



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

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Mike Braun
Governor

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IDOA RFP 25-83595 (IDEM) Douglas Road Landfill Superfund Site Maintenance and Operation of Site

Scope of Work:

Task A: Project Planning and Management, Site Visits/Meetings, Office Meetings, and Conference Calls

A.1. Background Document Review and Site Familiarization

The Contractor shall become familiar with the Douglas Road Landfill (DRL) Superfund site background, site characterization, remedial action, the Operation and Maintenance (O&M) Manual, and Quarterly Progress and Annual Performance Reports, as they pertain to Operable Unit (OU)1 and OU2 of the remedy. The Contractor may request a site meeting or conference call with the IDEM Project Manager (PM) to discuss any questions the Contractor has from familiarization with these items or any actions taken by previous Contractors performing similar SOWs. The Contractor shall complete all work in accordance with the O&M Manual, Sampling and Analysis Plan, and Quality Assurance Project Plan. These documents may be found on IDEM's Virtual File Cabinet.

A.2. Kick-Off Meeting

The Contractor shall contact the IDEM Project Manager (PM) within five (5) business days of final contract signature to schedule a kick-off meeting to discuss the work activities in the Statement of Work (SOW); the budget and schedule in this Contract, and any changes therein; and invoicing. The kick-off meeting can be conducted via teleconference.

A.3. Initial Site Visit/Tour/Meeting

If requested, the Contractor shall perform a site visit with the IDEM PM within thirty (30) days of Contract execution or as agreed upon by both parties in writing to become familiar with the current site status and conditions and identify and discuss any specific concerns or actions that are discovered through visual inspection of the remedial components.

A.4. Conference Calls, Office Meetings, Additional Meetings, and Additional Site Visits/Meetings

The Contractor shall participate in office meetings, conference calls, and site visits/meetings with the IDEM PM as described below:

A.4.1. Monthly Progress Conference Calls

The Contractor shall participate in a monthly progress conference call for the duration of the contracting period with the IDEM PM to discuss work progress, outstanding issues, problems and resolutions, scheduled activities, and any other items deemed appropriate. The conference call shall occur on the last working Thursday afternoon of every month, or on the previous day if on a State



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Holiday, and should be scheduled for 30-45 minutes in length.

A.4.2. Additional Conference Calls

The Contractor shall participate in ten (10) or more additional conference calls with the IDEM PM to discuss work progress, outstanding issues, problems and resolutions, scheduled activities, sampling activities, and component repairs to various remedial components. These conference calls shall be at the sole discretion of the IDEM PM. An additional conference call shall be considered to be between 30-120 minutes in length.

A.4.3. Additional Site Visits/Meetings

The Contractor shall participate in a minimum of six (6) additional site visits/meetings with the IDEM PM to discuss work progress, outstanding issues, problems and resolutions, scheduled activities, sampling activities, and component repairs to Operable Unit 1(OU1) (the landfill cap) and Operable Unit 2 (OU2), the groundwater remedy components). These site visits/meetings shall be at the sole discretion of the IDEM PM and may be performed in lieu of a monthly progress conference call (Task A.4.1.) as required by the IDEM PM.

A.5 Project Management

The Contractor shall provide Project Management Services no more than ten (10) billed hours per month. These hours are intended to provide time to coordinate activities that must be completed at the site, including organizing sampling events, maintenance, sub-contracting, etc.

Task B: Site Security and Perimeter Fence Inspections, Repairs/Replacements, Site Access Road Repair/Maintenance and Vegetation Control & Removal

B.1. Site Security and Perimeter Fence Inspections

The Contractor shall conduct fence inspections once per month and complete an inspection checklist for each inspection. Fence inspection shall include checking the condition of signage and padlocks. The Contractor shall remove trash within, against, or near the perimeter fence as needed during each inspection. The Contractor shall submit a completed inspection checklist for each Task B.1. inspection as part of Task H reporting requirements below.

