



December 13, 2004

Mr. Andy R. Laurent  
Economic Development Specialist  
City of South Bend Department of  
Economic and Community Development  
227 West Jefferson Blvd, 12<sup>th</sup> floor  
South Bend, Indiana 46601

RE: Scope of Work and Cost Estimate to Prepare a Remediation Work Plan (RWP) and Bid Specifications for Activities under a U.S. EPA Brownfield Cleanup Grant; South Bend, Indiana; SBI023.200.0002.

Dear Mr. Laurent:

Hull & Associates, Inc. (Hull) is pleased to present City of South Bend (Client) the following proposal to provide professional engineering services for the above referenced project. The purpose of this letter is to establish the Scope of Work, fee and schedule for the project. This proposal includes the preparation of a Remediation Work Plan (RWP) to address groundwater cleanup activities at the source area(s) at the Former Allied Stamping Property (Area A). This RWP will establish the Scope of Work for groundwater remediation and will be prepared consistent with the proposed activities described in the U.S. EPA Brownfield Cleanup Grant. Following approval of RWP by the Indiana Department of Environment Management (IDEM), Hull will next prepare technical specifications for the applicable work activities necessary to implement the RWP at Area A.

Based on previous investigations, the apparent source area(s) are in the vicinity of a Former Die Wash Pit that is located in the southern portion of Building #142 and beneath four former 4,000-gallon Quenching Oil tanks located in the southwest portion of Building #86. The groundwater cleanup effort under the U.S. EPA Grant will significantly enhance the City's efforts to address environmental conditions in Area A pursuant to Indiana's Voluntary Remediation Program (VRP). Cleanup of the source areas will also support the City's ultimate goal of redeveloping underutilized and unused portions of Area A, thereby providing for higher end uses.

#### **Task 1 Remediation Work Plan**

Hull will prepare the RWP to describe work activities that will need to be completed by the selected remedial contractor. This RWP will be prepared based on the current understanding of the apparent source area(s) obtained from previous environmental assessments and the Scope of Work outlined in the U.S. EPA Grant. Based on Site conditions and proposed remedial cleanup goals, Hull anticipates that the cleanup approach will involve *in-situ* chemical oxidation that employs a Fenton-like reaction. The major aspects of the RWP will include:

1. pre-cleanup activities, including installation, observation, and documentation of application wells and monitoring wells, pilot and bench-scale testing of chemical oxidation cleanup technology, and disposal of investigation-derived waste;

2. groundwater cleanup program, including two reagent applications, performance groundwater monitoring, observation and monitoring;
3. remediation completion report; and
4. operation and maintenance monitoring and reporting.

In addition, the RWP will be accompanied by a site-specific Health and Safety Plan (HASP) and Quality Assurance/Quality Control Project Plan (QAPP). Note that the scope of work may need slight modification based on the Pre-cleanup activities.

## **Task 2 Project Specifications**

In addition to the RWP, Hull will prepare bid documents on behalf of the City. Hull will work with the City to identify any specific "boilerplate" requirements that may be required for City contracts. Hull will prepare plans and specifications for the proposed work elements in the RWP, and a bid schedule for price proposals from the contractors. We anticipate discussions with some qualified vendors to identify specific elements that may need to be addressed for *in-situ* chemical oxidation.

Specifically, bid documents will be focused at the following activities:

1. installation of five clusters of chemical oxidation reagent application wells;
2. installation of three groundwater monitoring well clusters (or up to five couplets);
3. collection and analysis of baseline samples from the above application and monitoring wells and selected additional wells in the vicinity of the apparent source areas;
4. completion of bench-scale cleanup testing; and
5. characterization and disposal of investigation-derived wastes from the above activities.

## **SCHEDULE**

Hull will begin preparing the Remedial Work Plan within one week following conclusion of contractual arrangements and receiving authorization to proceed by the City. Hull anticipates that preparation of the RWP will be completed in three to five weeks. After the City and IDEM has approved the RWP, Hull will prepare the draft bid documents within four weeks. Hull will prepare bid documents within two weeks of receiving the City's comments on the draft bid documents.

