

**CERCLA Engineering Evaluation/Cost Analysis
Technical Support Services**

**Caneel Bay Resort Site
Virgin Islands National Park
U.S. Virgin Islands
July 7, 2016**

1.0 National Park Service Contact Information

The NPS PM is the primary point-of-contact (POC) for the project, with overall responsibility for project strategy planning, leading the NPS Project Management Team (PMT), coordinating with the Department of Interior (DOI) solicitor assigned to the project (if any), and maintaining reasonable cleanup progress. The contractor will be notified accordingly in the event that the NPS PM delegates responsibility to other PMT members.

Relevant points of contact will be provided to the Contractor after the SOW is awarded.

2.0 Introduction

The National Park Service (NPS) is seeking contractor support for a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Engineering Evaluation/Cost Analysis (EE/CA) at the 1TCaneel Bay Resort Site (Site) located in the Virgin Islands National Park (VIIS) in the 1TU.S. Virgin Islands.

Based on an evaluation of the threats to human health or welfare, and/or the environment posed by contaminants found to be present at the Site, NPS has determined that a non-time-critical removal action is appropriate, and an EE/CA must be completed for all non-time critical removal actions as required by 40 CFR, Section 300.415(b)(4)(i). **This EE/CA will be used as the final response/cleanup action at the Site.** The EE/CA Approval Memorandum will be provided to the contractor for more information on the non-time critical removal action determination.

Site background information is provided in Section 3.0.

The primary objectives of an EE/CA are to (USDOI 2016; USEPA 1993):

- Characterize the nature and extent of contamination at the Site;
- Conduct appropriate risk assessments;
- Identify and analyze Applicable or Relevant and Appropriate Requirements (ARARs);
- Develop removal action objectives;
- Identify potential removal action alternatives;
- Evaluate and conduct a comparative evaluation of the removal action alternatives; and
- Recommend a removal action alternative.

Under the NPS Contaminated Site Cleanup Framework, the objectives of the EE/CA are completed in the following three tasks:

- Task 1: Site Investigation Planning (Phase 2a);
- Task 2: Site Fieldwork (Phase 2b); and
- Task 3: Site Analysis (Phase 2c).

Tasks 1 through 3 shall be completed under this SOW. The Contractor shall provide all the labor, materials, tools, parts, and transportation necessary to conduct the EE/CA Task(s) detailed in Section 4.0 of this SOW and provide related technical support services to the NPS.

VIIS will supply heavy equipment to include a backhoe, skid steer, and small tractor for use by the contractors. VIIS will also provide housing to the contractors during the field work portion of this project as long as the housing is available. The sooner the contractors coordinate with the park on the dates, the more likely the housing will be available.

2.1. Park-Specific Considerations During EE/CA Development

The following park-specific considerations that will affect and/or influence the identification and evaluation of ARARs and removal action alternatives include:

- NPS currently owns the land but not the site operations. The contractor will need to coordinate with the resort operators to gain access to the facilities.

3.0 Site Background

The Site is located on the west part of the island of St. John, approximately 1 mile northeast of the town of Cruz Bay. The Caneel Bay property totals nine tracts of land totaling 150.32 acres, which currently host a vacation resort with approximately 100 buildings and structures used for lodging, food services, recreation, docks, marinas and maintenance services. The resort's approximately 1-acre landfill, which also accepts sludge from its wastewater treatment plant, is located in the southwestern portion of the property. The property also includes beaches and undeveloped woods. The Site was the subject of Level I and Level II Pre-Acquisition Environmental Site Assessment (ESAs; B&A 2012; B&A 2014), which are approximately equivalent to a CERCLA Preliminary Assessment (PA) and Site Inspection (SI), respectively. A Removal Site Evaluation (RSE) for the Site will be performed separately from this Scope of Work. The Level II Environmental Site Assessment divided the Site into nine separate areas, based on the potential source of contamination, and collected between two and six discrete samples at eight of the areas; a potential former underground storage tank (UST) at Cottage 7 was not investigated. The report identified contaminants in soil and groundwater related to the following.

