

**COMMUNITY RELATIONS WORK PLAN
FOR THE REMEDIAL DESIGN/REMEDIAL ACTION
OVERSIGHT WORK PHASES**

**MOSS-AMERICAN SITE
Milwaukee, Wisconsin**

WA No. 46-5PM7 / Contract No. 68-W8-0040

October 23, 1991

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October 24, 1991

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Ms. Sue Pastor
Work Assignment Manager
U.S. Environmental Protection Agency, Region 5
230 South Dearborn Street
Chicago, IL 60604

Dear Ms. Pastor:

Subject: Final Community Relations Work Plan for
Community Relations
Moss-American, WI Site
Contract 68-W8-0040, WA 46-5PM7

Enclosed is the Final Work Plan for Community Relations (Task CR) at the Moss-American Site during RD/RA oversight. The work plan reflects the comments made during the October 11 kickoff meeting and October 17 telephone conversation with Steve Nathan.

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

Sincerely,

CH2M HILL

Daniel J. Dupies
Site Manager

bcb/GLT981/091.51

Enclosures

cc: Stephen Nathan/PO/U.S. EPA Region 5
Raymond Johnson/CO/U.S. EPA Region 5
Betty Lavis/RPM/U.S. EPA Region 5
Mark Giesfeldt/WDNR/Madison
John Fleissner/PM/GLO
Rakesh Walia/WDC
Jerry Aycock/QAM/DEN
Donna Navarro/PA/GLO (2 copies)
Cheryl Remond/GLO (2 copies)
Elaine Steiner/GLO

Introduction

The United States Environmental Protection Agency (U.S. EPA) has assigned CH2M HILL to provide community relations support during the remedial design/remedial action (RD/RA) oversight phases of work at the Moss-American site in Milwaukee, Wisconsin. This work plan defines the recommended scope of work, schedule, and budget for the community relations task.

The scope of work describes the assumed project deliverables and the level of effort necessary to produce those deliverables. It is designed to afford the flexibility needed for effective and responsive project execution. As the project proceeds, the U.S. EPA Work Assignment Manager, Project Officer, and Contract Officer and the CH2M HILL Site Manager will agree to any necessary variations in scope.

Background

Superfund activities at the Moss-American site began in 1983 when the U.S. EPA placed it on the National Priorities List. The remedial investigation began in late 1987 and was completed in January 1990. The feasibility study was completed in May 1990, and the Record of Decision for the site was signed in September of the same year.

The final cleanup remedy consists of rerouting the Little Menomonee River, treating highly contaminated sediment and soil in a slurry bioreactor, covering the remaining contaminated sediment and soil, treating contaminated groundwater, and performing onsite treatment and disposal of the soil in the northeast landfill.

Project Objective

The objective of this work assignment is to assist the U.S. EPA in communicating with the community during the RD/RA oversight work phases. Assistance will be provided by:

- Identifying key community issues and recommending community relations methods through community interviews and preparation of a revised Community Relations Plan
- Preparing and delivering fact sheets, update reports, and newspaper advertisements
- Updating the site's mailing list and 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 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/RA oversight effort. Task CR, which will be managed under this work assignment, is dependent on milestones in the technical work assignment's schedule. The U.S. EPA Community Relations Coordinator is the Work Assignment Manager, who has the ultimate authority to direct community relations for the project and who will review CH2M HILL deliverables prepared for this work assignment.

Each proposed subtask for this work assignment is described below. The assumed level of effort (LOE) is identified for each subtask. The budget estimate consists of 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 forecast 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 accomplish day-to-day management of the work assignment (including preparation of this work plan) under Subtask CR.PM. This subtask will cover project team coordination, routine communication with U.S. EPA, scheduling, budgeting, and recordkeeping. The Site Manager will have direct responsibility for these areas and, in consultation with the EPA's Work Assignment Manager, will coordinate community relations activities during the project.

The scope of work and budget under Subtask CR.PM includes 17 LOE hours for project planning and 38 LOE hours for the 76-month duration of the project for routine project management. This subtask also assumes 8 LOE hours to prepare a work plan revision request. During the kickoff meeting, the EPA requested that LOE hours for routine project maintenance be estimated conservatively despite the length of the work assignment because long delays are expected between activities. LOE hours will be expended during the months in which community relations activities occur. The 63 LOE hours budgeted in this subtask are divided as follows: 32 LOE hours in years 1 to 3 (65611CR), 20 LOE hours in years 4 to 6 (65612CR), and 11 LOE hours in years 7 and 8 (65613CR).

The CR.PM budget includes support staff hours for producing this work plan and technical status reports. Expense categories within Subtask CR.PM include filing, telephone, postage, copying, computer charges for word processing and budgeting, and travel expenses for three person trips between Milwaukee and Chicago.

