

**WORK STATEMENT  
FOR  
ALASKA ARMY NATIONAL GUARD**

**MASTER AGREEMENT: SPILL PREVENTION, CONTROL, AND COUNTERMEASURE  
(SPCC) PLAN SERVICES**

**1.0 PURPOSE**

The Contractor will provide services as detailed below, relative to supporting the Alaska Army National Guard's (AKARNG) Water Resources Program of the Department of Military and Veterans' Affairs (DMVA) Facility Management Office's Environmental Compliance Office (FMO-ENV). The AKARNG is required to comply with the Clean Water Act, identified in Title 40 of the Code of Federal Regulations (CFR), numerous state and local regulations, and Army Regulation (AR) 200-1, *Environmental Protection and Enhancement*. DMVA-FMO-ENV seeks a qualified contractor to provide technical services for writing, upgrading, amending, and certifying Spill Prevention, Control, and Countermeasures (SPCC) Plans for AKARNG facilities statewide.

**2.0 BACKGROUND**

The DMVA-FMO maintains and operates approximately 60 facilities and training areas for the AKARNG in support of unit mission requirements, environmental compliance standards, and energy efficiencies. These facilities and training areas are located throughout the state of Alaska. Many of them are in remote areas accessible only by small aircraft or by watercraft. Additionally, sites often have limited local resources and are subject to extreme climatic conditions. Many facilities do not have personnel assigned to them, or only occasionally during training events.

- 2.1** DMVA-FMO-ENV seeks to establish a master agreement with a Contractor to provide services for writing, upgrading, amending, and certifying plans.
- 2.2** In accordance with the requirements set forth in 40 CFR § 112, facility SPCC Plans are required to be reviewed every five years and amended within six months of a facility change. Five-year reviews and amendments will be the regulatory drivers for project solicitations, along with the potential need to develop an SPCC for a site that was not previously subject to regulation.
- 2.3** Project solicitations will most likely be for the sites listed in Attachment A, however, in the event that a new facility is built or acquired by the AKARNG, an SPCC may need to be written for a site that does not have an existing plan in place.
- 2.4** Not all existing SPCC plans are in the desired plan format. In the event a solicitation is generated for one of these plans, the Contractor shall upgrade the plan to the desired format.

**3.0 PERIOD OF PERFORMANCE:**

The period of performance for this Master Agreement will be a three-year agreement, with one (1) two-year extension option.

**4.0 SCOPE OF SERVICES**

**4.1 SCHEDULING AND SITE RESEARCH**

- 4.1.1** The Contractor shall submit to the DMVA project Point of Contact (POC) a detailed Project Schedule within 15 calendar days of receipt of Notice to Proceed. The schedule shall include a timeline chart of activities showing project tasks, field activities, a description of project staffing (to include qualifications) and responsibilities, appropriate milestones, identification of decision points, deliverable dates, review times, and key schedule responsibilities. If, for any reason, the schedule is changed or modified, the Contractor shall provide an amended schedule as soon as possible. Amended schedules shall not be permitted to affect previously scheduled milestones that were to occur within five working days of an amended schedule submission date. Schedule revisions shall not be effective until approved by the DMVA project POC.
- 4.1.2** The Contractor shall designate and submit a POC for the technical aspects of the contract and performance. This POC designation shall be provided concurrently with Project Schedule submission. The Contractor POC shall work with the DMVA project POC to ensure coordination between the Contractor and all affected parties. The POC shall coordinate and cooperate with the DMVA project POC for review and approval of all technical aspects/operations within the scope of this contract.
- 4.1.3** The Contractor shall coordinate closely with the DMVA-FMO-ENV office in scheduling site visits to avoid interference with other projects, and to coordinate with the DMVA Tribal Liaison Manager. Site visits and schedules shall be projected by the contractor within five working days of receipt of Notice to Proceed. Site visits are subject to approval by the DMVA-FMO-ENV office two weeks prior to field execution.
- 4.1.4** The Contractor shall review current SPCCs for sites indicated on the Notice to Proceed for each project solicitation. The Contractor shall determine and plan for what information will be necessary to collect during the site visit.

