



Department of  
**Community Investment**

**Memorandum**

Monday, May 11, 2015

TO: Redevelopment Commission  
FROM: Brock Zeeb, DCI  
SUBJECT: Weaver Boos Professional Services Contract

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Weaver Boos has submitted a budget amendment for the professional services contract related to the Ivy Tower project.

The original contract was set at 267,720, the requested increase is 48,000, bringing the new professional services contract total to 315,720. This increase is within the budget approved by the Commission for Environmental Remediation at the Ivy Tower site. Environmental remediation is scheduled to be completed by August 2015.

The additional scope is attributed to the complexities of remediating Lead Based Paint, PCB removal and Reporting to IDEM and the EPA.

Staff asks for approval of professional services budget amendment.





**FEBRUARY 12, 2015**  
**PROJECT NUMBER: 0058-378-01**

Mr. Brock Zeeb, Director of Economic Resources  
City of South Bend  
Department of Community Investment  
227 W. Jefferson Blvd.  
South Bend, IN 46601

**Re: Amendment to Environmental Services Contract  
Ivy Tower Facility Renovation Project  
635 S. Lafayette Blvd and 600 United Drive  
South Bend, Indiana**

Dear Mr. Zeeb:

Weaver Consultants Group, LLC (WCG) appreciates the opportunity to provide the South Bend Redevelopment Commission (SBRC) this second amendment to our proposal (dated July 19, 2012) to provide environmental consulting services related to additional services that were not provided for in our original contract. Our original proposed Scope of Work was divided into four main tasks:

- Task 1 – Limited Site Characterization;
- Task 2 – Preparation of Environmental Abatement Specifications;
- Task 3 – Environmental Response Service; and
- Task 4 – Project Management

Please reference our earlier approved proposal, submitted under our former name, Weaver Boos Consultants, LLC, for descriptions of each task and our original scope of work. In February 2014 our initial contract was first amended to add the following services:

- Additional sampling, testing, EPA work plan, EPA notification, EPA completion report preparation, bid specification preparation for polychlorinated biphenyl (PCB) remediation, and contractor oversight associated with PCB-impacted concrete and possibly soil within one transformer room located below the ground surface. The

additional services were to include implementation of self-cleanup measures in accordance with 40 CFR Part 761.

- Additional bid specification preparation (Task 2 of the original contract) and project management (Task 4 of original contract) activities associated with asbestos and lead-based paint abatement.
- Additional project management time (Task 4) associated with meetings both at SBRC offices and on-site, multiple pre-bid meetings, and additional inspections of the building.

The estimated cost provided in the first amendment was based on the remainder of the project being completed within 12 months or by the beginning of 2015.

During 2014 several tasks as outlined in the first contract amendment were completed whereas a few tasks were not. Presently, the PCB remediation and lead-based paint abatement projects have not been completed. However, additional tasks were completed in 2014 that were not included as part of initial contract or the first amendment. The costs for these additional tasks have been invoiced under the first amendment to the contract. These additional tasks included the following:

- Removal of hazardous and/or regulated waste. Several thousand pounds of waste material were removed and disposed of in 2014. WCG services included contract specification preparation, coordination with three qualified contractors prior to bid, site inspection and inventory of material, and project management/oversight services associated with contractor and property owner during removal.
- Oversight and management of IDEM inspection associated with hazardous/regulated waste materials.
- Completion of 2014 hazardous waste report.
- Screening and testing of concrete pavement within courtyard to assess possible disposal alternatives.

- Screening and testing of building component surfaces to further characterize the presence of lead-based paint including window frames, fire protection pipes, and roof trusses.
- Modification of USEPA notice associated with PCB cleanup. Initially the cleanup space was going to be backfilled, then that was modified to reusing room and replacing concrete floor.
- Additional project management time associated with meetings both at SBRC offices and on-site, and additional inspections of the building. This includes discussions regarding occupancy designation for the transformer room, historical preservation concerns associated with the lead-based paint abatement, awarding the lead-based paint abatement contract to Interstate Environmental Services instead of Environmental Demolition Group, and addressing property owner and SBRC concerns regarding what building components were to be (or not to be) included as part of the lead-based paint abatement project.

