

**COMMUNITY RELATIONS WORK PLAN
FOR THE
REMEDIAL ACTION (RA) PHASE:**

**Onalaska Municipal Landfill Site
Town of Onalaska, Wisconsin**

WA No. 53-5LL5 / Contract No. 68-W8-0040

August 7, 1992

Introduction

The United States Environmental Protection Agency (U.S. EPA) has assigned CH2M HILL to provide community relations support during the remedial action (RA) phase of work at the Onalaska Municipal Landfill site in the Town of Onalaska, Wisconsin. This work plan defines the recommended scope of work, schedule, and budget for the community relations task.

This work plan is designed to afford the flexibility needed to effectively perform the project. The scope of work that follows describes the assumed project deliverables and the level of effort necessary to produce those deliverables. If the need to adjust the scope becomes apparent as the project proceeds, agreement between the U.S. EPA Work Assignment Manager, Project Officer, Contract Officer, and the CH2M HILL Site Manager is required to make such changes.

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 U.S. EPA signed a Record of Decision in August 1990 selecting the final remedy to address landfill and ground-water contamination at the site. The final remedy includes a multilayer cap over the landfill, on-site ground water collection and treatment, and in situ biological remediation. The biological treatment is expected to operate for 2 years before the landfill cap is constructed. Ground-water extraction, treatment, and monitoring could last as long as 30 years.

In spring 1990, U.S. EPA that requested CH2M HILL prepare a work plan for community relations activities during the remedial design phase (RD). During RD, CH2M HILL revised the community relations plan and provided meeting support. The RD work assignment (WA No. 30-5NL5) is currently being closed out.

Project Objective

The objective of this work assignment is to assist the U.S. EPA in communicating with the community during the RA phase. This assistance consists of:

- Preparing and delivering fact sheets and newspaper advertisements
- Updating the project mailing list. Supplying current information to the information repository
- Supporting local community meetings

The specific subtasks associated with this work assignment are described in the following section. The Superfund Project Control System (SPCS) will be used for budgeting and planning.

Scope of Work—Task CR

Community relations (CR) is one of several tasks required to complete the RA effort. Task CR will be managed under Work Assignment No. 53-5LL5 and is dependent on milestones in the schedule of the technical Work Assignment (No. 38-5NL5). The U.S. EPA Community Relations Coordinator is the Work Assignment Manager. The coordinator has authority to direct community relations for the project and to review CH2M HILL deliverables prepared for this work assignment.

The proposed subtasks for this work assignment are described below, and level of effort (LOE) hours are specified for each subtask. The budget estimate includes time and expenses to prepare 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 CR.PM—Project Management

CH2M HILL will handle day-to-day management of this work assignment (including preparation of this work plan) through Subtask CR.PM. This subtask covers project team coordination, routine communication with U.S. EPA, scheduling, budgeting, work plan revisions, and record keeping. The site manager has direct responsibility for these areas and will coordinate community relations activities in consultation with U.S. EPA's Work Assignment Manager.

The scope of work and budget under Subtask CR.PM consists of 17 LOE hours for project planning and 14 LOE hours for the 24-month project itself. Eight LOE hours are allotted to prepare a work plan revision request. The PM budget allots 24 LOE hours for three one-person trips to EPA offices in Chicago. In the project kickoff meeting on July 30, 1992, participants agreed that the three trips could be used for any task during RA. Because delays are expected between CR activities, the U.S. EPA's policy stipulates that LOE hours for routine project maintenance be estimated conservatively. LOE hours will usually be expended only during the months in which community relations activities occur.

The budget for this subtask includes support staff hours for producing this work plan and future technical status reports. Expense categories include postage, reprographics, computer, travel, and communication expenses for three one-person trips between Milwaukee and Chicago.

Subtask CR.PC—Project Closeout

The scope of work and budget of Subtask CR.PC consists of 16 LOE hours and support staff hours for project closeout. Expense categories within Subtask CR.PC include postage, reprographics, computer, and communication expenses.

