 Work Element 14 Contractor's representative shall attend meetings as required and provide minutes to the EIC within 10 working days.

9.2 The contractor shall in no case proceed to the next deliverable without receipt of government comments from the preceding deliverable.

9.3 A brief comment section indicating where and how each government/regulatory comment was addressed shall be a part of all deliverables, where such a section is appropriate.

9.4 Public Affairs - The A/E shall not make available to the news media nor make public disclosure of any data resulting from actions in this contract. The A/E shall refer all press or public contacts to the activity point-of-contact, and shall notify the EIC. The A/E may not distribute reports or data to any source, unless specifically authorized by contract or the EIC.

9.5 Federal Facilities Agreement: The contractor shall read and become familiar with the FFA and any updates of the Agreement as they may occur.

9.6 The government reserves the right to hold in abeyance or cancel the contract at the completion of any task.

9.7 The contractor will be responsible for obtaining all necessary permits and authorizations required to perform this study.

9.8 A schedule for all field work shall be coordinated with the activity representatives (904/778-6561).

9.9 The contractor is responsible for recording all minutes of all meetings and providing a copy of the minutes to the Engineer-in-Charge (EIC) and other attendees of the meeting. Minutes shall be distributed within 10 days of the meeting date.

9.10 The contractor is responsible for obtaining permission and clearance from the appropriate station security personnel to enter and perform any necessary work.

9.11 The contractor shall forward submissions directly to those concerned as directed herein.

9.12 All reports shall be formatted to adhere to the "Report Format Guidance Manual," Southern Division Naval Facilities Engineering Command.

9.13 Notices to Proceed (NTP) shall be by direction of the contracting officer.

9.14 The following are primary supporting/applicable documents:

1. Final RI/FS Work Plan, Brown and Caldwell, May 1990.
2. Final Potential Source of Contamination Screening Work Plan, Brown and Caldwell, May 1990.
3. Final Sampling And Analysis Plan, Brown and Caldwell, May 1990.
4. Final Project Management Plan, Brown and Caldwell, April 1990.
5. Final Health and Safety Plan, Brown and Caldwell, April 1990.
6. Federal Facilities Agreement, latest edition (signed copy of the FFA will be substituted when appropriate).

* Latest editions of documents shall be used.

SECTION 10 SUBMITTALS

10.1 Deliverables will be forwarded to the EIC and the activity point of contact as indicated on the schedule matrix.

10.2 Additional copies of documents identified in the Schedule Matrix may be required as directed.

## SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| PLAN OF ACTION | 2.1 | PAO | 4 | 1 | fee proposal |
| | | Revised POA | 4 | 1 | 14 days after EIC comments |
| PROGRESS REPORTS | 2.2 | | 2 | 2 | 10 days after beginning each month |
| ADMINISTRATIVE RECORD (AR) | 2.4 | Draft AR | 1 | 1 | 60 days after NTP |
| | | Final AR | 1 | 2 | 30 days after EIC comments |
| | | Quarterly Update | 1 | 2 | Every 90 days from submittal of final AR |
| RI/FS WORK PLAN and Supporting Documents | 3.2 | Draft Final documents | 2 | 18 | 45 days after NTP |
| | | Final documents | 3 | 18 | 10 days after EIC comments |
| | | Floppy Disc | 2 | 0 | Concurrent with Final documents |

SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| PSC SCREENING WORK PLAN and Supporting Documents | 4.1 | Draft Final | 2 | 18 | 30 days af NTP |
| | | Final | 3 | 18 | 10 days a EIC com |
| | | Floppy Disc | 2 | 1 | Concur with Fi Docume |
| PSC SCREENING WORK PLAN and Supporting Documents Amendment | 4.2 | Preliminary Draft | 3 | 3 | 60 days after notific letter |
| | | Draft | 3 | 18 | 30 days a EIC com |
| | | Final | 3 | 18 | 21 days a |
| COMMUNTIY RELATIONS PLAN | 5.1 | Draft Final | 2 | 18 | 45 days af NTP |
| | | Final | 3 | 18 | 14 days af EIC comm |
| HEALTH and SAFETY HAZARDS REPORT | 6.1 | Draft | 1 | 1 | 60 days af NTP |
| | | Final | 2 | 2 | 14 days a EIC com |
| WELL CASING MATERIAL TESTING PROTOCOL | 8.1 | Draft Final | 4 | 2 | 15 days a NTP |
| | | Final | 5 | 2 | 20 days a EIC com |