For the second amendment to the contract, the following additional services are proposed:

- Closure sampling and testing associated with PCB remediation project, EPA completion report preparation, and contractor oversight associated with PCB-impacted concrete and restoration within one transformer room located below the ground surface. The additional services are to be completed in accordance with 40 CFR Part 761. This was not completed as part of the first amendment to the contract.
- Additional bid specification preparation associated with lead-based paint abatement, if needed.
- Additional project management time associated with meetings both at SBRC offices and on-site and additional inspections of the building. Inspections will include, if necessary, confirmatory lead-based paint analysis.

#### **COST ESTIMATE**

In February 2014 we estimated the work could be completed for an estimated price of \$ 267,720.00. The budget is summarized below:

Task/Item	Estimated Cost
Site Characterization	\$ 8,826.00
Environmental Bid Specification Preparation	\$ 36,882.00
Environmental Response Services	\$ 53,332.00
Project Management	\$ 119,680.00
PCB Cleanup (Sampling/Testing/Bid Spec/EPA Report Prep)	\$ 49,000.00
<b>TOTAL CONTRACT</b>	<b>\$ 267,720.00</b>

To address the services proposed for 2015 and those services completed in 2014 that were not included as part of the first amendment, the estimated price will require a revision as follows:

Task/Item	Estimated Cost
Limited Site Characterization	\$ 18,826.00
Environmental Bid Specification Preparation	\$ 39,882.00
Environmental Response Services	\$ 73,332.00
Project Management	\$ 134,680.00
PCB Cleanup (Sampling/Testing/Bid Spec/EPA Report Prep)	\$ 49,000.00
<b>TOTAL CONTRACT</b>	<b>\$ 315,720.00</b>

The additional services would amend the original contract by \$ 48,000.00 to a new contract price of **\$ 315,720.00**. The new estimated cost is based on the remainder of the project (including the PCB remediation) being completed by the end of August.

However, if conditions change, work extends beyond the scheduled completion date, unforeseen circumstances or environmental conditions are encountered, or work efforts are redirected our cost estimate may require modification.

Mr. Brock Zeeb  
February 12, 2015  
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We fully expect to complete the outlined tasks described above for the stated sum, and this cost will not be exceeded without your prior authorization. You will be invoiced on a unit-rate basis only for the work actually performed.

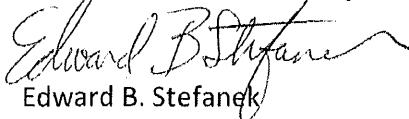
#### **AUTHORIZATION**

If this proposal amendment meets with the SBRC's objectives, please indicate authorization to proceed by signing the attached Proposal Acceptance Sheet and returning one complete copy of this proposal to us for our files. We propose that the outlined work be performed in accordance with the Terms and Conditions and Fee Schedule previously agreed upon by the SBRC and WCG for environmental services associated with this project. Any modification to this proposal amendment or the previously agreed upon Terms and Conditions and Fee Schedule must be accepted by both parties. This proposal is valid if accepted within 60 days of issuance.

If you should have any questions or comments concerning this proposal amendment, please do not hesitate to contact our office.

Sincerely,

**Weaver Consultants Group, LLC**



Edward B. Stefanek  
Senior Project Manager

Attachments: Proposal Acceptance Sheet

**WEAVER CONSULTANTS GROUP, LLC**  
**7121 GRAPE ROAD**  
**GRANGER, INDIANA 46530**  
**Voice: (574) 271-3447**  
**Fax: (574) 271-3343**

**PROPOSAL ACCEPTANCE SHEET**

Description of Services: **Environmental Services - Proposal Amendment**  
Project: **IVY Tower Facility Renovation Project**  
Property Address: **635 S. Lafayette Blvd and 600 United Drive**  
Project City/State: **South Bend, Indiana**  
Date: **2/13/2015**  
**Fee Amendment: \$ 48,000.00**

For approval and payment of charges, invoices will be charged to the account of:

Firm: **South Bend Redevelopment Commission** Attention: **Mr. Brock Zeeb**  
Street Address: **227 West Jefferson Blvd.** Telephone: **574-235-9339**  
City/State: **South Bend, Indiana** Fax: **574-235-9021**  
Zip Code: **46601**

This AGREEMENT is subject to the following special provisions/payment schedule:  
See attached proposal.

Accepted by:

\_\_\_\_\_  
South Bend Redevelopment Commission

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
By (Type/Print)

\_\_\_\_\_  
Title

Accepted \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Weaver Boos Consultants, LLC



\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Douglas G. Dorgan, CPG

\_\_\_\_\_  
By (Type/Print)

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Title

Accepted \_\_\_\_\_ February 13, 2015 \_\_\_\_\_