



REQUEST FOR PROPOSAL (RFP) #17-01

Evaluation of On-site and In-situ Treatment Alternatives for Contaminated Soils

POSTED DATE: 9/1/17 CLOSING DATE: 9/30/17

PROJECT INFORMATION

Funds: \$500,000 total, including a required 25% (\$125,000) cost share from proposing agency.

Estimated Contract Term: 36

Projected Start Date: 1/1/18

Deadline for Submitting Proposals: 9/30/17

Submit Proposals via Email to: ICTProjectManagement@illinois.edu

BACKGROUND

Treatment of contaminated soils poses unique challenges compared with typical contaminated industrial sites because the types and quantities of excavated soils vary widely; the sites may not be amenable to on-site storage; and the time available for treatment may be limited.

An investigation of the effectiveness of various on-site and in-situ treatment options and field-test feasible technologies is needed. The proposed treated soil should be reused as fill material and, therefore, demonstrate respect for the environment. The outcome of this project should provide adaptable technology for use at any construction site in Illinois.

OBJECTIVE

The objective of this research is to develop an experimental program and recommend effective on-site treatment options to minimize the generation of special wastes. The suggested treatment(s) shall be a cost-effective process that minimizes construction delays.

RESEARCH TASKS AND REQUIRED DELIVERABLES

The proposed research will investigate the effectiveness of various on-site and in-situ treatment options to optimize the management of special wastes as described in the following tasks:

Task 1 - Soil Contaminates Inventory: The outcome of this task will demonstrate an understanding of the problem through a thorough review of appropriate IDOT projects and an aggregation of the associated consultant-generated laboratory data that produced special wastes. To obtain this data, a limited geographical area in the District 1 area will most likely be used. An inventory of contaminants will be developed to allow for identification of proper treatment technologies that address the identified range of wastes.

Task 2 - Literature Review: A literature review and a survey of best practices will be performed to determine on-site and in-situ treatment options for IDOT construction wastes.

Upon completion of Tasks 1 and 2, an interim report will be submitted to the TRP co-chairs recommending feasible treatment(s) for review and feedback in addition to recommendations for modifying the work plan. If no feasible treatment is identified, or field testing is impossible, or a different approach can be agreed upon, the project will end and a final report will be prepared.

Upon approval of the TRP, the project will continue with the following tasks:

Task 3 - Develop Treatment Plans: The research team will develop on-site and/or in-situ treatment of typically encountered special wastes on IDOT projects based on the outcome of Tasks 1 and 2. The plan must consider the often limited geographic area available on a road construction site.

Task 4 - Experimental Plan Development: The research team will develop an experimental program to assess the effectiveness of various on-site and/or in-situ treatment options for the purpose of minimizing the generation of special wastes. The proposed research will develop a practical, adaptable and rapid approach to treat and reuse the contaminated soils, which can be implemented immediately at IDOT construction projects and will conform to Clean Construction and Demolition Debris (CCDD) regulations.

Task 5 - Field Testing: The research team will implement the experimental plan developed in Task 4 and field-test feasible technologies.

Please note that the federal funding used by IDOT and ICT for our contract research program requires that IDOT share technology developed through our contract research program. Any software, databases, and related computer programs, identified as a Research Project deliverable in the initial Research Project Work Plan, developed under this study will become the property of ICT, which is required to grant IDOT and the federal government free use of the software, and to share it with other states.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The proposal shall be prepared in accordance with the guidelines presented in Appendix A. The contact name/email and due date should be included on the first page. All potential Principal Investigators (PIs) should read and understand the responsibilities of ICT Principal Investigators, which are presented in Appendix B.

Technical questions regarding the research project or questions regarding the RFP procedures should be submitted to ICT Project Management Team via email at ICTProjectManagement@illinois.edu. Technical questions and answers will be posted on the ICT website as they are received.

SPECIAL CONDITIONS FOR REVIEWING PROPOSALS AND AWARDING ICT FUNDS

Please note that the following two conditions will be applied during the review of all proposals received and in awarding ICT funds:

- 1) In reviewing and evaluating the proposals received from this solicitation, when multiple proposals are reviewed and have identical scores, preference will be given to Illinois universities (both public and private) over others.
- 2) The award of this project is contingent upon the availability of funds at the time of award.

APPENDIX A: GUIDELINES FOR PREPARING PROPOSALS FOR THE ILLINOIS CENTER FOR TRANSPORTATION (ICT)

Please use the following format for submitting ICT proposals for consideration. Please limit your total proposal to 15 pages in length (not including the Cover/Summary Page or optional Appendices) and use a font size no smaller than 10. We suggest Arial font with 1.5 spacing between lines.

1. Cover/Summary Page

Use the cover page included in Appendix C.

2. Research Plan

The research plan should describe in a specific and straightforward manner the proposed approach for solving the problem described in the problem statement. The research plan should be subdivided into the following sections:

(a) Introduction, including Research Idea Statement

Provide an introduction to the proposal and a concise overview of the research approach. Outline the objectives of the research project and explain the questions that will be answered by the research.