Subtask CR.PC—Project Closeout

The scope of work and budget under Subtask CR.PC includes 16 LOE hours and support staff hours for project closeout (65613CR). Expense categories within Subtask CR.PC include telephone, postage, copying, and computer expenses.

Subtask CR.CP—Community Relations Plan

Subtask CR.CP includes the revision, printing, and distribution of the Community Relations Plan (CRP) for the Moss-American site. The CRP will be revised after this work plan is approved. The revised CRP will contain an updated list of site activities, community concerns, community relations activities, agency contacts, and interested parties. The schedule of community relations activities that will be contained in the revised CRP will coincide with the RD/RA oversight technical milestones.

A total of 48 LOE hours are allocated to Subtask CR.CP (65611CR). The budget assumes that CH2M HILL's Site Manager will telephone area residents and other interested parties to arrange interviews, send letters explaining the purpose of the interview, and accompany the Work Assignment Manager to conduct 2 days of community interviews. It also assumes that the draft of the revised CRP will undergo internal and agency review before it is completed. The proposed revisions will consist only of those necessary to bring the document up to date and to tailor it to the RD/RA phases of work. The LOE estimate includes time for arranging and conducting interviews in Milwaukee, researching and writing the document, preparing graphics, and editing the document. Expense categories included under Subtask CR.CP include telephone, postage, copying, and computer charges for graphics and word processing. The budget assumes that the EPA's Work Assignment Manager will rent a vehicle for use during the community interviews.

Subtask CR.CR—Community Relations Implementation

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

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

- Production and distribution of 300 copies of four 4-page fact sheets (typeset with two figures) at 212 LOE hours (one RD fact sheet and three RA fact sheets)
- Production and distribution of up to 300 copies of four progress update reports (1 page, 2-sided, desktop publishing without figures) at 76 LOE hours (one RD progress report and three RA progress reports)
- Preparation and publication of four newspaper advertisements for a total of 12 LOE hours (one for RD and three for RA)

The budget also includes support labor and expenses for these activities. Support staff hours are included for maintaining the site mailing list, updating the information repository, editing and processing CR deliverables, and other general support. CH2M HILL will provide the EPA with the mailing list on diskette (using WordPerfect 5.1) upon request. Expense items assumed under Subtask CR include printing and mailing the RD/RA fact sheets and progress update reports, travel

expenses for three person trips between Milwaukee and Chicago, telephone charges, computer charges for graphics and word processing, and newspaper advertising fees. Newspaper advertising fees are found under the "miscellaneous category" in the work plan task detail (project 210 reports). During the project kickoff meeting, the EPA requested that project fact sheets and update reports be mailed from CH2M HILL's Milwaukee office directly to addresses on the project mailing list. The expense for mailing these items reflects this request.

The 300 LOE hours budgeted in this subtask are divided as follows: 75 LOE hours in years 1 to 3 (65611CR), 151 LOE hours in years 4 to 6 (65612CR), and 74 LOE hours in years 7 and 8 (65613CR).

Subtask CR.CS—Community Relations Technical Support

The purpose of Subtask CR.CS is to provide the technical information and materials necessary to support U.S. EPA's public presentations. The budget for labor and expenses assumes 52 LOE hours for scheduling and providing graphic support for four public meetings (one for RD and three for RA). CH2M HILL's Site Manager has not been requested to attend the public meetings. The expenses include telephone, postage, copying, computer charges, and the cost for overheads, slides and other graphic art supplies.

The 52 LOE hours budgeted in this subtask are divided as follows: 13 LOE hours in years 1 to 3 (65611CR), 26 LOE hours in years 4 to 6 (65612CR), and 13 LOE hours in years 7 and 8 (65613CR).

Progress Reporting

Brief summaries of project progress will be sent to the Work Assignment Manager in the form of technical status reports during the months in which community relations activities occur.

Project Staff

Professional staff anticipated for 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 and staffing needs.

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

Project Schedule

A total project duration of 76 months is assumed. The dates for community relations activities coincide with RD/RA milestones and are subject to change as the RD/RA schedule evolves.

One fact sheet and project update report are planned for publication during the RD phase, which is scheduled to be completed at the end of 1993. Three fact sheets and progress update reports are planned for publication during the RA phase, which is scheduled to be completed 8 to 10 years after completion of RD.

The four public meetings will coincide with the publication of the fact sheets.

Project Deliverables

Activity	Schedule
RD Fact Sheet (300 copies)	To be determined
RD Progress Update Report (300 copies)	To be determined
3 RA Fact Sheets (300 copies each)	To be determined
3 RA Progress Update Reports (300 copies each)	To be determined
Newspaper Advertisements	
Remedial Design	To be determined
Remedial Action (3)	To be determined
Remedial Design Public Meeting	To be determined
Remedial Action Public Meetings (3)	To be determined

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