## **COMPENSATION**

A breakdown of costs is presented in Table 1, which describes a not-to-exceed amount for the project of \$9,820 for the Scope of Work described above. The fees have been developed based on our estimate of hours for each labor category expected to be involved in the project. The rates used to calculate compensation for each labor category are within the ranges presented in Table 2. Actual rates and hours expended for each category may vary based on project personnel used. Additionally, personnel in labor categories not included in Table 1 or Table 2 may be used. The Client will be billed for actual labor hours and other project costs with the total project cost not to exceed that shown in Table 1, unless additional work is required as discussed below. The project will be billed on a four-week basis with payment due to Hull within thirty days after receipt of an invoice.

## **ADDITIONAL WORK**

Additional work beyond the Scope of Work defined herein shall not be performed until such time as an amendment to this proposal, including the scope of the additional work and associated costs, has been prepared in writing to address the additional work and said amendment has been approved by the Client in writing.

## **STANDARD OF CARE AND LIMITATIONS**

Hull shall perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of its profession practicing in the same or similar locality at the time of service. No other warranty, expressed or implied, is made or intended by our proposal or by our oral or written reports. The work will not attempt to evaluate past or present compliance with federal, state, or local environmental or land use laws or regulations. Conclusions presented by Hull regarding the Site to be investigated shall be consistent with the Scope of Work, level of effort specified, and investigative techniques employed. Reports, opinions, letters and other documents will not evaluate the presence or absence of any compound or parameter not specifically analyzed and reported. The presence of radiation, radon, lead, electromagnetic fields, and indoor air pollution will not be investigated, unless specifically stated in the scope of work. Hull makes no guarantees regarding the completeness or accuracy of any information obtained from public or private files or information provided by subcontractors.

Mr. Andy Laurent  
December 13, 2004  
SBI023.200.0002  
Page 4

Again, thank you for the opportunity to prepare this proposal. Please call me at (847) 235-1656 if you have any questions.

Sincerely,



J. Phillip Hutton  
Senior Project Manager

WLT/kf

ct: Ann Kolata, City of South Bend  
Terry R. Baehr, Hull & Associates, Inc.  
W. Lance Turley, Hull & Associates, Inc.  
Hull File Copy

**APPROVED**  
Board of Public Works

**JAN 24 2005**

---

---

---

## **TABLES**

**CITY OF SOUTH BEND  
FORMER ALLIED STAMPING PLANT - AREA A**

**TABLE 1  
SUMMARY OF ESTIMATED COSTS FOR COMPLETION  
OF REMEDIAL WORK PLAN / BID DOCUMENTS**

DESCRIPTION	NUMBER OF UNITS	UNIT COST	Hull
<b>1. - PREPARE REMEDIATION WORK PLAN (including HASP and QAPP)</b>			
Senior Project Manager	8 hours	\$136 /hour	\$1,088
Senior Hydrogeologist	12 hours	\$97 /hour	\$1,164
Hydrogeologist II	24 hours	\$70 /hour	\$1,680
Hydrogeologist I	4 hours	\$40 /hour	\$160
Clerical	24 hours	\$40 /hour	\$960
Direct Costs	1 lump	\$150 /lump	\$150
<b>..... SUBTOTAL TASK 1: .....</b>			<b>\$5,202</b>
<b>2. - PREPARE BID DOCUMENTS</b>			
Senior Project Manager	6 hours	\$136 /hour	\$816
Senior Hydrogeologist	12 hours	\$87 /hour	\$1,044
Hydrogeologist II	24 hours	\$60 /hour	\$1,440
Hydrogeologist I	0 hours	\$50 /hour	\$0
CAD Technician	8 hours	\$45 /hour	\$360
Clerical	16 hours	\$40 /hour	\$640
Direct Costs	1 lump	\$318 /lump	\$318
<b>..... SUBTOTAL TASK 2: .....</b>			<b>\$4,618</b>
<b>ESTIMATED GRAND TOTAL</b>			<b>\$9,820</b>

