

Schmidt / Leasure



May 25, 1990

GLO65593.CR.PM

Mr. Kevin Adler  
Remedial Program Manager  
U.S. Environmental Protection Agency  
Region 5  
230 South Dearborn Street  
Chicago, Illinois 60604

RECEIVED  
MAY 25 1990  
BUREAU OF SOLID -  
HAZARDOUS WASTE MANAGEMENT

Dear Mr. Adler:

Subject: Final Community Relations Work Plan for RD Work Phase  
Onalaska Municipal Landfill Site—Onalaska, Wisconsin  
Contract 68-W8-0040, WA 30-5NL5

Enclosed is the Final Work Plan for Community Relations (Task CR) at the Onalaska Municipal Landfill site during the RD phase. The work plan reflects the modifications to the Statement of Work made during the May 11 kickoff meeting.

If you have any questions, please do not hesitate to call.

Sincerely,

CH2M HILL  
*Daniel J. Dupies*  
Daniel J. Dupies  
Site Manager

eam/GLT981/014.51  
Enclosures

- cc: Stephen Nathan/PO/U.S. EPA Region 5
- Marshall McReynolds/CO/U.S. EPA Region 5
- Susan Pastor/CRC/U.S. EPA Region 5
- Mark Giesfeldt/WDNR/Madison
- John Fleissner/PM/GLO
- Al Sloan/APM-OPNS/GLO
- Bob Mason/APM-ADMIN/GLO
- Al Sivick/SCA/WDC
- Jerry Aycock/QAM/DEN
- Larry Martin/RTL/CHI
- Donna Navarro/PA/GLO (2 copies)
- Cheryl Remond/GLO (2 copies)
- Elaine Steiner/GLO

**RECEIVED**  
MAY 25 1990  
BUREAU OF SOLID  
HAZARDOUS WASTE MANAGEMENT

**COMMUNITY RELATIONS WORK PLAN  
FOR REMEDIAL DESIGN WORK**

**ONALASKA MUNICIPAL LANDFILL SITE  
Onalaska, Wisconsin**

**WA No. 30-5NL5 / Contract No. 68-W8-0040**

**May 25, 1990**

## CONTENTS

	<u>Page</u>
Introduction	1
Background	1
Project Objective	1
Scope of Work—Task CR	2
Progress Reporting	3
Project Schedule	4

GLT981/015.51

## **INTRODUCTION**

The United States Environmental Protection Agency (EPA) has assigned CH2M HILL to provide community relations services during the remedial design (RD) phase of work at the Onalaska Municipal Landfill site in Onalaska, Wisconsin. The work assignment (WA No. 30-5NL5) was issued under Contract No. 68-W8-0040. This work plan defines the recommended scope of work, schedule, and budget for the CR task.

The technical scope of work for this work plan describes the assumed project deliverables and the level of effort necessary to produce them. It is designed to afford flexibility needed for effective and responsive project execution. As the project proceeds, the EPA and the CH2M HILL site manager will mutually plan and manage any necessary variations in scope through revised statements of work and work plan revision requests as warranted.

## **BACKGROUND**

Remedial activities at the Onalaska Municipal Landfill site began in 1984, and a comprehensive remedial investigation/feasibility study (RI/FS) was completed in 1990. The final remedy for the site, as expected to be announced in the June 1990 Record of Decision (ROD), consists of construction of a multilayer landfill cap, enhanced biological degradation of subsurface soil contaminants immediately adjacent to the southwest portion of the landfill, and groundwater extraction and treatment with offsite disposal of groundwater treatment residuals. The biological treatment is expected to operate for 2 years before construction of the cap. Groundwater extraction and treatment and monitoring could last as long as 30 years.

## **PROJECT OBJECTIVE**

The objective of this work assignment is to help the EPA communicate effectively with the community during the RD work phase. Assistance will include:

- Identification of key community issues and recommended community relations methods through community interviews and preparation of a revised Community Relations Plan (CRP)
- Preparation and delivery of fact sheets, newspaper ads, letters, and similar community relations materials
- Maintenance and monitoring of appropriate community relations support materials, including a site mailing list and the local community's site information repository
- Attendance at or support of local community meetings as appropriate

Specific subtasks associated with this work assignment are described in the following section. The Superfund Project Control System will be used for budget control and planning.

## **SCOPE OF WORK—TASK CR**

Community relations is one of several tasks required to complete the RD effort. Task CR will be managed under this work assignment; however, community relations activities will be controlled by the technical work assignment's schedule. The EPA Remedial Project Manager (RPM), in conjunction with the Community Relations Coordinator (CRC), has the ultimate authority to direct community relations for the project and the RPM and CRC will review all CH2M HILL deliverables.

Each proposed subtask is described below. The assumed professional-grade level of effort (LOE) is identified for each subtask. The budget estimate includes all time and expenses estimated for preparation of project deliverables, including first draft production, document revisions, editing, and CH2M HILL senior review and quality control. Key expense categories are also identified. The forecasted support staff hours and expense amounts for each subtask are indicated on the attached ARCS V project management reports.

### **SUBTASK PM—PROJECT MANAGEMENT**

Day-to-day management of this work assignment (including preparation of this work plan) will be handled at CH2M HILL through Subtask PM. This subtask will cover project team coordination, routine communication with the EPA, scheduling, budgeting, and recordkeeping. The site manager will have direct responsibility for these areas and, in consultation with the RPM and CRC, will coordinate all key community relations phases during project execution.