## **4.2 SITE VISIT**

- 4.2.1** The existing SPCC Plan(s) shall be studied for site-specific familiarization. DMVA-FMO-ENV shall provide existing plans in electronic format (MS Word and/or Adobe PDF), if available.
- 4.2.2** Each AKARNG location shall be individually evaluated on-site by the Contractor's Professional Engineer currently registered in the State of Alaska, or by an authorized and qualified agent of that engineer.
- 4.2.3** During the site visit, the Contractor shall verify that information displayed on the site map is accurate and reflects the true and current condition of each site.
- 4.2.4** During the site visit, the Contractor shall conduct any interviews with personnel needed to ensure that all relevant and pertinent information for updating the plan is obtained.
- 4.2.5** During the site visit, the Contractor shall take any measurements necessary to perform secondary containment area calculations and demonstrate compliance.
- 4.2.6** During each site visit, photographs shall be taken of each facility for which a plan is prepared.

- 4.2.6.1** Photographs shall show each side of the facility from approximately 100 feet out, showing the viewer the type of vegetative ground cover around and up to the facility from each side.
- 4.2.6.2** Photographs shall be taken of each aboveground fuel storage tank (AST) and all of its appurtenances to include, but not limited to: vents, spill buckets, vent whistle, remote monitoring sensors, alarms, cam-lock fittings and/or fill limiters, and any labels and placarding, if present.
- 4.2.6.3** Photographs shall include one each view of the end, side, top, and base of each AST.
- 4.2.6.4** Photographs shall be taken of any existing or potential spill problem areas (indoor or outside). These have historically included concerns with storage tank piping, hazardous substance storage areas, day tanks, fuel transfer sites, drums, etc.
- 4.2.6.5** All photograph files shall include metadata or a reference spreadsheet to include facility identification, description of photographed subject, direction of view, and date of inspection. A photo sheet is not an acceptable deliverable for this item.
- 4.2.6.6** Photo files shall be included on the SPCC Plan computer Compact Disc (CD) deliverable.
- 4.2.7** The Contractor shall report to the DMVA project POC or their alternate as soon as possible any condition that is unusual, hazardous to human health or the environment, new or recent soil staining, and/or any potential violation of the Clean Water Act, 40 CFR § 112 and/or AR 200-1.
- 4.2.8** The Contractor shall compile and supply the DMVA project POC with a list of deficiencies, if any, for each facility within 10 days of visiting that facility.
- 4.2.9** That Contractor shall bring to the attention of the DMVA project POC any deficiency or condition that would prevent the SPCC plan from being certified. The Contractor shall work with the DMVA project POC to identify solutions to resolve these issues.

#### **4.3 WRITE/AMEND/UPGRADE SPCC PLAN**

- 4.3.1** Current SPCCs shall be reviewed and rewritten with updates for all locations specified in the Notice to Proceed for each project solicitation. SPCCs shall be rewritten in accordance with requirements set forth in 40 CFR § 112, AR 200-1/Chapter 4, 7 & 11, and all applicable federal, state and local environmental laws and regulations. The Contractor shall write, or rewrite/upgrade and make updates/amendments based upon actual information that is obtained during site visits. Final plans shall reflect the true current condition of each site.
- 4.3.2** Plans shall be written in the DMVA-FMO-ENV desired format, see Attachment B for details. If the Contractor has developed an SPCC plan template that it feels is superior to the desired format, the Contractor may present their template for consideration by the DMVA project POC. The final determination of which format to use rests solely with the DMVA project POC.