ADDRESSES

A. Commanding Officer
Attn: Code 18212, Cliff Casey
Southern Division
Naval Facilities Engineering Command
2155 Eagle Drive, P.O. Box 10068
Charleston, SC 29411-0068

B. Commanding Officer
Attn: Code 18IR
Naval Air Station Cecil Field
P.O. Box 108 (Building 1)
Jacksonville, FL 32212-5000

7503-11.1.1

DEPARTMENT OF THE NAVY
SOUTHERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
2155 EAGLE DR., P. O. BOX 10068
CHARLESTON, S. C. 29411-0068

PLEASE ADDRESS REPLY TO THE COMMANDING OFFICER NOT TO THE SIGNER OF THIS LETTER. REFER TO:

4330
Code 0232PC
89-R-0317
CTO #0002

2 OCT 1990

Mr. Tony Allen
ABB Environmental Services, Inc.
2571 Executive Center Circle East
Suite 100
Tallahassee, FL 32301

CONTRACT N62467-89-D-0317, COST PLUS AWARD FEE INDEFINITE QUANTITY CONTRACT FOR COMPREHENSIVE LONG-TERM ENVIRONMENTAL ACTION, NAVY (C.L.E.A.N.) DISTRICT I; CONTRACT TASK ORDER (CTO) NO. 0002, INSTALLATION RESTORATION RI/FS AND PSC SCREENING

Dear Mr. Allen:

The Government wishes to place a Contract Task Order (CTO) in accordance with the terms of the subject contract. The required services for this CTO are stated in enclosure (1), Statement of Work, dated 19 September 1990.

The only effort authorized by this letter is the initial site visit for purposes of developing a Plan of Action (POA). Funding for this site visit was negotiated under the Program Management Office as established in CTO #1.

Within five (5) days of receipt of this letter, please contact the Engineer-in-Charge, Mr. Clifton Casey at (803) 743-0561 to schedule a site visit. After making the site visit, you should submit a Site Visit Report with a POA to: Commanding Officer, Southern Division, Naval Facilities Engineering Command, ATTN: Code 18C, 2155 Eagle Drive, P.O. Box 10068, Charleston, SC 29411-0068. The POA should include a list of tasks required to complete the work, as determined during the site visit. After receipt of the POA the Contracting Officer will provide written approval or disapproval of the proposed tasks and issue a request for preparation of a cost estimate. This cost estimate, along with the approved POA, will be utilized as your proposal for negotiations.

You are reminded that this letter does not constitute authority to proceed with any work specified in the Statement of Work other than the initial Site Visit. Issuance of the CTO is dependent upon the successful completion of negotiations. In the unlikely event that these negotiations are unsuccessful, the Government cannot be held liable for any expenses incurred by your firm for items other than those previously negotiated under CTO #1 (PMO).

RELEASE OF INFORMATION. Southern Division, Naval Facilities Engineering Command is the releasing authority for all information/documents regarding projects contracted out to private firms. Therefore, the contractor or any contractor personnel shall obtain approval before publicizing, discussing, or releasing any documents or information concerning this or any other project with anyone other than government personnel associated with the project in question. Inquiries may be directed to Mrs. Janet Morris, Code 0232JM, at (803) 743-0908.

