

Date: 16 November 1989

Contract N68711-89-D-9296

CTO 18

Southwest Division  
Naval Facilities Engineering Command  
San Diego, California 92132-5190

SCOPE OF WORK

Work Plan, Remedial Investigation/Feasibility Study (RI/FS)  
Installation Restoration (IR) Program

A. LOCATION:

Marine Corps Air Station (MCAS), El Toro  
Santa Ana, California

B. OBJECTIVE:

This Scope of Work (SOW) shall be issued as a Contract Task Order (CTO) under the CLEAN contract, and shall be as outlined below, and as described elsewhere in the CLEAN contract.

The objective of this Scope of Work (SOW) is to develop a comprehensive work plan to conduct an RI/FS at MCAS El Toro. The purpose of the RI/FS is to acquire sufficient data such that risks to human health and the environment from contaminated sites can be estimated and, if necessary, the remedial or clean-up strategies can be evaluated. The RI/FS work plan shall be prepared and the RI/FS shall be conducted in accordance with CERCLA/SARA requirements; and also in accordance with U.S. Environmental Protection Agency (EPA) and Navy guidelines, rules, regulations and criteria. Additionally, all substantive and procedural requirements, including timeframes and deadlines contained herein, are subject to and may be overridden by provisions of a "Federal Facilities Agreement" or an "Interagency Agreement" between the Navy, EPA and the State of California, subject to renegotiation of fee and scope, if necessary. At a minimum, the Project Engineer shall be a registered professional in the State of California. The following tasks are to be accomplished under this SOW:

1. Prepare an Implementation Plan.
2. Review existing reports, studies, analyses, and other relevant documents related to Installation Restoration (IR) Program activities at MCAS El Toro.
3. Prepare an RI/FS Work Plan.
4. Prepare a Sample and Analysis Plan.
5. Prepare a Health and Safety Plan.
6. Revise/Incorporate the Community Relations Plan.
7. Prepare a Site Management Plan.

8. Review and update the Administrative Record (AR) for the IR Program at MCAS El Toro.
9. Attend meetings, prepare and submit progress reports.

The duration of this CTO shall not extend beyond 31 December 1990.

C. PROJECT SCOPE:

Task 1. Prepare an Implementation Plan.

The contractor shall prepare an Implementation Plan (IP) describing how he proposes to carry out each task in this CTO. The IP shall contain the following elements at minimum:

- a. Schedules, milestones, staffing, materials and equipment of each task, as part of the cost-loaded schedule;
- b. Work to be performed under each task, including objectives and scope, information sources, methods to be used, technical approach, anticipated problems, along with proposed solutions.

Task 2. Review existing reports, studies, analyses, and other documents related to IR Program activities at MCAS El Toro.

The contractor shall become familiar with the history and current status of the IR Program at MCAS El Toro through thorough review of existing reports, studies, maps, lab analyses, and other relevant documents. The Remedial Project Manager (RPM) and the installation will assist the contractor in acquiring this data and information. In the conduct of this review, the contractor, in consultation with the RPM and the installation, shall identify which MCAS El Toro sites warrant inclusion in the RI/FS phase. As a deliverable to this task, the contractor shall prepare a Summary Report which describes all work undertaken to date on the MCAS El Toro IR Program, and lists all specific sites proposed to be investigated in the RI/FS phase.

Task 3. Prepare an RI/FS work plan for on-station areas.

The RI/FS work plan is a document which will describe procedures and programs needed to characterize the sites and the hazardous substances, pollutants, and contaminants associated with the sites; it will also develop, screen, and evaluate potential remedial action alternatives. The RI/FS should consist of, but not necessarily be limited to, the following components: data acquisition and review, site orientation; a field investigation program; risk assessment; and evaluation of the feasibility of the remedial actions, and shall include the preparation of the (Proposed Plan) and a draft Record of Decision (ROD).