B.2. Perimeter Security Fence, Fence Post, Barbed-Wire, and Gate Repair, Replacement, and Padlock/Chain Replacement

The Contractor shall perform repairs and replacements to the perimeter security fence and replacement of its components as identified below. Digital photos of any degraded or damaged fence component shall be taken and submitted to the IDEM PM for visual documentation of component degraded or damaged conditions. A written proposal detailing the condition of the fence components and the repairs and/or replacements that are needed shall be submitted to IDEM staff within three (3) business days of initial notification unless otherwise waived by the IDEM PM. Written repair/replacement proposals with digital photos documenting fence component conditions may be submitted via email to the IDEM PM. Written IDEM approval shall be obtained prior to performing any repairs or replacements. A field inspection checklist must be completed for each and all activities performed under Task B.2. and shall be included as part of Task H reporting requirements.

B.2.1. Fence Repairs

The Contractor shall perform fence repairs on the perimeter security fence. Fencing shall be repaired on a per foot basis up to a total of 300 feet of fence replacement for the duration of the Contract per the above Task B.2. requirements.

B.2.2. Fence Post Repairs/Replacement

The Contractor shall perform perimeter security fence post repairs or replacement. Fence posts repairs shall be based on a per post basis for up to ten (10) fence posts for the duration of the Contract per the above Task B.2. requirements.

B.2.3. Fencing Barbed-Wire Repairs/Replacement

The Contractor shall perform repairs and replacement of the barbed-wire around the top of the perimeter security fence. Fencing barbed-wire will be repaired on a per foot, as needed, basis for a total of up to 300 feet of barbed wire for the duration of the Contract per the above Task B.2. requirements.

B.2.4. Gate Component Repair/Replacement

The Contractor shall perform security fence gate repair not to exceed four (4) events for the duration of the Contract per the above Task B.2. requirements. Gate repairs include replacement or repair of any component that fails to function as designed or within tolerance levels for any reason.

B.2.5. Padlock/Chain Replacement

B.2.5.1. Padlock Replacement

The Contractor shall replace the padlocks on the gates of the perimeter security fence for the site at the direction of the IDEM PM. Padlock replacements shall not exceed eight (8) total padlocks for the duration of the Contract per above requirements.

B.2.5.2. Chain Replacement

The Contractor shall replace the chain on the main gate of the perimeter security fence for the site. The Contractor shall provide for two (2) chain replacements for the duration of the Contract per the above Task B.2. requirements. Each replacement chain shall be approximately 24 inches long. Replacement chain must be hardened steel of at least Grade 30 or better, or may be substituted with security cable of equal strength and durability with written documentation demonstrating similar capabilities.

B.3. Perimeter Fence Vegetative Control and Removal

The Contractor shall perform chemical and manual vegetative growth control for the perimeter security fence. Vegetative growth control shall consist of one annual chemical treatment of nuisance plant growth and one annual manual removal for vegetative growth, including trees and bushes. The Contractor shall complete and submit field documentation as part of Task H reporting requirements.

B.4 Site Access Road Repair and Maintenance

**The Contractor shall apply gravel one time to the Site access road.
The gravel should be four (4) inches deep, leveled, No. 53 gravel with powder. The Site access road**

may be treated once per year to remove weeds or other nuisance vegetation, at the recommendation of the Contractor and approval of the IDEM PM.

Task C: Landfill Cap and Drainage Ditch Inspections & Maintenance, Mowing, Vegetative Growth Control, Nuisance Animal Control, Settlement/Erosion/Drainage Repairs & Oversight

C.1. Landfill Cap & Drainage System Inspections

The Contractor shall conduct a cursory landfill cap and drainage system inspection once per month. At a minimum, the Contractor shall identify damages (i.e., erosion points, animal burrows) and obstructions to proper drainage and the presence of nuisance plants and animal species. The Contractor also shall remove all debris and trash from the two drainage structures/grates. The Contractor shall complete and submit an inspection checklist for each event or other approved documentation authorized by IDEM for each Task C.1. Inspection as part of Task H reporting requirements.