Sincerely,

DANIEL J. KELLY
Director, Svcs / Environ
Contract Division

Encl:
(1) Statement of Work, CTO #0002

FOR OFFICIAL USE ONLY

19 SEPTEMBER 1990
CODE 11518

DEPARTMENT OF THE NAVY
SOUTHERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
2155 EAGLE DRIVE, P. O. BOX 10068
CHARLESTON, SOUTH CAROLINA

# Statement of Work

CONTRACT N62467-89-D-0317

INSTALLATION RESTORATION
RI/FS and PSC SCREENING

## SECTION 1 PROJECT DESCRIPTION and BACKGROUND

1.1 The project is located primarily at NAS Cecil Field, Jacksonville, Florida. Some minor work located at various sites within U.S. EPA Region IV.

1.2 Items from this Statement of Work are to be completed within 76 weeks after NTP.

1.3 The objective of this Statement of Work (SOW) is to perform the Field Work identified in the Final RI/FS Work Plan and the PSC Work Plan. The field work will adhere to the QA/QC criteria as approved by the Navy and regulatory agencies in the Sampling and Analysis Plans. Procedures defined in the Project Management Plan and the Health and Safety Plan shall also be followed.

1.4 The RI/FS and PSC Screening Work Plans and associated documents (Sampling and Analysis Plan, Community Relations Plan, ect. ) have been submitted to EPA and FDER for final approval.

1.5 A FFA (Federal Facilities Agreement) has been negotiated between the Navy, EPA, and FDER. Signing of the FFA is expected to occur before or during the time that field work will take place. The Navy's obligation to fulfill many of the requirements identified in the FFA are directly impacted by the contractor's performance. Strict adherence to schedules and deadlines established under this contract is mandatory. The contractor will be held liable for any penalties assessed to the Navy which are resultant of contractor performance.

Enclosure (1)

## SECTION 2 - IMPLEMENTATION PLAN/PROJECT PLANNING

2.1 Work Element 1. Prepare the Implementation Plan (IP) to include the following:

2.1.1 Schedules, milestones, staff and their qualifications (education and experience), materials and equipment, for each task.

2.1.2 Objectives and scope of the work element, technical approach, anticipated problems, and proposed solutions, including information sources and methods to be used; and

2.1.3 Cost estimates for each of the work element identified on Activity Data Sheets.

2.1.4 The schedule shall be in sufficient detail to allow Navy and regulatory personnel to schedule field operation oversight visits. Monthly updates of the schedule shall be included in the monthly progress reports submitted to the EIC in accordance with the attached Schedule Matrix.

2.2 Work Element 2. Project Schedules and Progress Reports

2.2.1 In addition to section 2.1, the schedule shall be updated monthly and submitted to the EIC with the monthly progress reports as discussed below.

2.2.2 Throughout the duration of this work the contractor shall provide written monthly progress reports describing actions which have taken place during the previous month and activities scheduled to take place during the following month. The reports shall identify any anticipated delays in meeting time schedules, the reason(s) for the delay, and actions taken to prevent or mitigate the delay. The overall project schedule shall be updated and submitted with this report.

2.2.3 Immediately upon discovery, the contractor shall notify the EIC of any significant new site conditions, any notice of Force Majeure, or cessation of work due to an imminent and substantial endangerment situation (see FFA for definitions of these conditions).

2.2.4 The contractor shall notify all subcontractors of the existence of the FFA and the significance of project deadlines. All subcontractors shall be advised of the location of the FFA for their review.

2.2.5 The contractor shall be prepared to allow Parties to the FFA to take split samples. A minimum of 28 days notice to the EIC is required before any sampling can occur.

2.2.6 The contractor shall provide as soon as possible, but no later than 105 days after collection, quality assured results of sampling, tests, or other data generated with respect to this Task Order.

2.2.7 The contractor shall verbally and by written memorandum notify the EIC immediately of any deviation from the project schedule or the Work Plans.

2.3 Work Element 3. Review existing information:

The contractor shall become familiar with the history and current status of the Installation Restoration (IR) Program at NAS Cecil Field through thorough review of existing reports, studies, maps, lab analyses, and other relevant documents. This work shall begin upon award of CTO.

2.3.1 A visit to the activity will be required. Visits shall be for the purpose of:

2.3.1.1 Familiarizing the contractor's team with the IR sites at the activity

2.3.1.2 Assessing the current status, condition, and usability of any existing monitoring and supply wells to be used in the investigation.

