



**DEPARTMENT OF THE ARMY  
BUFFALO DISTRICT, CORPS OF ENGINEERS  
1776 NIAGARA STREET  
BUFFALO, NEW YORK 14207-3199**

REPLY TO  
ATTENTION OF

7 December 1998

Project Management

Subject: Restoration Advisory Board, Lake Ontario Ordnance Works, Niagara County,  
New York

1. The Buffalo District is interested in establishing a Restoration Advisory Board (RAB) for the former Lake Ontario Ordnance Works (LOOW). The Corps of Engineers is currently performing a Remedial Investigation/Feasibility Study (RI/FS) at the site and also has two Interim Removal Actions underway.
2. The Buffalo District desires a presentation by consultants experienced in RAB facilitation. A brief description of the services desired is attached.
3. My point of contact pertaining to this matter is Ms. Nancy Sticht of our Public Affairs Office at (716) 879-4134.
4. If you require any additional assistance, please call me at (716) 879-4146.

Raymond L. Pilon  
Project Manager

Subject: Restoration Advisory Board, Lake Ontario Ordnance Works, Niagara County, New York

**Contractor is requested to provide the Buffalo District a presentation to include:**

- Overview of Contractor experience with RABs,
- Samples of written materials (including public notices, letters, agendas, and minutes)
- Description of how you would handle difficult individuals/situations when facilitating a meeting.

**Draft Scope of Work  
Restoration Advisory Board Facilitator  
To be accomplished via Contract**

The contractor will provide administrative services for the U.S. Army Corps of Engineers Buffalo District in support of a Restoration Advisory Board (RAB) for the Former Lake Ontario Ordnance Works (LOOW) site in Niagara County, New York. The LOOW site is being investigated for possible remediation under the Defense Environmental Restoration Program for Formerly Used Defense Sites (DERP-FUDS). Minimum administrative services may include:

**Presentations**

- Attending a public information session in January 1999. Purpose is to make brief presentation about intent to establish a RAB, identify the procedures, requirements, and responsibilities of the RAB. Community Interest forms will be required and be made available for interested parties to complete and return.

**Documentation**

- Receive completed Community Interest Forms, prepare summary and provide them to the Project Manager or his/her representative,
- Prepare forms and other associated documentation required to solicit interest in participation on a RAB,
- Maintain mailing lists of RAB members and interested parties,
- At the direction of the Project Manager, the Contractor may distribute letters and associated materials to RAB members and distribute news release to local news media.

**News Media**

- Preparing draft Public Notices for consideration to be placed in local newspapers.

**Public Involvement**

- Attend and facilitate all RAB meetings,
- Provide initial orientation for the RAB, working with New York State Regulators, U.S. EPA, interested groups and private interests to develop informational and educational materials concerning DERP processes, partnering, and any proposed restoration actions,

Subject: Restoration Advisory Board, Lake Ontario Ordnance Works, Niagara County, New York

- Prior to each meeting, prepare and mail an agenda to each RAB member, prepare for approval public notices in local newspapers, reserve and set up meeting room(s), and prepare any necessary support materials as required (executive summaries, audiovisual materials, etc.),
- Prepare minutes of each RAB meeting and mail copies to each member,
- Maintain, and furnish to the project manager, two (2) copies of all RAB information and actions for inclusion in the Administrative Record for the LOOW site.

**Administrative Record**

- Assist District in establishing the Administrative Record.