C.2. Detailed Landfill Cap and Drainage Ditch Inspections

The Contractor shall conduct a detailed landfill cap and drainage system inspection once per quarter. The Contractor shall either walk or use a small All-Terrain Vehicle (ATV) in order to directly inspect the entire cap and drainage ditches without inflicting damage. Detailed landfill cap and drainage ditch inspections shall take the place of cursory inspections (see C.1. above). The Contractor shall also remove all debris and trash from the two drainage structures/grates. The Contractor shall complete and submit an inspection checklist or other approved documentation authorized by IDEM for each Task C.2. inspection as part of Task H reporting requirements.

C.3. Mowing

There are several distinct areas that require mowing to control vegetative growth on the DRL Superfund Site. The Contractor shall mow the landfill cap/cover, landfill perimeter areas, landfill drainage ditches, entrance road, and the perimeter areas to the wetlands treatment system during the spring and fall quarters of each year.

All mowing may be impacted by weather and delayed to a later date. Written documentation of the cause for a weather-related delay shall be provided to the IDEM PM and written approval obtained from IDEM staff. The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by IDEM for each field activity as part of Task H reporting requirements.

C.4. Vegetative and Nuisance Plant Growth Control

The Contractor shall perform vegetative growth control for the landfill cap, the perimeter drainage ditches, and perimeter road. Vegetative growth control will consist of one annual chemical treatment of nuisance plant growth for the entire perimeter drainage ditch and perimeter road. Mowing, as required in Task C.3., shall address nuisance plant growth on the landfill cap. The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by IDEM for each Task C.4. event as part of Task H reporting requirements.

C.5. Nuisance Animal Control

The Contractor shall perform nuisance animal control for the landfill cap, the perimeter drainage ditch, and wetlands treatment system. Nuisance animal control (i.e., burrowing animals, such as

groundhogs) shall be performed on an as needed basis as determined and approved in writing by the IDEM PM. Nuisance animal control shall consist of: (1) live capture and relocation; or (2) trapping with euthanasia and off-site disposal. The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by IDEM for each Task C.5. animal control event as part of Task H reporting requirements.

Task D: Landfill Gas System Inspections, Maintenance, and Repairs

D.1. Landfill Gas System Inspections

The Contractor shall conduct two (2) inspections per month on non-consecutive days of the Carbonair gas collection system. These inspections shall include, but are not limited to, checking to assure that the blower motor is operational, pressure gauges are functioning and within operating specifications, check and replace air filter elements, check condensate tank and dispose of liquid contents, check floor sump for liquids, check the integrity of the building and its other components, and evaluate the control of any insect and rodent infestations. The Contractor shall complete and submit an inspection checklist or other approved documentation authorized by IDEM for each Task D.1. inspection as part of Task H reporting requirements.

D.2. Landfill Gas System Maintenance and Repairs

The Contractor shall replace all valves and above-ground plastic tubing for the landfill gas extraction wells as required with the written approval of IDEM staff. The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by the IDEM PM for each Task D.2. maintenance and repair event for documentation in the quarterly report as part of Task H reporting requirements.

D.3. Landfill Gas System Building Painting and Sealing, Maintenance and Repairs

D.3.1. Landfill Gas System Building Painting and Weather-Proofing

The Contractor shall paint and weather-proof the landfill gas extraction system building as necessary and assure that adverse weather conditions (i.e., rain, sleet, snow, ice, wind) do not adversely impact, within reasonable expectations, the integrity of the building and its components. The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by IDEM for the Task D.3.1. event as part of Task H reporting requirements.

D.3.2. Landfill Gas System Building Maintenance and Repairs

The Contractor shall replace filters twice a year on the Carbonair landfill gas pump system. The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by IDEM for each Task 3.2. event as part of Task H reporting requirements.

Task E: Landfill Compliance Monitoring and Sampling, Analysis, and Data Validation

E.1. Landfill Compliance Monitoring

The Contractor shall perform quarterly gas compliance monitoring on the perimeter landfill gas monitoring probes and the gas extraction wells on the landfill. Quarterly landfill gas monitoring will include, at a minimum, methane, oxygen, CO₂, and LEL. The Contractor shall check the valve systems on the landfill gas extraction wells for damages and degradation, and make any necessary adjustments with the written consent of the IDEM PM. The Contractor shall complete and submit

a field activity checklist or other approved documentation authorized by IDEM for each Task E.1. monitoring event as part of Task H reporting requirements.

