



## RESOLUTION 2015-028

### AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH AMEC FOSTER WHEELER FOR ENVIRONMENTAL CONSULTANT SERVICES ASSOCIATED WITH THE TANNERY BROWNFIELD SITE ASSESSMENT

**WHEREAS**, the City applied for and received a grant from the US Environmental Protection Agency (EPA) to do a site-specific site assessment for a brownfield in Sherwood referred to as the Former Frontier Leather Tannery (Tannery); and

**WHEREAS**, the intent of the grant is to characterize, assess and conduct cleanup planning and community involvement related activities for two parcels comprised of the Tannery; and

**WHEREAS**, the grant budget assumed \$143,300 for consultant services; and

**WHEREAS**, after soliciting, receiving and reviewing proposals from qualified firms, the selection team determined that AMEC Foster Wheeler was best suited to meet the project goals and perform the services needed by the City; and

**WHEREAS**, AMEC Foster Wheeler and the City negotiated the scope of work and proposed budget of \$135,700 with contingency of \$7,600 and a total project budget not to exceed the granted funded amount of \$143,300 (see attached Exhibit A – Scope of Work and Fee Schedule).

### NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

**Section 1.** The City Manager is authorized to enter into a professional services contract with AMEC Foster Wheeler for the project scope and fee described in the attached Exhibit A in an amount not to exceed \$143,300.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 17<sup>th</sup> day of February, 2015.**

  
Krisanna Clark, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder

**SCOPE OF WORK AND BUDGET FOR CITY OF SHERWOOD  
ENVIRONMENTAL ENGINEERING SERVICES TO PERFORM BROWNFIELD ASSESSMENT  
FORMER FRONTIER LEATHER PROPERTY**

**Task 1 – Project Management & Reporting**

**Proposed Task Budget: \$8,600**

**Prepare and Maintain Schedules and Budgets:** As indicated in the Cooperative Agreement Work Plan, the project period extends from 10/31/14 to 10/31/17. Immediately following project award, AMEC will use Microsoft Project to develop a detailed master schedule for the project. The schedule will include all EPA-required reporting, tentative dates for public meetings, and a detailed schedule for all technical project activities and deliverables. AMEC will use its spreadsheet tracking tool to track budgets for all tasks.

**ACRES Reporting:** At the start of the project, AMEC will prepare the required Property Profile Form using the ACRES database. We will update the project's ACRES record within 30 days after the end of each fiscal quarter in which assessment work occurs, and at the completion of assessment activities.

**Draft EPA Reports:** For each quarterly report prepared by the City, AMEC will provide a summary of work conducted during the quarter, and a description of progress toward meeting outputs and outcomes. AMEC will provide all information regarding the utilization of disadvantaged business enterprise (DBE) on the project on an annual basis. This information will be used by the City in completing required annual DBE reports. At the end of the project, AMEC will prepare a Final Performance Report, which will include before-and-after site photographs, documentation of outputs and outcomes achieved, lessons learned, and success stories. AMEC also will provide the City with any financial information needed for the City to complete a final Federal Financial Report.

**Task 2 – Public Involvement**

**Proposed Task Budget: \$5,000**

**Provide Input on Public Involvement Plan:** AMEC will provide the City with a generic Public Involvement Plan (PIP) template. AMEC and Cogan Owens Greene will participate in one 2-hour meeting with the City to discuss project public involvement goals and work scope. The City will then prepare the PIP. AMEC and Cogan Owens Greene will review the PIP prior to its submittal to the EPA for review and approval.

**Facilitate and Present at Public Outreach Meetings:** It is currently anticipated that the project will include four public outreach meetings. Each meeting, and AMEC/Cogan Owens Greene's role in each meeting, is described below.

Meeting #1, held prior to initiating site assessment work to inform the public about the project and invite community participation and input. Cogan Owens Greene and AMEC will support the City in developing the agenda for this meeting hosted and facilitated by the City. An AMEC representative will attend the meeting.