- Petroleum releases from a former underground storage tank (UST), existing aboveground storage tanks (ASTs), and smaller containers in satellite storage areas, resulting in semi-volatile organic compounds (SVOCs).
- Potential herbicide/pesticide/metals releases from storage areas or historical use.

- An operating landfill that has been in use for approximately 50 years, reported to have received organic wastes, including wastewater treatment sludge, in addition to metal and plastic debris; the wastes are reported to be approximately 15 feet thick.
- Asbestos pipes, which may no longer be in-use.

Site contaminants identified in the Level II ESA included polycyclic aromatic hydrocarbons (PAHs), metals, organochlorine pesticides, petroleum-related volatile organic compounds (VOCs), one organophosphorus pesticide (Malathion), and PCBs (at the landfill only).

4.0 Scope of Work

The Contractor shall assist the NPS in meeting its statutory and regulatory obligations under CERCLA and conducting an EE/CA for the Site. The activities for conducting an EE/CA on park lands are divided into three phases that will constitute the separate tasks. Under this SOW, Task 1 – Site Investigation Planning, Task 2 – Site Fieldwork, and Task 3 – Site Analysis of the NPS EE/CA process will be awarded. The activities under this task are described in the following section(s).

4.1. Task 1 – Site Investigation Planning

The goals of Task 1 are to define the site investigation elements needed to support EE/CA development and to generate the documents that will be required to conduct site investigation and characterization in support of the EE/CA. The major work items associated with Task 1 are described in this section.

4.1.1. *Tasking Conference*

The Contractor shall conduct a conference call with the NPS PM within five days of the effective date of award, to discuss the overall schedule in accordance with the Task 1 Schedule.

4.1.2. *Status Update Meetings and Reports*

The Contractor shall participate in regular project update meetings and provide regular project update reports to the NPS PM for the duration of Task 1 as specified in Section 5.2.5.

4.1.3. *Site Reconnaissance*

A site reconnaissance visit totaling no more than 2 days, excluding travel shall be made. The site visit will provide opportunities to view environmental features of interest, conduct interviews with knowledgeable personnel, and field check information derived from other sources (e.g., past investigation reports, aerial photographs, geographic information system [GIS] data, coordinates) before initiating site fieldwork.

The Contractor shall comply with all state and federal laws and regulations and Park protocols regarding interaction with Park employees and visitors, plants and wildlife. Contractors should also take care not to harm or otherwise adversely affect the following threatened and endangered species:

Threatened and Endangered Species
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Common Name	Underwater / Terrestrial	Genus species	Status
humpback whale	Underwater	Megaptera novaeangliae	Endangered
roseate tern	Terrestrial	Sterna dougallii dougallii	Threatened
hawksbill sea turtle	Underwater	Eretmochelys imbricata	Endangered
leatherback sea turtle	Underwater	Dermochelys coriacea	Endangered
green sea turtle	Underwater	Chelonia mydas	Threatened
marron bacora	Terrestrial	Solanum conocarpum	Candidate
Thomas' lidflower	Terrestrial	Calyptanthus thomasi	Endangered
St. Thomas prickly-ash	Terrestrial	Zanthoxylum thomasi	Endangered
staghorn coral	Underwater	Acropora cervicornis	Threatened
elkhorn coral	Underwater	Acropora palmata	Threatened
pillar coral	Underwater	Dendrogyra cylindrus	Threatened
rough cactus coral	Underwater	Mycetophyllia ferox	Threatened
lobed star coral	Underwater	Orbicella annularis	Threatened
mountainous star coral	Underwater	Orbicella faveolata	Threatened
boulder star coral	Underwater	Orbicella franksi	Threatened

Various dangers are associated with animals on the island. Donkeys, goats, and other wildlife tend to wander in the road, so drive carefully. An incomplete list of dangerous animals includes spiders, scorpions, sea wasp jellyfish, sharks, eels, great barracuda, fire coral, long-spined sea urchin, scorpion fish, touch-me-not sponges, bristle worms, hydroids, and sting rays.