The work plan shall be prepared in strict accordance with the latest EPA, Navy IR, and applicable or relevant and appropriate State and local regulatory agency guidance, and shall follow references (1), (2) and (3), and other pertinent documents.

The work plan shall include an executive summary and shall compliment the off-station investigation work plan being prepared separately.

The work plan shall incorporate and expand on the work outlined in the Site Inspection Plan of Action.

The work plan shall assess the current status, condition, and useability of existing monitoring and supply wells to be used in the investigation, and shall describe any required repairs for sampling purposes.

The work plan shall include a discussion of potential CERCLA/SARA Removal Actions that may be required at any of the sites which may include consideration of site security measures; drainage controls; capping of contaminated soils and sludges; treating of contaminant to retard its migration; excavation; removal of drums and other bulk containers; provision of alternate water supply; or any other action deemed appropriate to remove any imminent threat to human health or the environment.

The work plan shall include a Preliminary Baseline Risk Assessment and a Preliminary ARAR's (Applicable or Relevant and Appropriate Requirements) analysis. The work plan shall identify as an RI task the preparation of a Final Baseline Risk Assessment to be completed by the end of the RI, and an ARAR's analysis as an appendix to the FS.

The work plan shall identify and incorporate, as a RI/FS task, "CRP (Community Relations Plan) Implementation-Contractor Support". This task would involve, but not necessarily be limited to, the preparation of Information Sheets and/or attendance at public meetings, as required. The work plan shall identify as late FS tasks the preparation of a Proposed Plan, and upon RPM approval of this document, the preparation of a draft ROD.

In preparing the work plan, the contractor shall re-evaluate any work previously proposed and accomplished and increase or decrease the level of effort at each individual site to fully comply with existing federal law, EPA and Navy guidelines, rules, regulations, and criteria, as well as state and local ARARs to achieve the ultimate goal of fully characterizing the extent of contamination at the site, which is proposed for the National Priorities List (NPL). The contractor shall provide his best professional judgement in recommending the level of investigative field efforts, data analysis efforts (including modeling, if appropriate), and treatability studies. Any treatability studies required are to be identified, if possible, in the RI/FS work plan. A summary listing of all work plan implementation tasks (including subtasks), and a summary listing of monitoring and analytical requirements by site shall be provided separately in the work plan.

#### Task 4. Prepare a Sample and Analysis Plan.

The contractor shall prepare a project-specific Sample and Analysis Plan, consisting of two parts: The Quality Assurance Project Plan (QAPP) and the Field Sampling Plan (FSP). The preparation of this document shall incorporate material prepared previously to the maximum extent possible.

The QAPP shall be a station-specific document describing the procedures for collection, preservation, chain of custody, and transport of samples; the calibration and maintenance of instruments; the processing, verification, storage, and reporting of data; and other relevant requirements. The QAPP shall be prepared in accordance with the most current EPA and Navy guidelines, rules, regulations, and criteria. A discussion of Data Quality Objectives

shall be included where appropriate. The document shall specify usage of a Navy-certified laboratory. All protocols in the QAPP shall be those applicable to NPL sites. The QAPP should be sufficiently general to allow its usage in the collection of off-station data under the Off-Station Investigation to be accomplished separately.

The FSP shall describe field activities to be undertaken to completely characterize the extent of hazardous substance contamination in all relevant environmental media such as air, soil, water, and biota, on and off each discrete site, due to operations and activities at the project location. The FSP shall be prepared in accordance with the most current EPA and Navy guidance. The FSP shall provide sufficient detail to allow a sampling team unfamiliar with the site to complete all sampling efforts. A discussion of Data Quality Objectives shall be included where appropriate.

#### Task 5. Prepare a Health and Safety Plan.

The Health and Safety Plan shall establish policies and procedures to protect workers and the public from potential hazards posed by each discrete site, and will conform to the most recent Federal laws, guidelines, rules, regulations and criteria, as well as state and local ARARs regarding health and safety considerations at CERCLA/SARA sites.