2.3.1.3 Data collection from activity files for familiarizing the contractor's team with existing reports, studies, analyses, and other relevant documents

2.3.1.4 Data/document collection for inclusion in the Administrative Record (AR)

2.3.2 Contractor shall plan visits so all work required under Section 2 can be accomplished with minimum travel costs.

2.4 Work Element 4 Administrative Record (AR)

The contractor shall compile and establish the AR. The record shall be prepared in accordance with Navy guidance, federal law, and EPA guidance. This work shall begin upon award of CTO.

2.4.1 The contractor shall visit the activity, regulatory offices and EIC's office to conduct a review of files. All documents that clearly should be in the record shall be returned to their original files. The EIC shall be consulted in case of uncertainty regarding any particular documents inclusion in the record. Any documents identified as missing shall be listed.

2.4.2 Once the candidate documents have been identified, a set of copies shall be provided to the EIC for review and screening. Once the review is complete, accepted documents shall be indexed sequentially and catalogued, using an approved AR index format and software.

2.4.3 Provide final copies of AR.

2.4.4 The contractor shall update the official AR at the EIC's office and a copy at the activity on a quarterly basis.

2.5 Work Element 5 The contractor shall provide copies of all Work Plans and Supporting Documents (section 9.18) on floppy disc. These documents shall be reviewed and revised to reflect current circumstances. These documents shall be prepared and submitted in accordance with sections 3.2 and/or 4.1 and the associated Schedule Matrix.

SECTION 3 - REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI/FS)

3.1 Work Element 6 Site Management Plan

The contractor shall provide assistance to the EIC in preparing the Site Management Plan which sets the prioritization of the PSCs, RI/FS and deadlines for submission of project deliverables in the FFA to the regulatory agencies. It shall include a summary of major elements of the RI/FS and PSC Screening. It should include Gnatt charts, maps, a list of the sites, a discussion of operable unit approaches, milestone dates and other items deemed necessary.

3.1.1 Revise the SMP as directed.

3.2 Work Element 7 Review and revise the RI/FS Work Plan and supporting documents as directed.

3.3 Work Element 8 Implement the RI/FS Work Plan

This task involves implementation of the approved RI/FS Work Plan in accordance with the approved supporting documents (e.g., Sampling and Analysis Plan, Health and Safety Plan, ect.). This task includes the preparation of the RI reports in accordance with applicable EPA and Navy guidance and regulations.

3.4 Work Element 9 Prepare Amendments to the RI/FS Work Plan and supporting documents as directed.

SECTION 4 - POTENTIAL SOURCE of CONTAMINATION (PSC) SCREENING

4.1 Work Element 10 Review and Revise PSC Work Plan and supporting documents as directed.

4.2 Work Element 11 Implement PSC Work Plan

4.2.1 Potential Source of Contamination (PSC) Screening Field Work shall be implemented as described in the PSC Screening Work Plan.

4.2.2 All PSC screening field activities shall be conducted using procedures, techniques, and protocol established in the RI/FS Sampling and Analysis Plan and the Health and Safety Plan.

4.2.3 Upon completion of the PSC screening field activities, the contractor shall prepare a PSC screening report. The report shall include findings of the investigation, analytical data (including QA/QC data), and recommendations for a no-further action decision or inclusion into the RI/FS. The PSC Screening Report shall be submitted to the EIC in accordance with the attached Schedule Matrix.

4.3 Work Element 12 Prepare Amendments to the PSC Screening Work Plan and supporting documents as directed.

SECTION 5 - COMMUNITY RELATIONS

5.1 Work Element 13 Revise Community Relations Plan (CRP)

5.1.1 Review and revise the CRP as directed.

5.1.2 Compile Mailing List, submit mailing list for review and approval and maintain list on IBM compatible data base (DBASE) software.