The site reconnaissance shall be closely coordinated with Park staff and the NPS point(s) of contact (see Section 1.0). The proposed subcontractors, including drillers or excavator operators, shall attend the site reconnaissance visit to resolve logistical and access issues. An on-site meeting with the Caneel Bay Resort contact shall be arranged in advance to occur during the reconnaissance.

4.1.4. Deliverables

Deliverables shall be submitted in draft, draft final, and final form, sequentially following review by the NPS, response to and incorporation of NPS comments, and final approval of the submittal. Task 1 deliverables shall include the following:

- Sampling and Analysis Plan (SAP)
- A Risk Assessment (Ecological and Human Health) Work Plan
- Preliminary list of Applicable or Relevant and Appropriate Requirements (ARARs)
- Health and Safety Plan (HASP)
- Community Involvement Plan (CIP)

Requirements for the SAP:

The SAP shall be developed according to CERCLA and NCP requirements using the *NPS Sampling and Analysis Plan Template* (NPS 2015c), which consolidates the Quality Assurance Project Plan (QAPP) and Field Sampling Plan (FSP) into one document.

- The SAP shall be developed subsequent to, guided by, and predicated on project-specific Data Quality Objectives (DQOs) developed in conjunction with the NPS PMT. See the *USEPA Guidance on Systematic Planning Using the Data Quality Objectives Process* (USEPA 2006) for guidance on developing DQOs.
- The SAP shall include an assessment of the previous data usability, using procedures stated in the SAP Template (NPS 2015c), which include following the *USEPA Guidance for Evaluating and Documenting the Quality of Existing Scientific and Technical Information* (USEPA 2012) and *A Summary of General Assessment Factors for Evaluating the Quality of Scientific and Technical Information* (USEPA 2003).
- When developing the Conceptual Site Model (CSM) during the DQO process, the Contractor shall also utilize the *USEPA Environmental Cleanup Best Management Practices: Effective Use of the Project Life Cycle Conceptual Site Model* (USEPA 2011). A graphical CSM shall also be generated according to USEPA (2011).
- Proposed and/or procured laboratories shall be capable of meeting the DQOs.
- One of the DQO decision questions in the SAP should be related to background (for naturally-occurring constituents) or reference (for ubiquitous anthropogenic environmental constituents) concentrations relative to Site contaminants of concern.
- For all surface soil and sediment sampling, NPS prefers the use of Incremental Sampling Methodology (ISM) rather than discrete sampling. ISM guidance is available from the Interstate Technology & Regulator Council (ITRC 2012).
- If invasive inspection and/or sampling techniques are required that may result in land disturbance, the “Disturbed Land Restoration” section in the NPS Natural Resource Management Reference Manual #77 (NPS 2004) shall also be incorporated into the SAP.
- The SAP shall address the handling and disposal of investigation-derived waste (IDW).
- See general report/deliverable requirements in Section 5.1.

Requirements for the Risk Assessment Work Plan:

The Contractor shall prepare and submit a Risk Assessment Work Plan. The Risk Assessment Work Plan shall describe in detail the proposed methodologies that will be used to complete the human health risk assessment and the ecological risk assessment (SLERA and BERA, which will be performed if the SLERA indicates a need to further evaluate Site- or receptor-specific ecological risk assessment factors). For the human health risk assessment, the Risk Assessment Work Plan shall describe the approach and assumptions related to data evaluation, exposure evaluation, toxicity evaluation, risk characterization, and uncertainty evaluation. For the ecological risk assessment, the Risk Assessment Work Plan shall describe

the approach and assumptions related to the problem formulation, ecological exposure-pathway diagram, exposure and effects assessment, risk calculation, and uncertainty evaluation.