- 4.3.3** The Contractor shall prepare, at a minimum, Draft, Draft Final, and Final SPCC plans for all locations specified in the Notice to Proceed for each project solicitation. If deemed necessary by DMVA-FMO-ENV in consultation with the Contractor, additional drafts may be prepared for review to resolve all comments and concerns.
- 4.3.4** Verbiage concerning monthly tank inspections shall be updated (if necessary) to reflect that tank inspections are conducted periodically by personnel that are knowledgeable of storage facility operations, characteristics of the liquid stored, the type of Aboveground Storage Tank, and its associated components.
- 4.3.5** Plans shall include an Appendix with secondary containment area calculations performed by the Contractor to demonstrate that all requirements for secondary containment are met for applicable petroleum storage units.
- 4.3.6** The Contractor shall develop and supply new maps that reflect the true and current condition of each site. Each SPCC plan shall include at least three maps as follows:
- 4.3.6.1** State/Area map.
- 4.3.6.2** Community aerial photograph map. The most current available imagery shall be utilized and the AKARNG facility shall be clearly indicated on the map. DMVA can provide AKARNG aerial imagery for the Contractor to generate the map, if imagery available to the Contractor is not current.
- 4.3.6.3** Site diagram/map. Minimum data to be shown on site diagram/map include:
- Structural footprints;
  - Building access points;
  - Tank location(s) and contents;
  - Type and location of ancillary equipment;
  - Fuel system emergency valve(s)/shut down(s);
  - Additional site features such as conex units, drums, spill kits, outbuildings, etc.;
  - Roads, boardwalks, and/or trails;
  - Significant surface features that might prevent or promote surface drainage such as culverts, pipelines, and utility corridors;
  - Hazardous material storage lockers;
  - Day tank(s) and interior/exterior piping;
  - Surface drainage information and direction;
  - General site topography and direction/distance to nearest potentially impacted navigable water body;
  - Approximate location of subject and adjacent property lines; and,
  - Map north orientation arrow, map scale, features key, and map legend.
- 4.3.7** Draft plan submittals shall be in MS Word file format. DMVA-FMO-ENV will provide comments on drafts by using the MS Word "Track Changes" feature. Additional details on Deliverables are noted in Section 5.0.

- 4.3.8 The Contractor shall be required to constructively resolve all DMVA-FMO-ENV office comments and concerns.
- 4.3.9 The Contractor shall allow DMVA-FMO-ENV staff review periods of approximately three (3) weeks per draft plan.

## 5.0 DELIVERABLES

- a. **SPCC PLANS.** The Contractor shall establish suspense dates to meet the prescribed deadline in each Notice to Proceed with due consideration to required review period for each plan. Suspense dates are subject to approval by DMVA-FMO-ENV office. All sheets and covers of all draft reports shall be overprinted with the word "DRAFT". The original copies of the final documents shall become the property of the DMVA/National Guard Bureau (NGB). Plan deliverables are:
  - (1) One complete electronic copy each of the Draft and Draft Final SPCC plans for each facility.
  - (2) Final printed and signed SPCC plans.
    - (a) Two printed copies for each facility as follows:
      - i. One unbound original, single-sided final plan, signature pages stamped and signed by P.E. DMVA-FMO-ENV will secure the signature for commitment of plan resources from the Construction & Facilities Maintenance Officer (CFMO).
      - ii. One individually comb-bound or spiral-bound (to be specified within each individual project solicitation), double-sided final plan, signature pages stamped and signed by P.E. DMVA-FMO-ENV will secure the signature for commitment of plan resources from the CFMO.
    - (b) Formatting for plans shall be as follows:
      - i. Normal (1") margins all around.
      - ii. Arial font type utilizing font size 11.
  - (3) Final electronic SPCC plans.
    - (a) One separate electronic CD copy for each facility Final SPCC plan.
    - (b) One each copy formatted in both MS Word and Adobe PDF.
    - (c) Original graphics files for each Figure in the Final SPCC plan.
    - (d) All copyrighted portions of the document, including aerial photographs, should be formatted in Adobe PDF and embedded within the MS Word document.
    - (e) DMVA-FMO-ENV will scan finalized signature pages and insert into the final digital SPCC plan.
- b. **SUSPENSES.** The Contractor shall be required to meet established suspense dates as approved by DMVA-FMO-ENV office with due consideration to the required review period.
  - (1) The original copies of the Final documents shall become property of the DMVA/NGB.
  - (2) Transmittal letters for each deliverable shall be forwarded to DMVA-FMO-ENV office.