#### Task 6. Revise the Community Relations Plan.

The contractor shall revise the existing Community Relations Plan (CRP). The revised CRP shall address the RI/FS phase (and phases beyond RI/FS, to the extent that those are presently known or anticipated) and this shall be accomplished in close consultation with, and with guidance from, MCAS El Toro personnel or their designees. The CRP shall be prepared to conform with references (4) and (5), federal law, and EPA and Navy regulations and guidance. The CRP shall also include a schedule of Technical Review Committee (TRC) members, prepared in consultation with the RPM and the MCAS El Toro point-of-contact, and key project milestones requiring TRC meetings.

#### Task 7. Prepare a Site Management Plan.

The contractor shall prepare a Site Management Plan (SMP) for the MCAS El Toro Installation Restoration Program. It shall be prepared incorporating the assumption that the installation will be listed final on the NPL in the near future. It shall include a presentation of the most cost and time effective approach for achieving IR Program goals, possibly including a discussion of dividing the RI/FS into operable units. Information included in the SMP shall be consistent with other documents prepared under this Contract modification. The SMP shall include Gantt charts for major tasks. These charts shall also identify points at which regulatory review or interfacing is anticipated. The primary goal of the SMP is to bring together major elements of the above documents, including maps, under one cover, so as to provide an overview of the program for upper management and others. It shall include an Executive Summary section.

#### Task 8. Review and update the Administrative Record for the Installation Restoration Program at MCAS El Toro.

The contractor shall review and update the Administrative Record. The record shall be in accordance with Navy guidance contained in Reference (2); federal

law; and EPA guidelines, rules, regulations and criteria. This reference includes a listing of those documents which must be included in the record. The contractor shall visit both MCAS El Toro and the RPM's office to conduct a review of project files. Any visits to MCAS El Toro shall be coordinated with the installation's point-of-contact. All documents that clearly should be in the record shall be copied by the contractor, and all originals shall be returned to their original files. The RPM shall be consulted in case of uncertainty on the contractor's part regarding any particular document's inclusion in the record. Any documents identified as missing shall be identified separately, and the RPM and the installation will make reasonable efforts to locate the documents.

Once candidate documents are identified, a set of copies shall be provided to the RPM for review. Once the review is complete, accepted documents shall be indexed sequentially using an RPM-approved Administrative Record index format. The index shall be computer-prepared using RPM-approved software, so as to facilitate further updating of the record as the project progresses.

**Task 9. Attend meetings, prepare and submit monthly progress reports.**

The contractor shall attend monthly meetings to brief EFA-SW personnel, MCAS El Toro personnel, regulatory agencies, and/or the TRC. The contractor shall provide minutes of meetings attended. The contractor shall furnish monthly progress reports to the RPM for the duration of this Contract Task Order.

**D. SCHEDULE OF SUBMITTALS:**

The requirements described below are in addition to those stated in Part V, Section 3 of the main contract.

1. For the purpose of all submittals: the RPM shall be Southwest Division, Naval Facilities Engineering Command, Environmental Division, Code 18, 1220 Pacific Highway, San Diego, California 92132 and the installation point-of-contact shall be Marine Corps Air Station (1JG), Environmental Director, Facilities Management Department, Santa Ana, California 92709-5001.

2. Per Task 1, the contractor shall submit five (5) copies of the Implementation Plan to the RPM no later than thirty (30) calendar days after award of this contract.

3. The contractor shall submit to the RPM five (5) copies of the draft Task 2 Summary Report no later than thirty (30) calendar days after RPM approval of the Task 1 Implementation Plan. The contractor shall submit five (5) copies of the final Summary Report within fourteen (14) days of contractor receipt of all review comments to the draft.