The HHRA Work Plan shall be developed according to the USEPA Risk Assessment Guidance for Superfund, Volume I, Human Health Evaluation Manual (USEPA 1989).

- Reference the NPS- and Park-specific criteria for EE/CA removal actions detailed in Sections 2.1 and 2.2 and in the *NPS-Specific CERCLA ARARs and TBCs* (NPS 2015b) guidance.
- Screening values and criteria shall be developed and evaluated using the USEPA Region 9, Regional Screening Levels (RSLs) (USEPA 2016; <http://www.epa.gov/region9/superfund/prg/>). Use **residential** RSLs to be conservative regardless of current and future uses for residential purposes.

The ERA Work Plan shall be developed according to the USEPA's:

- Ecological Risk Assessment Guidance for Superfund: Process for Designing and Conducting Ecological Risk Assessments (USEPA 1997); and the
- USEPA Eco Update: The Role of Screening-Level Risk Assessments and Refining Contaminants of Concern in Baseline Risk Assessments (USEPA 2001).
- Screening values and criteria shall be developed and evaluated using the NPS *Protocol for the Selection and Use of Ecological Screening Values for Non-Radiological Analytes* (NPS 2016b).

Requirements for the Preliminary List of ARARs

The Contractor shall prepare a list of ARARs (and other factors to be considered) that have been preliminarily identified for the Site. Additional ARARs may be identified as additional Site data are collected or as removal action alternatives are identified. The PMT's solicitor shall be consulted during the ARARs identification, in addition to the *NPS-Specific CERCLA ARARs and TBCs* (NPS 2015b) guidance. ARARs will include state and federal: 1) chemical-specific ARARs; 2) location-specific ARARs; and 3) location-specific ARARs.

Requirements for the HASP:

The Contractor shall prepare and submit a HASP for NPS review. The HASP must be acceptable to the NPS prior to conducting any sampling work. If off-site sampling work is conducted, the HASP shall incorporate those activities as well. The level of detail in the HASP should be commensurate with the variety and severity of the hazards that may be encountered during execution of the SAP. The Contractor shall, at a minimum, comply with applicable Occupational Safety and Health Administration (OSHA) requirements and regulations, including 29 CFR Section 1910.120. The Contractor shall be responsible for adherence to all OSHA requirements for the HASP irrespective of NPS approval of the document.

Requirements for the CIP:

The CIP shall be developed using the *NPS Community Involvement Plan Template* (NPS 2015d).

- The CIP shall include community interviews.
- A Community Update (Fact Sheet) shall be developed prior to field mobilization.
- The CIP shall include a plan and protocol for updates to the park-maintained Site web page.
- The CIP shall include a plan and protocol for providing technical support during public meetings.
- See general report/deliverable requirements in Section 5.1.

4.1.5. Schedule

The following table includes a summary of milestones for this task, including any deadlines required by NPS (“Days” refers to calendar days). The Contractor shall include with their bid a completed preliminary proposed schedule table detailing the proposed timing for all Task 1 activities

ACTIVITY	SCHEDULE
Contract Award Date: August 1, 2016	Begins Schedule
Tasking Conference	Five days after Contract Award Date
Final Detailed Schedule for all Task 1 Activities	10 days after Contract Award Date
Site Reconnaissance	Contractor to propose
SAP - Draft	Contractor to propose
Risk Assessment Work Plan - Draft	Contractor to propose
Preliminary List of ARARs - Draft	Contractor to propose
HASP - Draft	Contractor to propose
CIP - Draft	Contractor to propose
Review Conference	Five days following transmittal of NPS review comments on Draft Deliverables
Draft Final Deliverables	14 days following Review Conference
Review Conference	Five days following transmittal of NPS review comments on Draft Final Deliverables
Final Deliverables	Five days following Review Conference

The Contractor shall furnish sufficient technical, supervisory, and administrative personnel to ensure completion of the work in accordance with the proposed schedule, industry standards, and the project’s quality assurance/quality control requirements. The Contractor shall keep the COR and NPS PM fully

advised at all times concerning delays or difficulties that may prohibit completion of any or all of the work according to the established schedule.