## 6.0 POINT OF CONTACT:

- a. **DMVA PROJECT POC:**  
Nicole Warner  
DMVA Water Resources Program Manager  
907-428-7151 phone

Nicole.warner@alaska.gov

**b. DMVA PROJECT ALTERNATE POC:**

Alyssa Murphy  
907-428-7176 phone  
alyssa.murphy@alaska.gov

**7.0 ADDITIONAL REQUIREMENTS UPON THE CONTRACTOR INCLUDE:**

- a. The Contractor shall utilize qualified personnel and subcontractors during the performance of the regulated activities of this contract. Subcontracted tasks and work elements shall be clearly identified in the work plans.
- b. All reporting will be submitted without reservation or claim to intellectual property, content, or copyright.
- c. The Contractor shall provide appropriate documentation that shows all aspects of this contract are performed to achieve the desired outcome and performance objectives.

**8.0 APPLICABLE DOCUMENTS:**

The historical SPCC material is available for informational purposes. Drawings, aerial imagery, site graphs, and former SPCC plans are also available to be copied by the successful bidder. However, the Contractor is responsible for confirmation of actual site conditions and data.

**ENCLOSURES:**

- 1. **Attachment A:** *AKARNG Site List for Spill Prevention, Control, and Countermeasure (SPCC) Plans.*
- 2. **Attachment B:** *SPCC Outline.*

**Attachment A**

*AKARNG Site List for Spill Prevention, Control, and Countermeasure (SPCC) Plans*

Table 1. AKARNG Site List for Potential Spill Prevention, Control, and Countermeasure (SPCC) Plans. Sites marked with asterisks are active SPCC sites. Remaining unmarked sites have had tanks closed in accordance with 40 CFR 112.2, or do not meet the regulatory minimum capacity threshold for needing an SPCC plan.

<b>Facility Name</b>	<b>Facility Address</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Existing Plan File Format</b>	<b>Existing Plan Style Format</b>
Akiachak Readiness Center	See Lat/Long	60.90927	-161.43264	MS Word	Old Format
Akiak Readiness Center	See Lat/Long	60.91213	-161.2175	MS Word Adobe PDF	Old Format
Alcantra Readiness Center	3410 East Bogard Road, Wasilla, AK, 99654	61.60303	-149.36523	No Existing Plan	N/A
Ambler Readiness Center	See Lat/Long	67.08773	-157.85765	No Existing Plan	N/A
Atmautluak Readiness Center	See Lat/Long	60.86289	-162.2738	MS Word Adobe PDF	Old Format
**Bethel AAOF	3571 Airport Road, Bethel, AK, 99559	60.77567	-161.8461	MS Word Adobe PDF	New Format
**Bethel Readiness Center	3570 Tower Road, Bethel, AK, 99559	60.77641	-161.8489	MS Word Adobe PDF	New Format
Brevig Mission Readiness Center	See Lat/Long	65.33262	-166.49412	Adobe PDF	Old Format
**Bryant Army Airfield	Randall Road, JBER, AK, 99505	61.26343	-149.66798	MS Word Adobe PDF	New Format
Camp Carroll	Davis Highway, JBER, AK, 99505	61.27244	-149.67457	No Existing Plan	N/A
**Camp Denali	Army Guard Road, JBER, AK, 99505	61.27231	-149.64128	MS Word Adobe PDF	Old Format
Chefornak Readiness Center	See Lat/Long	60.15892	-164.273	MS Word Adobe PDF	Old Format
Chevak Readiness Center	See Lat/Long	61.52691	-165.58977	MS Word Adobe PDF	Old Format
Eek Readiness Center	See Lat/Long	60.2186	-162.029	MS Word Adobe PDF	Old Format