5.1.3 Provide news releases, fact sheets and other community relations support for emergency situations as directed.

5.1.4 Community Relations: The contractor shall be responsible for preparing fact sheets. The contractor shall provide 150 copies of each to the Facility IR Coordinator so that the NAS Cecil Field can mail them out to the mailing list. The contractor shall also prepare an update to the Community Relations Plan. The contractor will be notified of the schedule for submissions by the EIC.

5.2 Work Element 14 Implement the CRP

5.2.1 In addition to the items discussed in Task 2.1, the detailed proposal for this work shall include a description of the contractor's responsibilities, the Navy's responsibilities and a cost for each community relations event recommended in the CRP.

5.2.2 Implement the events approved in the CRP and provide a letter report upon completion of each event critiquing it.

5.2.3 If the activity is included in the CRP the contractor may be directed to provide additional quantities using the agreed budget. An example would be press releases or fact sheets would be required in greater quantity than indicated in the original CRP.

SECTION 6 - EXCEPTIONS AND ADDITIONS TO THE WORK PLANS

This SOW provides for implementation of Phase II of the RI/FS field work as described in the RI/FS Work Plan. Exceptions and additions to the Work Plan are described below:

6.1 Work Element 15 The field investigation shall be implemented as described in the Work Plan with the following exceptions:

6.1.1 Following completion of the geophysical field work, the contractor shall prepare a Technical Memorandum describing the findings and proposed locations of monitoring wells and soil borings. The Technical Memorandum shall be submitted in draft and final form to the EIC and Facility IR Coordinator in accordance with the Schedule Matrix.

6.1.2 In addition to the tasks described in the Work Plan, the contractor shall install two piezometers (approximately 120' deep), to determine hydrogeologic conditions of the secondary aquifer. The contractor shall also abandon one well at site 17. The well casing was destroyed earlier this year during deforestation. Prior to well abandonment, the contractor shall submit the well abandonment procedures for EIC approval.

6.1.3 The contractor's field manager shall keep detailed notes documenting field conditions, sampling procedures, decontamination procedures, and other pertinent field data. Notes shall be kept in glue-bound log books, with numbered pages. Copies of the field notes shall be included in the validation package for the Phase II Report. The original log books shall be submitted to the EIC for inclusion in the Administrative Record.

6.1.4 The contractor shall participate in TRC/Project Managers' meetings: at minimum, one to occur at the beginning of field work; one following geophysical investigation, to stake-out locations of the monitoring wells; and one at the completion of the RI Phase II. All meetings will be conducted at NAS Cecil Field.

6.1.5 The contractor shall prepare and submit to the EIC and Facility IR Manager all well drilling and construction permits. The Facility IR Manager will submit well permits and application fees to appropriate authorities. Well completion reports for permanent monitoring wells will be submitted to the EIC.

6.2 Work Element 16 Laboratory Sample Analysis/Validation shall be conducted as described in the work plans. The contractor shall submit all analytical results as described. A complete set of analytical data shall be provided to the EIC on hard copy and on microfiche (number of copies are specified in the Schedule Matrix).

6.3 Work Element 17 Data Evaluation shall be conducted as described in the work plans. A minimum of four Technical Memorandum shall be prepared during this task reporting findings on soil boring data, monitoring well installation, surface water data, and groundwater data. Two copies of the diskettes storing the data shall be submitted to the EIC. Diskettes shall be 5 1/4" using a data base that is compatible with DBASE format.

6.4 Work Element 18 The contractor shall begin the conceptual development of remedial alternative planning. This task will provide the contractor the ability to make recommendations in the Phase II Interim RI/FS Report.

6.5 Work Element 19 The contractor shall begin tasks to develop the Baseline Risk Assessment. A complete Baseline Risk Assessment shall be conducted for PSC Screening and RI/FS locations where a no further action recommendation is made. The Baseline Risk Assessment shall include contaminant identification, toxicological assessment exposure assessment, and risk characterization.

6.6 Work Element 20 Upon completion of the above tasks, the contractor shall prepare a draft and final Phase II Interim RI/FS Report. The report shall summarize all findings of the investigation as well as recommendations for no further action or tasks to be included in Phase III.