4.2. Task 2 – Site Fieldwork

The goals of Task 2 are to conduct the site investigation elements, and gather the data needed to support the required risk assessments and fully characterize the Site in support of the EE/CA development. The major work items associated with Task 2 are described in this section.

4.2.1. Status Update Meetings and Reports

The Contractor shall participate in regular project update meetings and provide regular project update reports to the NPS PM for the duration of Task 2 as specified in Section 5.2.5.

4.2.2. Deliverables

Deliverables shall be submitted in draft, draft final, and final form, sequentially following review by the NPS, response to and incorporation of NPS review comments, and final approval of the submittal. Task 2 deliverables shall include the following:

- Field Activities Report
- Data Deliverables

Requirements for the Field Activities Report:

The contractor shall submit a Field Activities Report after the field work is complete that includes, at a minimum, the following information:

- A summary of the field work completed including dates and times that each activity was performed and personnel (by name and employer) associated with each activity. Include key and/or relevant observations.
- Deviations from the Sampling and Analysis Plan (SAP).
- Captioned photographs of the Site Fieldwork.
- A table listing each sample collected and relative documentation (e.g., sample ID, media, collection date and time, location, depth intervals, etc.).
- Soil boring/drill, well construction, and/or test pit logs.
- Disposition of investigation-derived waste (IDW).
- See general report/deliverable requirements in Section 5.1.

Requirements for Data Deliverables:

The contractor shall submit electronic files that include all data resulting from the activities conducted under Task 2. These include, but are not limited to:

- Copies of the signed Chain of Custody (COC) forms in Adobe Portable Document Format (PDF).
- Survey and sample location data in the format specified in the Site-specific SAP.
- Sample analysis results and laboratory reports in the format specified in the Site-specific SAP.
- Data Validation reports in the format specified in the Site-specific SAP.
- Field measurement/parameter data in the format specified in the Site-specific SAP.
- Site Fieldwork photographs and a photographic log in the format specified in the Site-specific SAP.
- Documentation regarding the disposition of IDW
- See general report/deliverable requirements in Section 5.1.

4.2.3. Community Updates

The Contractor shall meet the Community Update requirements as detailed in the Site-specific CIP prepared in Task 1.

4.2.4. Mobilization/Demobilization

Mobilization/Demobilization shall be conducted in accordance with the Site-specific SAP.

Mobilization shall include, but is not limited to, obtaining equipment necessary to complete the sampling activities, including bringing the equipment to the Site. Mobilization will also include equipment inspections and decontamination as necessary to ensure that equipment is clean and free of foreign material, such as contaminated soil or seeds that could import noxious weeds to the Site.

Demobilization will include, but is not limited to, removal of equipment, drums, personal protective equipment (PPE), and unused materials, as well as the proper characterization and off-site disposal of IDW.

4.2.5. Site Fieldwork

Site fieldwork shall be conducted according to the Site-specific SAP and HASP generated under Task 1.

The Contractor shall document the Site fieldwork using permanent ink in a bound logbook or on field forms according to protocols defined in the SAP and industry standards. The fieldwork shall also be documented with digital photographs, which will be compiled into a photographic log briefly describing each photograph.

To the extent practicable, all work performed subject to this task order shall comply with the USEPA guidance, *Green Remediation: Incorporating Sustainable Environmental Practices into Remediation of Contaminated Sites* (USEPA 2008), particularly the practices identified in Section 3: Site Management Practices, Site Investigations and Monitoring (pp. 12-13).