Subtask CR.CR—Community Relations Implementation

Subtask CR.CR. constitutes the principal task for this project. Most of this subtask involves publishing fact sheets for the public to provide information about remediation of the Onalaska site. The fact sheets will address major RA technical tasks and milestones as they occur.

The budget for CR.CR allocates 156 LOE hours to produce and distribute 300 copies of three four-page fact sheets. Each fact sheet will be designed using desktop publishing, and each will include two figures.

The budget for Subtask CR.CR includes support labor and expenses for this activity. Support staff hours are included for maintaining the project mailing list, updating the information repository, editing and processing CR deliverables, and providing other general support.

Other expense items assumed under Subtask CR.CR include copying and mailing the RA fact sheets, communication charges, and computer charges for graphics and word processing. CH2M HILL will provide the U.S. EPA with the mailing list on diskette (using Word Perfect 5.1) upon request.

Subtask CR.CS—Community Relations Technical Support

The purpose of Subtask CR.CS is to provide the technical information and materials necessary to support the U.S. EPA's public presentations. The budget allocates 39 LOE hours for scheduling and providing graphic support for three public meetings. CH2M HILL's site manager (SM) has not been requested to attend the public meetings; however, the U.S. EPA requested that the SM be available for dry runs before the meetings. The 24 LOE hours under Subtask CR.PM allocated for time in Chicago could be used for this activity.

The budget allots 6 LOE hours to publish three public meeting advertisements in the *La Crosse Tribune*. The budget also allots 40 LOE hours and expenses for two 2-day trips to the site to assist the U.S. EPA with site tours. The expenses for this activity assume that CH2M HILL's SM will drive to the site in an ARCS vehicle.

Other expenses include postage, reprographics, computer, and communication charges, as well as the cost for overheads, slides, and other graphic art supplies. Lodging expenses for two one-person trips between Milwaukee and Onalaska and

newspaper advertising fees are also included. Note that the newspaper advertising fees are listed under the "miscellaneous" category in the work plan task detail (project 210v reports).

Progress Reporting

CH2M HILL will submit technical status reports to the Work Assignment Manager during the months of community relations activities.

Project Staff

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

Name	Role/Position	Current P-Level
Daniel Dupies	Site Manager	P1
Steve Keith	Technical QC	P3
Mark Lepkowski	Graphic Artist	T2

Project Schedule

The project duration is expected to be 24 months. The dates for community relations activities coincide with RA milestones and are subject to change as the RA schedule evolves.

The three fact sheets and public meetings are planned at the beginning, midpoint, and end of the RA phase. The site tour is also planned for the end of the RA phase.

Project Deliverables

Activity	Schedule
Three RA Fact Sheet (300 copies)	To be determined
Newspaper Advertisements (3)	To be determined
Remedial Action Public Meetings (3)	To be determined
Site Tour	To be determined

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Client Proj No.: 53-5LL5
 Master Project: 6562100

Micro Workplan
 Project Summary (Includes Fee)
 Onalaska Landfill, WI (Community Relat.)
 DUPIES D J

Report PRJ200
 Page 1
 Run Date: 08/05/92
 Run Time: 11:05:32
 As Of: 06/92

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: 65621CR										
CR	Community Relations Implementation	P	0	0	156	12798	156	12798	0	0
CS	Community Relations Technical Support	P	0	0	85	8511	85	8511	0	0
PC	Project Closeout Procedures	P	0	0	16	2048	16	2048	0	0
PM	Project Management	A	0	0	63	5081	63	5081	100	10000
ZZ	General	A	0	0	0	0	0	0	0	0
Total			0	0	320	28438	320	28438	100	10000
Master Project Total			0	0*	320	28438	320	28438	100	10000

Internal Projects, Tasks, Milestones Excluded.

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