SECTION 7 - RCRA/CERCLA INTERFACE

7.1 Work Element 21 The RI/FS shall incorporate RCRA requirements as required by the regulatory agencies in the RCRA Consent Order.

7.1.1 The contractor will become familiar with the signed RCRA Consent Order and provide technical and administrative support in accomplishing work efforts required by the regulatory agencies.

7.1.2 The contractor will ensure that well placement and monitoring with respect to the Consent Order will not impede the RI/FS process.

7.1.3 The contractor will prepare responses to regulatory agencies information and technical requests as directed by the EIC.

7.1.4 The contractor will prepare permit applications and/or reports required by the regulatory agencies as directed by the EIC.

7.1.5 The contractor will install, develop, provide sampling and analysis of wells in support of this work as directed by the EIC.

SECTION 8 - WELL CONSTRUCTION MATERIAL COMPARISON

8.1 Work Element 22 Assist in development of test protocol

8.1.1 Review Well Construction Material at NAS Cecil Field and assist the EIC in developing format, site conditions and approach for tests to determine suitable well construction material.

8.1.2 Install monitoring wells at various locations within EPA Region IV to support comparison.

8.1.3 Provide site sampling and analysis equipment and services to support comparison.

8.1.4 Provide drafting and report development materials and services as directed.

SECTION 9 SPECIAL INSTRUCTIONS

9.1 Work Element 23 Contractor's representative shall attend meetings as required and provide minutes to the EIC within 10 working days.

9.2 The contractor shall in no case proceed to the next deliverable without receipt of government comments from the preceding deliverable.

9.3 A brief comment section indicating where and how each government/regulatory comment was addressed shall be a part of all deliverables, where such a section is appropriate.

9.4 Public Affairs - The A/E shall not make available to the news media nor make public disclosure of any data resulting from actions in this contract. The A/E shall refer all press or public contacts to the activity point-of-contact, and shall notify the EIC. The A/E may not distribute reports or data to any source, unless specifically authorized by contract or the EIC.

9.5 Federal Facilities Agreement: The contractor shall read and become familiar with the FFA and any updates of the Agreement as they may occur.

9.6 The government reserves the right to hold in abeyance or cancel the contract at the completion of any task.

9.7 The contractor will be responsible for obtaining all necessary permits and authorizations required to perform this study.

9.8 A schedule for all field work shall be coordinated with the activity representatives (904/778-6561).

9.9 The contractor is responsible for recording all minutes of all meetings and providing a copy of the minutes to the Engineer-in-Charge (EIC) and other attendees of the meeting. Minutes shall be distributed within 10 days of the meeting date.

9.10 The contractor is responsible for obtaining permission and clearance from the appropriate station security personnel to enter and perform any necessary work.

9.11 The contractor shall forward submissions directly to those concerned as directed herein.

9.12 The contractor shall be responsible for returning drilling and sampling sites back to their original condition after site work is complete.

9.13 The contractor shall coordinate the handling of drums for storage of excessively contaminated boreholes cuttings and drilling fluid with the activity prior to starting field work.

9.14 The contractor shall adhere to quality control limits, set in the work plans. In the event quality standards are not met the contractor will repeat the work at no cost to the government on a mutually agreed upon schedule.

9.15 The contractor shall be responsible for obtaining all utility clearances from the proper authorities prior to beginning any drilling or excavation work.

9.16 All reports shall be formatted to adhere to the "Report Format Guidance Manual," Southern Division Naval Facilities Engineering Command.

9.17 Notices to Proceed (NTP) shall be by direction of the contracting officer.

9.18 The following are primary supporting/applicable documents:

1. Final RI/FS Work Plan, Brown and Caldwell, May 1990.

2. Final Potential Source of Contamination Screening Work Plan, Brown and Caldwell, May 1990.

3. Final Sampling And Analysis Plan, Brown and Caldwell, May 1990.

4. Final Project Management Plan, Brown and Caldwell, April 1990.

5. Final Health and Safety Plan, Brown and Caldwell, April 1990.

6. Federal Facilities Agreement, latest edition (signed copy of the FFA will be substituted when appropriate).

* Latest editions of documents shall be used.