E.2. Landfill Compliance Sampling

The Contractor shall collect quarterly, an eight-hour, time-weighted Summa air sample of the exhaust from the landfill gas extraction system in accordance with the approved site quality assurance project plan (QAPP). The Contractor shall complete and submit a field activity checklist or other approved documentation authorized by the IDEM PM for each Task E.2. compliance sampling event as part of Task H reporting requirements.

E.3. Landfill Compliance Sample Analysis

The Contractor shall analyze the quarterly Summa air sample collected from the exhaust of the landfill gas extraction system for Volatile Organic Compounds (VOCs) using method Toxic Organic (TO)-15 and Data Quality Objective (DQO) Level 4. The Contractor shall submit the analytical data from the subcontracted laboratory for each Task E.3. compliance sampling analysis as part of Task H reporting requirements.

E.4. Landfill Compliance Sample Data Validation

The Contractor shall perform quarterly data validation of the results on the eight-hour, time-weighted Summa air sample collected from the exhaust of the landfill gas extraction system. The Contractor shall submit the Task E.4. compliance sample data validation as part of Task H reporting requirements.

Task F: Groundwater Monitoring Network Inspection and Maintenance, Water Level Measurement and Sampling, Laboratory Analytical Analysis, and Data Validation

F.1 Groundwater Monitoring Network Inspection and Maintenance

The Contractor shall inspect all components of the groundwater monitoring network. This Task shall be performed in conjunction with the annual groundwater sampling event. The Contractor shall perform minor repairs and maintenance to all monitoring wells, including weed removal, lock replacement, cap replacement, and cover bolt replacement. The Contractor shall document the findings of the inspection and any subsequent maintenance activities or repairs performed on the monitoring well network on a field activity checklist or other IDEM approved documentation and shall also be included as part of Task H reporting requirements.

F.2 Groundwater Monitoring Network Water Level Measurement and Sampling

The Contractor shall perform annual water level measurement and sampling of the groundwater monitoring network, including all extraction wells. The groundwater samples shall be analyzed for VOCs, arsenic, lead, and iron.

F.3 Groundwater Monitoring Network Sample Analysis

The Contractor shall perform the analytical analysis of the annual groundwater monitoring network samples. The Contractor shall analyze these samples using Level 4 DQO for VOCs, arsenic, lead, and iron per the approved QAPP/SAP. The Contractor shall incorporate the Level 4 DQO analytical package into the semi-annual report as part of Task H reporting requirements.

F.4 Groundwater Monitoring Network Sample Result Data Validation

The Contractor shall perform data validation of the results of the annual groundwater monitoring network samples and include data validation as part of reporting requirements under Task H.4.3.

F.5 Groundwater Monitoring Network – Monitoring Well Repair/Replacement

The Contractor shall determine, during the inspection performed in Task F.1., if any of the monitoring wells in the network are in disrepair due to broken pumps, broken risers, the well has silted in, or any other situation that renders the well unable to be sampled. If this condition arises, the contractor will submit a report of such conditions to the IDEM PM, with written recommendations of how best to put the well back in service. This may include extensive redevelopment or complete replacement.

F.5.1 Monitoring Well Redevelopment

The Contractor shall provide for complete rehabilitation and redevelopment of a maximum of four (4) monitoring wells during the contract period as approved by the IDEM PM.

F.5.2 Monitoring Well Abandonment

The Contractor shall provide for proper well abandonment for any damaged or otherwise unusable monitoring well, of up to four (4) wells during the contract period. The wells proposed to be abandoned must be approved in advance by the IDEM PM.

F.5.3 Monitoring Well Replacement

The Contractor shall provide for the installation of up to two (2) new/replacement monitoring wells during the contract period. The new wells proposed to be installed must be approved in advance by the IDEM PM.