4. Preliminary Drafts of Task 3, 4, and 5 documents shall be submitted no later than ninety (90) calendar days after RPM approval of the Task 1 Implementation Plan. Submit three (3) copies of each to the RPM and three (3) copies of each to the MCAS El Toro point-of-contact. Drafts incorporating the government comments shall be submitted within 21 days of receipt of the government comments. Submit five (5) copies of each to the RPM and fifteen (15) copies of each to the MCAS El Toro point-of-contact. The Final shall be submitted within 21 calendar days of the RPM direction to finalize the report. Submit five (5) copies of each to the RPM and fifteen (15) copies of each to the MCAS El Toro point-of-contact. In addition to the copies required

above, an unbound, camera-ready copy of the Draft and the Final deliverables shall be sent to the MCAS El Toro point-of-contact.

5. The contractor shall submit Preliminary Draft copies of the revised CRP, per Task 6, no later than ninety (90) calendar days after receipt of the existing CRP from the government. Three (3) copies shall be submitted each to the RPM and to the MCAS El Toro point-of-contact. The schedule of submittal for the Draft and Final CRP, per Task 6, shall follow the schedule set up for the other deliverables as defined in item no. 4 (above) of this section.

6. The deliverables for the Site Management Plan (SMP), per Task 7, are identical to those of tasks 3, 4, and 5; however, the schedule for submittal of the Preliminary Draft of the SMP is different than that of the above mentioned tasks. The Preliminary Draft of the SMP is to be submitted no later than sixty (60) calendar days after RPM approval of the Task 1 Implementation Plan. The schedule for submittal of Draft and Final SMP shall then follow the schedule set up for the other deliverables as defined in item no. 4 (above) of this section.

7. The contractor shall initially submit to the RPM one (1) copy of existing documents for proposed inclusion in the Administrative Record, per Task 8, for RPM review within ninety (90) calendar days of RPM approval of Task 1 Implementation Plan. The contractor shall submit one (1) final copy of each update of the Administrative Record (including a hard copy of the index), along with 5 1/4" diskettes containing the index, to the RPM within thirty (30) calendar days of receipt of the RPM approved version of the Record. An additional five (5) hard-copies of the index and the Record shall be submitted concurrently to the MCAS El Toro point-of-contact.

8. The contractor shall submit two (2) copies of monthly progress reports, per Task 9, to the RPM, and two (2) copies to the MCAS El Toro point-of-contact. The progress reports will be prepared in accordance with provisions of the initial contract. The contractor shall attend meetings as required, and prepare and submit minutes of meetings, per Task 9, within seven (7) calendar days of the occurrence of the meeting. Meeting minutes shall be submitted to the RPM and the MCAS El Toro point-of-contact.

#### E. SPECIAL CONDITIONS:

1. All CLEAN contract requirements in addition to those specifically mentioned in this CTO remain in full effect, and performance under this CTO shall be in accordance therewith.

2. Public Affairs - The contractor shall not make available to the news media, nor make public disclosure of any data resulting from actions in this contract. The contractor shall refer all press or public contacts to the MCAS El Toro point-of-contact, and shall notify the RPM. The contractor may not distribute reports or data to any other source, unless specifically authorized by the contract or the RPM.

3. All substantive and procedural requirements, including timeframes and deadlines contained herein are subject to and may be overridden by provisions of "Federal Facility Agreement" or an "Interagency Agreement" between the Navy, EPA and the State, subject to renegotiation of fee and scope, if necessary.

F. REFERENCES:

1. "Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA," review draft OSWER Directive 9335.3-01, Office of Solid Waste and Emergency Response, U.S. Environmental Protection Agency, March 1988. This reference shall also include any subsequent revisions and final versions.
2. "Navy Installation Restoration (IR) Manual," Naval Facilities Engineering Command, U.S. Navy, May, 1988.
3. "Sampling and Chemical Analysis Quality Assurance Requirements for the Navy Installation Restoration Program," Navy Energy and Environmental Support Activity, U.S. Navy, June 1988.
4. "Installation Restoration Public Affairs Plan," Department of the Navy, Office of Information, 26 January 1989.
5. "Community Relations in Superfund, A Handbook," Interim Version, U.S. Environmental Protection Agency, June 1988.