The Contractor shall comply with all state and federal laws and regulations and Park protocols regarding interaction with Park personnel and visitors, and plants and animals during the field activities.

4.2.6. Safety Requirements

The Contractor shall conduct Site Fieldwork according to the Site-specific HASP developed under Task 1. The Contractor shall also comply with applicable Occupational Safety and Health Administration (OSHA) requirements and regulations, including 29 CFR Section 1910.120.

Initial Hazardous Waste Operations and Emergency Response (HAZWOPER) training (24- or 40-hour) and current annual refresher certificates covering any personnel at risk of, or potentially at risk of encountering, contacting or releasing contaminated materials at the Site during completion of this task must be provided to the PM covering the time period of the site reconnaissance and site fieldwork. Additionally, the Contractor shall adhere to all generally accepted industry and professionally practiced safety standards.

4.2.7. Sample Analysis and Data Validation

The Contractor shall procure an analytical laboratory or laboratories capable of conducting the analyses, and meeting the data quality objectives (DQOs) specified in the Site-specific SAP and in accordance with the Task 2 Schedule (see Section 4.2.2).

The Contractor shall procure a sub-contractor to conduct a third-party data validation for all data collected under this SOW and according to the specification defined in the Site-specific SAP.

4.2.8. Schedule

The following table includes a summary of milestones for this task, including any deadlines required by NPS ("Days" refers to calendar days). The Contractor shall include with their bid a completed preliminary proposed schedule table detailing the proposed timing for all Task 2 activities.

ACTIVITY	SCHEDULE
Approval of Task 1 deliverables	Begins Schedule
Community Updates	Contractor to propose and according to CIP
Site Reconnaissance	Contractor to propose
Site Fieldwork	Contractor to propose
Field Activities Report	15 days after Field Work Completion

ACTIVITY	SCHEDULE
Data Delivery	Contractor to propose

The Contractor shall furnish sufficient technical, supervisory, and administrative personnel to ensure completion of the work in accordance with the proposed schedule, industry standards, and the project's quality assurance/quality control requirements. The Contractor shall keep the NPS PM fully advised at all times concerning delays or difficulties that may prohibit completion of any or all of the work according to the established schedule.

4.3. Task 3 – Site Analysis

The goals of Task 3 are to evaluate the data collected in Task 2, conduct the risk assessments, select the removal action goals (RGs), identify proposed removal action alternatives, complete a detailed evaluation and comparative analysis of the removal action alternatives, and produce the EE/CA report. The major work items associated with Task 3 are described in this section.

4.3.1. Status Update Meetings and Reports

The Contractor shall participate in regular project update meetings and provide regular project update reports to the NPS PM for the duration of Task 3 as specified in Section 5.2.5.

4.3.2. Deliverables

Deliverables shall be submitted in draft, draft final, and final form, sequentially following review by the NPS, response to and incorporation of NPS review comments, and final approval of the submittal. Task 3 deliverables and activities shall include the following:

- Risk Assessment, including, as appropriate:
 - Baseline Human Health Risk Assessment (HHRA)
 - Screening Level Ecological Risk Assessment (SLERA)
- EE/CA Report

This scope of work assumes that a Baseline Ecological Risk Assessment (BERA) will not be required for the EE/CA. If the SLERA determines that a BERA is required, it will be contracted separately.

Requirements for the Baseline Human Health Risk Assessment:

The contractor shall conduct a HHRA as part of the EE/CA in accordance with the approved Risk Assessment Work Plan developed in Task 1. The conclusions presented in the HHRA shall be approved by the NPS PM before finalizing the HHRA.

Requirements for the Screening-Level Ecological Risk Assessment:

The SLERA shall be written in accordance with the approved Risk Assessment Work Plan prepared as part of Task 1. The conclusions presented in the SLERA and recommendations regarding the need for a BERA and supplemental data collection shall be approved by the NPS PM before finalizing the SLERA.