Task G: Utility Support Services and Utility Systems Repair & Maintenance

G.1 Utility Support Services

The Contractor shall provide utility support services associated with operating and maintaining the remedies to companies providing utilities for the Site. A response to a power outage, service interruption, or forced water main damage shall include, but not be limited to, (1) meeting utility company representatives on-site for any reason deemed necessary by the utility company; (2) restart and/or reset all electrical operations for the entire Site; (3) restart and/or reset internet operations/connections; (4) provide locator information of the force water main from EXT-5; (5) address damages to the forced water main from EXT-5; and (6) any other action necessary to support the utility companies or private company actions to restore services to the site or water discharge from EXT-5 (if operational) to the on-site constructed wetlands treatment system. The Contractor shall document all response actions and submit a report to IDEM as part of Task H reporting requirements.

G.2 Utility Systems Repair & Maintenance

The Contractor shall perform repair and/or maintenance of the electrical and telephone/internet /systems that are outside the responsibility of the provider for those services. The Contractor shall provide maintenance for site electrical and telephone/internet systems to minimize outages and component failures to these systems and facilitate access to the meters and other components as necessary for the utility company. All electrical work shall be performed as required by local code. The Contractor shall document all repairs and maintenance actions. The Contractor shall submit

field activity documentation to IDEM as part of Task H reporting requirements.

Task H: Project Documents and Reports

H.1 Annual Update to the Health and Safety Plan (HASP)

The Contractor shall perform annual reviews of the site-specific HASP for the duration of the Contract to assure continued protection of personnel and subcontractors involved in site activities and of the surrounding community and site visitors and make updates to the HASP as needed. The HASP updates shall reflect changes in the community landscape, medical facility availability, transportation conditions, work activity performance, site conditions, third party access, site security, and any other items IDEM deems appropriate. The Contractor shall provide annual written requests to the IDEM PM of the need and justification to perform an update to the HASP. The IDEM PM shall provide a written response either accepting or rejecting the need of Task H.1.1. HASP update. If determined necessary by the IDEM PM, the Contractor shall submit the draft HASP update to IDEM for review and comment within 14 calendar days of the IDEM PM notice to proceed. The Contractor shall submit the final HASP update to IDEM within five (5) working days of receipt of any IDEM comments on the draft document.

H.2 Annual Update to the Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plan (SAP)

The Contractor shall perform annual reviews of the site-specific QAPP/SAP as approved the IDEM PM to evaluate if updates are necessary. The Contractor shall provide annual written requests as needed to the IDEM PM of the need and justification to perform an update to the QAPP/SAP. The IDEM PM shall provide a written response either accepting or rejecting the need of Task H.2. QAPP/SAP update. If determined necessary by the IDEM PM, the Contractor shall submit the draft QAPP/SAP update to IDEM for review and comment within thirty (30) calendar days of the IDEM PM notice to proceed. The Contractor shall submit the final QAPP/SAP update to IDEM within 15 working days of receipt of any IDEM comments on the draft document.

H.3 Project Reports

H.3.1 Quarterly Progress Reports

The Contractor shall produce and submit quarterly progress reports for landfill operation and maintenance, including information in field logs or other approved field or inspection documentation, of the landfill and all of its components. The report shall include all documentation used to document inspections of the remedial components. These reports should also include all landfill gas monitoring and reporting as well as trend analysis and comparison of landfill gas concentrations to action levels. These written quarterly progress reports shall be due on the 20th of the month, or the next following business day if the 20th is on a weekend, following the quarter under review.

H.3.2 Annual Sampling Report

The contractor shall produce annually a report documenting the annual groundwater sampling conducted under Task H of this contract. The Contractor shall include the results of all samples taken, validation reports, analytical reports, drawings or maps depicting the results, groundwater flow direction, and comparison of sample results to cleanup criteria. The Contractor will also provide trend analysis for groundwater sample results. The Contractor shall submit a draft of the annual sampling report to IDEM for review and comment within 60 days of completion of the sampling event. The Contractor shall incorporate IDEM staff comments, if any, from their review of the draft document into the final version of the annual sampling report and submit the final

document within 30 days of receiving the IDEM staff comments.