SECTION 10 SUBMITTALS

10.1 Deliverables will be forwarded to the EIC and the activity point of contact as indicated on enclosures.

10.2 Additional copies of documents identified in the Schedule Matrix may be required as directed.

10.3 Work Element The contractor shall provide two copies of all Final and Amended Work Plans and supporting documents on floppy disc in WordPerfect software to the EIC.

SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| Prepare Implementation Plan | 2.1 | IP | 2 | 1 | 30 days |
| | | Revised IP | 2 | 1 | 14 days after EIC comments |
| Progress Reports | 2.2 | | 2 | 20 | 10 days after beginning of each month |
| Compile Administrative Record (AR) | 2.4 | Submit documents | 1 | 1 | 30 days after approval of detailed IP |
| | | Final AR | 1 | 2 | 30 days after EIC comments |
| | | Quarterly Update | 1 | 2 | Every 90 days from submittal of final AR |
| Revise RI/FS Work Plan and Supporting Documents | 3.2 | Draft documents | 2 | 18 | 30 days after approval of detailed IP |
| | | Final documents | 3 | 18 | 10 days after EIC comments |
| | | Floppy Disc | 2 | 0 | Concurrent with Final documents |

SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| Implement RI/FS Work Plan | 3.3 | Field Work | | | Begin within 30 days of approval of detailed IP |
| | | Preliminary Draft Interim RI/FS Report | 3 | 3 | 90 days after completion of RI/FS field work |
| | | Draft Interim RI/FS Report | 4 | 18 | 15 days after EIC comments |
| | | Final Interim RI/FS Report | 4 | 18 | 10 days after EIC comments |
| Prepare RI/FS Work Plan and Supporting Documents Amendment | 3.4 | Preliminary Draft documents Amendment | 3 | 3 | 60 days after approval of detailed IP |
| | | Draft documents Amendment | 3 | 18 | 30 days after EIC comments |
| | | Final documents Amendment | 3 | 18 | 21 days after EIC comments |
| Revise PSC Work Plan and Supporting Documents | 4.1 | Draft Report | 2 | 18 | 30 days after approval of IP |
| | | Final Report | 3 | 18 | 10 days after EIC comment |
| | | Floppy Disc | 2 | 0 | Concurrent with Final Report |

SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| Implement PSC Work Plan | 4.2 | Field Work | | | Begin within 30 days of approval of IP |
| | | Draft Report | 3 | 18 | 45 days after completion of field work |
| | | Final Report | 3 | 18 | 21 days after EIC comments |
| Prepare PSC Work Plan and Supporting Documents Amendment | 4.3 | Preliminary Draft | 3 | 3 | 60 days after approval of detailed IP |
| | | Draft | 3 | 18 | 30 days after EIC comments |
| | | Final | 3 | 18 | 21 days after EIC comments |
| GEOPHYSICAL TECHNICAL MEMORANDUM | 6.1.1 | Draft | 3 | 18 | 15 business days after geophysical work |
| | | Final | 3 | 18 | 10 days after EIC comments |

SCHEDULE MATRIX

| WORK ELEMENT | REF PARA | SUBMITTAL | No. Copies EIC | No. Copies ACT | SUBMITTAL DUE |
|---|---|---|---|---|---|
| DATA EVALUATION Technical Memorandums | 6.3 | | 2 | 18 | 21 days after receipt of corresponding sample analyses |
| QA/QC SAMPLE ANALYSES | 6.2 | hard copy | 2 | 5 | 105 days after collection of samples |
| | | microfiche | 2 | 4 | |
| WELL CONSTRUCTION TEST PROTOCOL | 8.1 | Draft | 4 | 2 | 15 days after approval of detailed IP |
| | | Final | 5 | 2 | 20 days after EIC comments |

ADDRESSES

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