Meeting #2, held after site assessment work has been completed to publicize the results and to seek public opinion regarding remedial alternatives. Cogan Owens Greene and AMEC will support the City in developing the agenda for this meeting hosted and facilitated by the City. An AMEC representative will attend this meeting to present on the technical results of site assessment work.

Meeting #3, held following completion of the Analysis of Brownfield Cleanup Alternatives (ABCA) to inform the public regarding the preferred remedial alternative for the Property and announce the 30-day ABCA public comment period. Cogan Owens Greene and AMEC will support the City in developing the agenda for this meeting hosted and facilitated by the City. An AMEC representative will attend this meeting to present on the technical aspects of the ABCA.

Meeting #4, held at project closeout to inform the public about project successes. Cogan Owens Greene and AMEC will support the City in developing the agenda for this meeting hosted and facilitated by the City. An AMEC representative will attend the meeting.

**Develop Fact Sheets:** AMEC will provide technical information for inclusion in at least two fact sheets prepared by the City. Similarly, AMEC will provide technical information to assist the City, as requested, in preparing press releases, articles for the *Cityscape* newsletter, and social media notices using the City's Twitter and Facebook accounts. We also will assist the City in developing a Brownfields Initiative webpage by providing electronic copies of deliverables and other technical information.

**Provide Support for ATSDR Model Report:** AMEC will support the Washington County Health Department and Oregon Health Authority in the preparation of an Agency for Toxic Substances and Disease Registry Model Report by completing the following:

1. Providing technical support in developing and distributing a simple survey to at-risk and underserved community members regarding community health issues important to them;
2. Participating in a community meeting to recap the survey results, and brainstorm about how development can address issues identified during the survey; and
3. Providing technical feedback regarding the issues identified by the community, and metrics to gauge benefits to the community obtained through the project.

### **Task 3 – Site Characterization**

#### **Proposed Task Budget: \$114,600**

**Prepare Quality Assurance Project Plan (QAPP):** Before conducting field sampling activities, AMEC will prepare a QAPP in accordance with EPA requirements.

**Prepare Sampling and Analysis Plan (SAP):** AMEC will prepare a SAP detailing the scope and objectives of Phase I soil and groundwater sampling activities and Phase II wetlands assessment on tax lots 600 and 602. In preparing the SAP, AMEC will review all existing environmental data, will identify gaps in the existing data set, and will design a work scope to eliminate identified data gaps. The SAP and QAPP will be streamlined in a single deliverable. DEQ will be the primary reviewer of the SAP through its voluntary cleanup program. The SAP will identify subcontractors involved in the project, and describe their roles.

AMEC will discuss with the City and other stakeholders the pros and cons of using geophysics to delineate the boundaries of the hide-split landfill, and based on the outcome of these discussions, may include this in the SAP. We anticipate that the technical work scope that will be described in the SAP will include 1) the collection of approximately 60 soil samples from 20 direct-push soil borings located on tax lot 602; 2) laboratory analysis of all 60 soil samples for metals, approximately 30 soil samples for organochlorine pesticides, and approximately 15 soil samples for semi-volatile organic compounds, volatile organic compounds, and polychlorinated biphenyls; 3) the installation and development of approximately six to eight monitoring wells on tax lots 600 and 602; 4) initial groundwater sampling that will include a broad spectrum of analyses, including metals, organochlorine pesticides, semi-volatile organic compounds, and volatile organic compounds; and 5) additional groundwater sampling at a frequency and duration negotiated with the DEQ. The actual work scope, however, will be determined through discussions with the DEQ.

**Develop Health and Safety Plan (HASP):** AMEC will prepare a site-specific HASP. An AMEC Certified Industrial Hygienist will review and approve our HASP.