Elim Readiness Center	See Lat/Long	64.61811	-162.26017	Adobe PDF	Old Format
**Emmonak Readiness Center	Delta Street, Emmonak, AK, 99581	62.77726	-164.52992	Adobe PDF	Old Format
**Fairbanks Readiness Center	202 Wien Street, Fairbanks, AK, 99701	64.84173	-147.75408	MS Word Adobe PDF	Old Format
**Gambell Readiness Center	See Lat/Long	63.77835	-171.73015	Adobe PDF	Old Format
Goodnews Bay Readiness Center	See Lat/Long	59.11851	-161.58385	MS Word Adobe PDF	Old Format
Holy Cross Readiness Center	See Lat/Long	62.20216	-159.7721	No Existing Plan	N/A
**Hooper Bay Readiness Center	See Lat/Long	61.53191	-166.09888	MS Word Adobe PDF	Old Format
**Juneau AAOF	8425 Livingston Way, Juneau, AK, 99801	58.35772	-134.56858	MS Word Adobe PDF	Old Format
**Juneau Facilities Maintenance Shop	12300 Mendenhall Loop Road, Juneau, AK, 99801	58.38994	-134.64856	MS Word Adobe PDF	Old Format
**Juneau Readiness Center	12300 Mendenhall Loop Road, Juneau, AK, 99801	58.39056	-134.64607	MS Word Adobe PDF	Old Format
Kaltag Readiness Center	See Lat/Long	64.32904	-158.72665	MS Word Adobe PDF	Old Format
Kasigluk Readiness Center	See Lat/Long	60.89407	-162.51957	MS Word Adobe PDF	Old Format
Kenai Readiness Center	105 South Forest Drive, Kenai, AK, 99611	60.55909	-151.27656	No Existing Plan	N/A
**Ketchikan Readiness Center	645 Jackson Street, Ketchikan, AK, 99901	55.35374	-131.68125	Adobe PDF	Old Format
**Kipnuk Readiness Center	See Lat/Long	59.9341	-164.03832	MS Word Adobe PDF	New Format
Kivalina Readiness Center	See Lat/Long	67.7273	-164.53676	No Existing Plan	N/A

Klawock Readiness Center	See Lat/Long	55.57996	-133.0687	No Existing Plan	N/A
**Kodiak Readiness Center	125 Powell Avenue, Kodiak, AK, 99615	57.79465	-152.39278	MS Word Adobe PDF	Old Format
Kongiganak Readiness Center	See Lat/Long	59.95974	-162.8861	MS Word Adobe PDF	Old Format
Kotlik Readiness Center	See Lat/Long	63.0328	-163.55651	Adobe PDF	Old Format
**Kotzebue AAOF	Air Force Road, Kotzebue, AK, 99752	66.8822	-162.60726	MS Word Adobe PDF	Old Format
**Kotzebue Armory	605 Third Avenue, Kotzebue, AK, 99752	66.90122	-162.58151	MS Word Adobe PDF	Old Format
**Koyuk Readiness Center	See Lat/Long	64.93131	-161.15861	MS Word Adobe PDF	New Format
Koyukuk Readiness Center	See Lat/Long	64.87932	-157.70569	Adobe PDF	Old Format
**Kwethluk Readiness Center	See Lat/Long	60.81088	-161.43532	MS Word Adobe PDF	New Format
Kwigillingok Readiness Center	See Lat/Long	59.8642	-163.14041	Adobe PDF	Old Format
Manokotak Readiness Center	See Lat/Long	58.98465	-159.05263	MS Word Adobe PDF	Old Format
**Mekoryuk Readiness Center	See Lat/Long	60.38778	-166.18745	Adobe PDF	Old Format
**Newtok Readiness Center	See Lat/Long	60.94069	-164.63362	Adobe PDF	Old Format
Noatak Readiness Center	See Lat/Long	67.57032	-162.96786	No Existing Plan	N/A
**Nome AAOF	Prospect Street, Nome, AK, 99762	64.5163	-165.42593	MS Word Adobe PDF	New Format
**Nome Readiness Center	433 East Front Street, Nome, AK, 99762	64.49657	-165.39941	MS Word Adobe PDF	Old Format