The scope of work and budget under Subtask PM includes 21 LOE hours for project planning and 9 LOE hours for the balance of the project life (estimated at 12 months) for such routine project maintenance as updating technical status reports, budgeting, and routine EPA correspondence. LOE hours will be expended during the months in which community relations activities occur. The budget also assumes 5 LOE hours for the preparation of a work plan revision request and 12 LOE hours for project closeout. Expense categories within Subtask PM include telephone, postage, reprographics, computer charges for word processing and budgeting, and travel expenses for one person-trip between Milwaukee and Chicago.

### **SUBTASK CP—COMMUNITY RELATIONS PLAN**

Subtask CP includes the revision, printing, and distribution of the CRP for the Onalaska Municipal Landfill site. The 1988 CRP will be revised after the final Work Plan is approved. The revised CRP will contain an updated list of community concerns, community relations activities, and agency contacts and interested parties. The schedule of community relations activities that will be listed in the revised CRP will coincide with the technical milestones found in the Work Plan for RD oversight.

A total of 59 LOE hours are allocated to Subtask CP. The budget assumes that the site manager will telephone area residents to arrange interviews, send letters explaining the purpose of the interview, and travel to the site with the CRC to conduct 2 days of community interviews. It also assumes that the CRP will undergo internal and agency review before being completed. Revisions will consist only of those necessary to bring the document up to date and to tailor it to the RD phase of

work. The LOE estimate includes time for arranging and conducting interviews in Onalaska, researching and writing the document, preparing graphics, updating the site mailing list, editing the document, and document reproduction and distribution. Expense categories included under Subtask CP include travel and lodging, telephone, postage, reprographics, and computer charges for graphics and word processing.

### **SUBTASK CR—COMMUNITY RELATIONS IMPLEMENTATION**

Subtask CR constitutes the principal task for this CR project in terms of level of effort and budget allocation. It will involve several activities designed to provide the public with regular information about the landfill site. Most of the emphasis will be on addressing major RD technical tasks and milestones as they occur and are of interest to the public.

The budget for labor and expenses assumes the following scope of work and LOE hours:

- Production and distribution of up to 300 copies of one four-page RD kickoff fact sheet (typeset with one graphic) at 70 LOE hours
- Production and distribution of up to 300 copies of four project update mailings at 38 LOE hours
- Preparation and publication of one newspaper advertisement for the public meeting at 4 LOE hours

The budget also includes estimated support labor and expenses for each item listed above. Support staff hours are included for maintaining the site mailing list, processing deliverables for mailing and distribution, placing a newspaper advertisement, and for other general support. Expense items assumed under Subtask CR include printing one fact sheet, postage, newspaper advertising fee, telephone, and computer charges for graphics and word processing.

### **SUBTASK CS—COMMUNITY RELATIONS TECHNICAL SUPPORT**

The purpose of Subtask CS is to provide the technical information and materials necessary to assist with or strengthen the EPA's public presentations. The budget for labor and expenses assumes 25 LOE hours for scheduling and providing graphic support for one public meeting. The expenses include telephone charges, postage, reprographics, a 2-year subscription to the *La Crosse Tribune* for the CRC, and the cost for overheads, slides, and other graphic art supplies. No budget has been allocated for the site manager to attend a meeting at the site.

## **PROGRESS REPORTING**

Brief summaries of project progress will be sent to the RPM and the CRC in the form of technical status reports during the months in which community relations activities occur.

## **PROJECT STAFF**

Professional-level staff assigned to this project and their respective P-levels are listed below. Average rates for each P-level listed below are provided on Optional Form 60 attached to the financial package. CH2M HILL may assign other professional staff to this project to meet specific project needs.

<u>Name</u>	<u>Role/Position</u>	<u>Current P-Level</u>
Douglas Abere	CR QC	P1
Daniel Dupies	CRC/SM	P1
Philip Smith	Technical QC	P3
Shawn McAfee	Graphic Artist	T2

## **PROJECT SCHEDULE**

As specified in the WA Statement of Work, a total project duration of 12 months is assumed. The dates for community relations activities coincide with RD milestones and are subject to change as the RD technical schedule evolves.

The site manager and CRC will travel to the site in July to conduct community interviews. Work on revising the CRP will begin after the interviews are completed.

The RD kickoff fact sheet planned for publication in August will review the provisions of the ROD and describe cleanup agreements with the PRPs and the tentative RD schedule.

The project update mailings are planned to be produced quarterly and a public meeting will be scheduled near the mid-point of the RD phase.

GLT981/013.51

Client Proj No.: 30-5NL5.0  
 Master Project: 6559300

Micro Workplan  
 Project Summary (Includes Fee)  
 ONALASKA MUNICIPAL LANDFILL, WI  
 DUPIES D J

Report PRJ200  
 Page 1  
 Run Date: 05/22/90  
 Run Time: 10:02:31  
 As Of: 04/90

T A S K  
 Code Description

Code	Description	Status	-Project To Date-		-Est To Complete-		-Est At Complete-		-----Budget----	
			Prof. Hours	Total Cost	Prof. Hours	Total Cost	Prof. Hours	Total Cost	Prof. Hours	Total Cost
Community Relations: 65593CR										
CP	Community Relations Plan	A	0	0	59	3872	59	3872	30	2000
CR	Community Relations Implementation	P	0	0	112	8072	112	8072	0	0
CS	Community Relations Technical Support	P	0	0	25	2184	25	2184	0	0
PM	Project Management	A	0	0	45	3601	45	3601	70	3000
ZZ	General	A	0	0	0	0	0	0	0	0
Total			0	0	241	17729	241	17729	100	5000
Master Project Total			0	0*	241	17729	241	17729	100	5000

Internal Projects, Tasks, Milestones Included.

\* With invoiced fee only (see PRJ090 for Total with estimated full fee).