Requirements for the Engineering Evaluation/Cost Assessment Report:

The EE/CA report shall be generated in accordance with the USEPA, USDOJ, and NPS guidance and regulatory requirements and meet the objectives stated in Section 2.0.

Consult the NPS-Specific CERCLA ARARs and TBCs guidance (NPS 2015b) when compiling ARARs and other factors to be considered (TBCs) for NPS CERCLA sites, and submit the draft list to the PMT's solicitor for review and comment.

The Contractor shall include an updated CSM (including a graphical representation of the CSM) in the EE/CA Report (see Section 2.10, NPS 2016a).

See general report/deliverable requirements in Section 5.1.

4.3.3. Community Involvement and Response to Comments

The contractor shall be responsible for public notice requirements and for the development of written responses to significant public comments as well as Community Update requirements as detailed in the Site-specific Community Involvement Plan (CIP) prepared in Task 1.

4.3.4. Schedule

The following table includes a summary of milestones for this task, including any deadlines required by NPS ("Days" refers to calendar days). In the table, Risk Assessment (RA) refers to the combined Human Health and Ecological Risk Assessments performed for the Site.

ACTIVITY	SCHEDULE
Completion of field activities	Begins Schedule
Final Detailed Schedule for all Task 3 Activities	30 days after completion of field activities
Community Updates	Contractor to propose and according to CIP
RA - Draft	Contractor to propose
RA Review Conference	Five days following transmittal of NPS review comments on Draft Deliverables

ACTIVITY	SCHEDULE
RA Draft Final Deliverables	15 days following Review Conference
RA Review Conference	Five days following transmittal of NPS review comments on Draft Final Deliverables
RA Final Deliverables	15 days following Review Conference
EE/CA Report - Draft	Contractor to propose
EE/CA Report - Review Conference	Five days following transmittal of NPS review comments on Draft Deliverables
RA Final Deliverables	30 days following Review Conference
EE/CA Report - Draft	Contractor to propose
EE/CA Report - Review Conference	Five days following transmittal of NPS review comments on Draft Deliverables
EE/CA Report - Draft Final	10 days following Review Conference
EE/CA Report - Review Conference	Five days following transmittal of NPS review comments on Draft Final Deliverables
EE/CA Report - Final	10 days following Review Conference
EE/CA Report - Public Notice	Contractor to propose. NPS must provide a public comment period of not less than 30 days from when the EE/CA has been made available for public comment (USDOJ 2016)
EE/CA - Public Comment Response	30 days following public notice

The Contractor shall furnish sufficient technical, supervisory, and administrative personnel to ensure completion of the work in accordance with the proposed schedule, industry standards, and the project's quality assurance/quality control requirements. The Contractor shall keep the NPS PM fully advised at all times concerning delays or difficulties that may prohibit completion of any or all of the work according to the established schedule.

5.0 General Requirements

This section details the general requirements for this SOW.

5.1. General Report/Deliverable Requirements

5.1.1. *Report/Deliverable Review*

Deliverables shall be submitted in draft, draft final, and final form including maps, graphics, and photographs, for NPS review of content and clarity according to the task schedule. A review conference call will be held with the NPS PM at the end of each review period. Written and/or verbal comments will be conveyed from NPS to the Contractor for incorporation into the draft final and final documents. When the document is considered a draft final, the NPS PM will seek concurrence from the appropriate NPS personnel on the documents contents and/or recommendations.

5.1.2. *Report/Deliverable Submittal*

Unless specified otherwise, all deliverables (draft, draft final, and final documents) shall be submitted electronically in both Microsoft Word and Adobe Portable Document Format (PDF) and, if applicable, using the applicable NPS template provided. Electronic PDF submissions should be consolidated (e.g., text, tables, figures, appendices, and attachments) into one document. Large appendices and attachments may be submitted separately with approval from the PM. All documents shall include page numbers and figures shall be numbered, captioned, and appropriately scaled to remain legible.