Nunapitchuk Readiness Center	See Lat/Long	60.89451	-162.45957	Adobe PDF	Old Format
Point Barrow Armory	See Lat/Long	71.2912	-156.78188	No Existing Plan	N/A
**Quinhagak Readiness Center	See Lat/Long	59.7533	-161.89506	MS Word Adobe PDF	Old Format
Saint Mary's Readiness Center	See Lat/Long	62.05006	-163.18432	MS Word Adobe PDF	Old Format
**Savoonga Readiness Center	See Lat/Long	63.69538	-170.48277	MS Word Adobe PDF	Old Format
Scammon Bay Readiness Center	See Lat/Long	61.84158	-165.58143	MS Word Adobe PDF	Old Format
**Selawik Readiness Center	See Lat/Long	66.6022	-160.00345	MS Word Adobe PDF	Old Format
Shungnak Readiness Center	See Lat/Long	66.88769	-157.1385	MS Word Adobe PDF	Old Format
**Sitka Readiness Center	1508 Sawmill Creek Road, Sitka, AK, 99835	57.04648	-135.30041	MS Word Adobe PDF	Old Format
**St. Michael Readiness Center	See Lat/Long	63.4783	-162.04137	MS Word Adobe PDF	Old Format
Stebbins Readiness Center	See Lat/Long	63.52431	-162.29112	MS Word Adobe PDF	Old Format
Teller Readiness Center	See Lat/Long	65.26425	-166.36348	MS Word Adobe PDF	Old Format
Togiak Readiness Center	See Lat/Long	59.05135	-160.39502	Adobe PDF	Old Format
Toksook Bay Readiness Center	See Lat/Long	60.53114	-165.11024	Adobe PDF	Old Format
Tuluksak Readiness Center	See Lat/Long	61.10034	-160.95784	Adobe PDF	Old Format
Tununak Readiness Center	See Lat/Long	60.58569	-165.25558	No Existing Plan	N/A
Unalakleet Readiness Center	See Lat/Long	63.87909	-160.79673	MS Word Adobe PDF	Old Format

**Valdez Readiness Center	1 Salcha Way, Valdez, AK, 99686	61.12778	-146.24769	MS Word Adobe PDF	Old Format
Wainwright Readiness Center	See Lat/Long	70.63925	-160.03055	No Existing Plan	N/A

**Attachment B:**  
*Spill Prevention, Control and Countermeasure (SPCC) Plan Outline*

Cover – “Quick Reference” Table of Contents

Emergency Contact Numbers

Installation Spill Contingency Plan

Part 1 – How to Comply

i.e. maintenance of SPCC, roles and responsibilities, how to respond to spills/spill response procedures, notification procedures.

Part 2 – Certifications

i.e. management approval, professional engineer certification, certification of applicable substantial harm criteria.

Part 3 – Facility Information

i.e.: site description, fuel storage/tank inventory, description of tank characteristics, potential spill and predicted flow, discharge prevention, security, countermeasures.

Part 4 – Diagrams and Maps

Part 5 – Regulatory Cross-Reference

Part 6 – How to Inspect

Part 7 – How to Discharge Water and Remove Snow from Secondary Containment Areas

Part 8 – How to Train Personnel

Part 9 – How to Update and Amend SPCC Plan

Part 10 – How to Manage Mobile Refuelers and Portable Storage Units

Attachments:

Alaska Department of Environmental Conservation and Spill Notification Form  
Containment Dewatering Log  
Secondary Containment Area Calculations  
SPCC Personnel Training Form  
SPCC Personnel Training Log Sign-in Sheet  
SPCC Plan Revision/Annual Review Log