(b) Research Approach/Work Plan

Include the details of how the investigator will carry out the project and accomplish the project objectives. Itemize the tasks to be completed, explaining each in sufficient detail so the reviewers understand what will be done for each task and what will be produced or completed with each task.

(c) Anticipated Research Results

Specifically state the anticipated research results and deliverables.

(d) Expected Implementable Outcome

Describe how the anticipated research results can be used to support the expected implementable outcome defined in the research need.

3. Qualifications and Accomplishments of the Research Team

Identify who will perform the research and provide a brief explanation of each researcher's qualifications to perform the research. Please provide examples of similar research that the proposed individuals have performed.

4. Other Commitments of the Research Team

Briefly outline the other commitments of the proposed principal and co-principal investigators to demonstrate that both will be able to fulfill the commitments of the proposal.

5. Facilities and Equipment

Describe the facilities and equipment available to undertake the research proposal.

6. Timeline Requirements

A timeline of the research project’s tasks must be included in this section. Describe the time that will be required to complete the research proposal, including final report preparation, ICT’s editing, review of the report by the Technical Review Panel (TRP), and final review/publishing of the report. Please plan on submitting the draft final report to ICT for initial editing at least three months before the end date for the project. Below is an example of a project timeline.

Project Milestones (assuming a January 1 Start Date, and a 2 year project)	2018												2019											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1 Kickoff Meeting	█																							
2 PI conducts Research	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
3 PI writes DRAFT report																								
4 PI Submits Final DRAFT report to ICT for editing																								
5 ICT Preliminary editing phase																								
6 PI/TRP editing phase																								
7 Final editing phase																								
8 Report Posted to ICT website																								
(Quarterly Progress Reports Due)			█			█			█			█			█			█			█			█
(Semi-annual Evaluations Due)					█						█						█						█	
(TRP / PI Meetings)			█		█				█		█			█		█			█		█			█

7. Itemized Budget

Provide an itemized budget for the entire project, including the cost of personnel, consultants, subcontracts, equipment, materials, travel, overhead/indirect costs and cost share (match).

Each project must include a budget that clearly shows the portion of the total cost requested from IDOT/ICT (75%) and the matching funds/cost share (25%) required from the proposing agency. The indirect cost rate (also known as overhead or F&A) used for facilities and administration (F&A) cannot exceed 50% of the modified total direct costs. If a subaward is necessary for extra support from outside the proposing agency, please note that the subaward cannot exceed 50% of the total project budget without prior approval. All projects outsourced outside the University of Illinois System are considered subawards.

A part of the 25% cost share requirement may be fulfilled through the use of unrecovered indirect costs. Any proposal submitted by an organization outside of the University of Illinois system that plans to use unrecovered indirect cost to meet part of

the required 25% cost share must submit a request for approval to IDOT/FHWA (Federal Highway Administration). More information on this letter will be provided if and when a proposal is selected for funding.

Please refer to ICT's budget templates when submitting a proposal to ICT: [UIUC Budget Template](#); [Subawardee Budget Template](#)

8. Budget Justification (Narrative)

Each project must include a budget justification that explains the itemized budget in narrative form. The budget justification provides sufficient detail so there is a clear understanding of how the project costs were calculated and why they are necessary. The narrative discussion of the project cost categories and related line items should be presented in the same order as they appear in the itemized budget.

If this project will require out-of-state travel or to in-state conferences, please specifically list and explain the travel here. PI's requesting to travel out-of-state or to in-state conferences using ICT/IDOT funds must fill out a [Travel Request Form for PI's and Research Assistants](#) *before* traveling.

If this project will require the purchase of equipment, please specifically list these equipment purchases here. Equipment purchases above the \$500 threshold must have an [Equipment Purchase Request Form](#) submitted *and approved* prior to purchasing.

9. Cooperative Features (if appropriate)

If assistance or cooperation is required from other agencies, public or private, to complete this proposed research, describe the plans for securing this assistance.

10. Appendices (if appropriate)

Items such as statements regarding previous work on the problem or related problems, abstracts of related projects, a bibliography or list of references, or materials describing the submitting organization may be included here.

APPENDIX B:
**Principal Investigator (PI) Quick
Reference Guide for ICT/IDOT
Sponsored Projects**

Downloadable forms and guidelines are at:
<http://ict.illinois.edu/research/formsguidelines>