Reports shall include the following parameters at a minimum:

- Title page;
- Executive Summary;
- Table of contents;
- Table of acronyms;
- References section;
- Appendices and attachment as needed;
- Page numbers;
- All figures (including photographs) must be numbered, captioned, and together bound with the document
- Large data sets, appendices, and attachments may be included on a compact disc (CD) or digital versatile disc (DVD) with written permission (includes email) from the PM.

5.2. Administrative Conditions

5.2.1. *Coordination*

The Contractor shall maintain close coordination with the NPS PM to assure adequate and timely flow of information. Technical guidance will be provided by the NPS PM and the NPS PMT.

5.2.2. *Government-Furnished Documents*

The NPS Regional Office and Park staff will provide, or, when possible, assist the Contractor in obtaining pertinent documentary materials, historical information, maps, photographs, site plans, forms, and other material, as available.

5.2.3. *Disposition of Materials and Information*

All documentary materials provided to the Contractor or generated by the Contractor in the course of investigations will remain as, or become property of, the U.S. Government and must be returned or provided to NPS before final payment will be rendered. This includes, *inter alia*, documents, photographs, computer aided drafting and design (CADD) drawings, survey and GIS maps and related electronic files, data tables, field notes, laboratory standard operating procedures (SOPs), laboratory reports, e-mail correspondence, and other Site-related documents.

5.2.4. *Confidentiality*

The Contractor shall maintain confidentiality with respect to all Site-related work and will manage all documents it creates or receives from NPS pursuant to this task order as confidential documents unless otherwise directed (in writing, including email). Likewise, all project-related communications, data, analyses, photographs, maps, and other site-related work are considered NPS property and confidential to NPS and are not to be released outside NPS or for any non-project related purposes.

5.2.5. *Status Meetings and Reports*

The NPS PM, or a designated NPS point of contact for the Contractor, will hold informal monthly status meetings via telephone or e-mail, or less frequently if deemed appropriate. Formal communications with the NPS PM will consist of a monthly status report delivered to the NPS PM via e-mail that will describe work completed, meetings held, recommendations for decisions or actions, an updated schedule, and other items as needed during the course of the project.

5.2.6. *Contractor's Project Manager (CPM)*

Following award of this SOW, the Contractor shall designate a CPM. The CPM will be responsible for maintaining the necessary coordination and execution of the tasks. The CPM shall have sufficient experience and capability to be considered responsible for the supervision of the work and overall product quality specified under this work order, and to serve as liaison between the Contractor and the COR. The Contractor shall give notice to the COR prior to replacing the CPM.

5.2.7. *Extra Services*

The Contractor shall not render any services requested by any person orally or in writing that could be considered a change in the terms or scope of this SOW and that would necessitate an adjustment in contract price. In the event that such additional work is called for, a written proposal will be submitted to the PM, mutually satisfactory compensation negotiated, and a written notice to proceed issued by NPS.

5.2.8. *Subcontractor Requirements*

The requirements of this SOW shall apply to subcontractors performing work for the Contractor.

5.2.9. *Invoicing*

The Contractor shall submit with any payment requests, a brief summary of the activities accomplished in the payment period, and individuals and pay rates involved. All invoices shall include a narrative description of the activities performed under each of the tasks and subtasks, as appropriate for that billing period, and specify the date range covered by the invoice. Invoices shall be compiled and submitted on a monthly basis and submitted directly to the Internet Payment Platform with a courtesy copy to the PM.

5.2.10. *Period of Performance*

The period of performance will be 18 months from the effective date of award.

Period of performance extensions may only be granted after consultation with, and written approval from, the CO.

6.0 References

Barksdale & Associates, Inc. (B&A). 2014. Level II Environmental Site Assessment Report, Caneel Bay Resort, Saint John, U.S. Virgin Islands. March 5.

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