



## Best Practices for Contracting Site Investigation and Cleanup Services: Technical Primer and Toolkit (Targeted Release – Winter 2012)



### Description

The Brownfields and Land Revitalization Technology Support Center (BTSC) is producing a Primer and Toolkit to outline best practices (BP), strategies and processes for procuring innovative site investigation and remediation services. The goal of the Primer and Toolkit is to help users identify opportunities to structure or respond to procurements to encourage application of innovative and cost-effective strategies and technologies. The Primer and Toolkit will focus on the following four areas:

- Greener cleanups
- Triad Approach
- Optimization
- Innovative technologies

By providing descriptions and rationale for the use of specific contract vehicles, unique insights for contracting services under a variety of regulatory programs, and access to resources and tools, the Primer and Toolkit will enable users to design, implement or respond to more effective and results-oriented procurements.

The Primer and Toolkit will combine and update procurement-related publications previously developed by the BTSC as a single printed publication supported and enhanced by Internet-based information resources and tools. Although based primarily on the Brownfields and Superfund cleanup programs, the BPs will be applicable to other federal and state-lead cleanup programs.

### Target Audiences

- Site Owners
- Regulators
- Technical Personnel
- Technology Vendors
- Grantees
- Project Managers
- Consultants
- Service Providers

### Key Elements and Benefits

The printed publication will serve as an overall primer framework, outlining basic procurement process, in addition to rationale and optional approaches for addressing:

- Project-specific objectives and technical scopes of work
- Contract and pricing type
- Insurance and other requirements
- Using innovative investigation and cleanup strategies and technologies
- Evaluation criteria
- Requests for proposals
- Proposal evaluation
- Assessing contractor capabilities
- Contractor short-list interviews
- Contract negotiation and award
- Contract management/administration

The companion web-based resources provide additional information on specific topics of interest and tools for convenience and efficiency in the design, response to, and administration of procurements and contracts. Example resources include:

- Information on investigation and cleanup strategies and technologies
- Request for Proposal (RFP) templates
- Sample contract language
- Case studies and project profiles
- Access to direct technical support

The Primer and Toolkit will enable personnel procuring services to better design projects that facilitate the use of innovative site investigation and cleanup strategies and technologies. It will also help contractors prepare responsive proposals and assist procurement personnel in selecting the best value resources for execution.

**For additional information, contact Carlos Pachon, USEPA:  
(703) 603-9904 or [pachon.carlos@epa.gov](mailto:pachon.carlos@epa.gov)**