**Implement QAPP/SAP/HASP:** Following the approval of all pre-investigation work plans by City, EPA, and DEQ, AMEC will implement the scope of work described in the SAP in accordance the quality control measures outlined in the QAPP. If it is decided that geophysical exploration will be conducted at the site, this work will be completed first. Final determination of soil and groundwater sampling locations would follow the completion of any geophysical exploration work conducted. Consistent with the HASP, all boring and monitoring locations will be screened for subsurface utilities prior to their installation. All exploration locations will be located in the field using a hand-held global positioning system device using geographic information

system (GIS) coordinates supplied by our GIS specialist. All field personnel will be 40-hour Hazwoper-trained, and will have carefully reviewed the HASP. Personal protective equipment will be worn as specified in the HASP. Soils will be logged in each boring by an Oregon Registered Geologist/Environmental Professional. Soil and groundwater samples will be collected in new laboratory-supplied containers, and will be placed in a cooler maintained at a temperature of 4°C. The custody of all samples will be documented from the time of collection until delivery to the contract laboratory using a chain-of-custody form.

**Develop Phase II ESA Report:** Following the completion of soil sampling on tax lot 602, AMEC will prepare a brief data report documenting soil sampling and testing results. Following the completion of groundwater sampling on tax lots 600 and 602, we will prepare a comprehensive report documenting historical soil sampling results and sampling results from this project. We will develop the outline for this report in accordance with the DEQ's *Independent Cleanup Pathway Report Preparation Guide*. While we will conduct project work through the DEQ voluntary cleanup program rather than as an independent cleanup, this guidance is the current report standard preferred by the DEQ. Our report will include 1) background information; 2) a description of sampling methodologies used; 3) a description of the Site environmental setting; 4) a summary of all soil and groundwater testing data, including historical data; 5) a conceptual site model; and 6) an evaluation of risk, including determining whether contaminant hot spots are present.

**Prepare Wetlands Assessment Report:** Prior to completing a field reconnaissance of the Property, AMEC will review publicly available wetland and natural resource documents relevant to the Property and surrounding area. During the field reconnaissance, AMEC personnel will document observations on field forms and take photographs of wetland and other habitats on site. We will mark wetland boundaries and other sensitive habitats with high-visibility flagging tape. Following the field reconnaissance, AMEC will prepare a report following federal and state guidance and regulations. Figures showing the boundaries of identified wetlands, data sheets, and site photographs will be included in the report.

**Prepare Cultural and Natural Resource Letter:** AMEC will complete and submit Endangered Species Act and National Historic Preservation Act notifications in accordance with EPA requirements prior to initiating soil or groundwater sampling activities at the Property. We also will consult with interested Oregon Native American tribes regarding cultural resources prior to sampling, as required by EPA.

#### **Task 4 - Cleanup Planning**

**Proposed Task Budget: \$7,500**

Using information regarding the nature, extent, and concentration of contaminants and the results of risk analysis developed during the reporting phase of Task 3, AMEC will prepare an ABCA. The ABCA will be prepared in accordance with EPA requirements, but even more importantly, in general accordance with DEQ feasibility study guidance. The objective of the ABCA is to present remedial alternatives for impacted soil and groundwater, and evaluate the alternatives based on the following criteria: 1) effectiveness, 2) long-term reliability, 3) implementability, (4) implementation risk, and 5) reasonableness of cost. After the 30-day ABCA public comment period, AMEC will assist the City with reviewing and addressing comments and documenting the selected remedial action in the Final Cleanup Plan.

**TOTAL PROJECT BUDGET: \$135,700**

The EPA Brownfields Grant (00J93201) received by the City of Sherwood includes a contractual budget of \$143,300. The difference between the project budget and contractual budget (\$7,600) shall be included as contingency in AMEC's contract with the City. Use of these funds by AMEC must be pre-approved by the City, and can only be used for work scope not originally anticipated, as described above.

**TOTAL PROJECT BUDGET WITH CONTINGENCY: \$143,300**