## 2004 BILLING RATES

ASSOCIATE	HOURLY RATE
Principal	\$150.00 - \$200.00
Senior Project Manager	\$100.00 - \$175.00
Project Manager	\$75.00 - \$125.00
Senior Hydrogeologist	\$85.00 - \$125.00
Hydrogeologist II	\$60.00 - \$90.00
Hydrogeologist I	\$40.00 - \$70.00
Senior Scientist	\$85.00 - \$125.00
Scientist II	\$60.00 - \$90.00
Scientist I	\$40.00 - \$70.00
Senior Engineer	\$85.00 - \$125.00
Engineer II	\$60.00 - \$90.00
Engineer I	\$40.00 - \$70.00
Senior CAD Operator	\$50.00 - \$80.00
CAD Operator II	\$40.00 - \$60.00
CAD Operator I	\$35.00 - \$50.00
Senior Technician	\$50.00 - \$80.00
Technician II	\$40.00 - \$65.00
Technician I	\$30.00 - \$55.00
Government & Public Relations	\$80.00 - \$150.00
Clerical	\$30.00 - \$50.00

### NOTES:

- Hourly billing rates for personnel apply to actual time spent in meetings concerning the project, preparing for such meetings, project coordination time, design activities, field and office investigations, and travel time when job-related.
- Hourly billing rates reflect the range of salaries for each job classification. Rates are typically reviewed and adjusted periodically to account for salary increases and other changes.
- If personal vehicles are utilized, travel mileage is billed at \$0.375 per mile. If company-owned vehicles are utilized, rental rates of \$75/day, \$300/week, or \$1,000/month are used in lieu of travel mileage. If rental vehicles are utilized, the actual cost of the rental and gasoline will be billed directly with no mark-up.
- Air transportation fees are billed directly with no mark-up. Travel time is typically billed only for that time actually spent flying to/from the project location and does not include layovers, delays, etc.
- Project reimbursable expenses such as reproduction by vendors, overnight shipping, meals, and lodging associated with travel or extended field activities, etc. are billed directly with no mark-up. Certain project reimbursable expenses such as sampling kits, health and safety equipment, etc. are billed at flat rates based on the cost of the materials.
- Field equipment rented from outside vendors is billed directly with no mark-up. If field equipment owned by Hull is utilized on the client's project, competitive market-equivalent rates are billed for daily or weekly rental.
- A charge of \$5.00 per labor hour worked is billed to cover internal Hull direct costs such as telephone, long distance, copies, postage for regular mail, and computer resources.
- Subcontractors' fees are billed to the Client at a rate equal to the subcontractor fee multiplied by 1.1 to recover Hull's contractual liability risk and associated operational expense.

**ATTACHMENT B**

**TASK ORDER**



**ATTACHMENT B**

**TASK ORDER**

**TASK ORDER SHEET**

**DATE:** December 13, 2004

**PO#:** \_\_\_\_\_

**HAI PROJECT CODE:** SBI-023

Subject to the terms of the existing Contract (CNTRCT.300.0488) with the Client, Hull will provide the tasks described in the Scope of Work referenced below.

The tasks for the Scope of Work listed in document SBI023.200.0004 (December 13, 2004) - Scope of Work and Cost Estimate to Prepare a Remediation Work Plan and Bid Specifications for Activities under a U.S. EPA Brownfield Cleanup Grant at the Former Allied Stamping Plant (Area A), South Bend, Indiana.

---

**Total Estimate for Scope of Work \$9,820**

---

South Bend Redevelopment Commission

**PROJECT AUTHORIZATION:** \_\_\_\_\_

**DATE :** \_\_\_\_\_

Please mail this page to Hull

4900 Parkway Drive, Suite 100  
Mason, OH 45040  
Ph. (513) 459-9677  
Fx. (513) 459-9869

**APPROVED**  
Board of Public Works

**JAN 24 2005**  
*George DeSalvo*  
\_\_\_\_\_  
*Carl P. ...*  
\_\_\_\_\_