1. **Prepare and submit a detailed work plan:** The project's work plan is to include a line-item budget, budget justification, implementation strategy, and deliverables; and should be consistent with the "ICT Request for Research Ideas" submission or RFP (whichever is applicable).
2. **Finalize work plan with Technical Review Panel (TRP):** Revise the work plan as agreed upon with the TRP. E-mail the approved work plan and budget to ICT (ICTProjectManagement@illinois.edu), who will assign a project number and enter project data into the ICT website database.
3. **Complete PI section in the on-line ICT project database:** Go to the ICT website at <https://apps.ict.illinois.edu/projects/> to log into the database. New PIs can request a login user name and password from ICT at ICTProjectManagement@illinois.edu. Click on "View/Edit My ICT Projects" then click on the **Edit** icon on the right side of the screen and complete the following sections: Personnel (add project team members, including co-investigators and students); Project Details (add project tasks, a project description, the progress and significant results this quarter, the anticipated work next quarter, update the project schedule status and provide any project impediments and recommended solutions).
4. **Upload files or photos:** Click on the **Files** icon (upper right corner of screen) and complete the following fields: Document Type (required), Document Title, Authors, and Abstract. Then use the "Browse for File" button to navigate to the directory on your computer and select the file you wish to upload. This process should be repeated for any additional files or photos. You may also use the "e-mail us" link at the bottom of the screen to send ICT the files to upload.
5. **Conduct research as agreed upon with the TRP:** Notify the TRP if any problem develops during the project.
6. **Provide quarterly progress reports (QPRs):** No later than the end of each calendar quarter, update your project's on-line QPR and send to the TRP chair for review and approval. ICT will send e-mails reminding PIs to fill out the QPR for their research projects.
7. **Provide research progress updates to TRP:** Attend all TRP meetings as scheduled by the PI and TRP chair (generally once per quarter, at least every 6 months) to provide project updates and answer TRP members' questions about the project. If you would like help setting up a Go-To- Meeting, ICT can help facilitate this. Provide any presentations in advance to the meeting recorder at ICTProjectManagement@illinois.edu. Complete implementation worksheet with the TRP's help, and then review/update as necessary at TRP meetings.

8. **Complete a semi-annual Administrative Performance Evaluation of the TRP:** You will be sent a reminder 30 days prior to the evaluation deadline to download and complete the form.
9. **Write project report:** A final research project report in accordance with ICT guidelines is required to complete your project. Reports should fulfill project objectives set forth in the work plan, show adequate documentation, and be presented clearly and concisely; **the maximum page length is 75 pages (~35,000 words) not counting appendices.** Specific [report writing guidelines](#) may be downloaded from the ICT website. Complying with these guidelines will minimize publication delays. Six months and four months prior to your project end date, you will receive reminders from ICT to draft your project report.
10. **Submit project report to ICT for editing three months prior to project's end date:** Three months before the project's end date, submit the draft report to ICT for editing (**prior to submission to the TRP**). The three-month editorial process is conducted in three phases as follows:
 - **PRELIMINARY EDIT PHASE:** The PI submits the complete report to ICT Program Management (ICTProjectManagement@illinois.edu) in MSWord format (template can be downloaded [here](#)). The PI should follow the ICT report formatting guidelines. **Reports that do not follow ICT guidelines will be returned to the PI for resubmission.** A comprehensive technical edit of the report will be performed and then returned to the PI for review and revision. Additional useful documents and forms are on the [Report Guidelines and Documents](#) page.
 - **PI/TRP EDIT PHASE:** The PI reviews the ICT technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project's TRP Chair for review.
 - **FINAL EDIT PHASE:** When the report is approved by the TRP Chair, the PI forwards the final report and the [Final Edit Phase/TRP Final Approval](#) form to ICT Project Management for final editorial review. **Reports submitted without the TRP approval form will not be accepted.**

NOTE: The three-month report editing and review process must be built into your project timeline. That is, if your project ends on December 31, your report should be sent to ICT Project Management for editing no later than September 30.

11. **To release project information prior to the final report being published, IDOT approval must be obtained. IDOT requires 21 days to review the approval request.** After 21 days, publication or public disclosure of non-confidential and non-patentable results in professional refereed or peer-reviewed journals or papers to be presented at professional meetings may proceed without interference. The publication or release of non-scholarly work products, any information that is deemed confidential by IDOT, or information which includes patentable results may not be published/released without IDOT's approval. *If the scheduled time for presenting project information previously reviewed by IDOT does not permit formal review of a complete publication or presentation, notify IDOT of the scheduled presentation on the study and provide an abstract, presentation title, or agenda for the presentation. Such presentations shall include a statement that the IDOT/ICT acknowledgement statement and disclaimer statement (available on the ICT website) in all publications and presentations regarding research sponsored partially or fully by ICT which states paper/presentation has not been reviewed by IDOT.*

12. **Comply with the terms of the current ICT Intergovernmental Agreement which IDOT approved in July, 2017:** This agreement can be found on the ICT website on the [ICT Forms and Guidelines](#) page.
13. **Comply with the current ICT Operational Guidelines:** The current guidelines can be found on the ICT website on the [ICT Forms and Guidelines](#) page.

Appendix C:
Cover Page for ICT/IDOT Sponsored Research Projects

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1. Cover/Summary Page



PROPOSAL COVER SHEET
FOR SOLICITATION #17-01

**Evaluation of On-site and In-situ Treatment Alternatives for
Contaminated Soils**

DUE: September 30, 2017

TO ICTProjectManagement@illinois.edu

Submitted by:	Name Organization Address City, State ZipCode
Proposed Investigator(s):	
Corresponding Investigator Name:	
Corresponding Investigator Phone:	
Corresponding Investigator Email:	
Submission Date:	