



Department of  
**Community Investment**

**Redevelopment Commission Agenda Item**

DATE: September 26, 2017  
 FROM: Chris Dressel, Staff  
 SUBJECT: Contract for Environmental Services – Hull & Associates

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PURPOSE OF REQUEST:

Staff is seeking approval of the attached contract from Hull & Associates, Inc. in the amount of \$61,500 for professional engineering/environmental services to address activities south of Indiana Avenue and adjacent to Area A (the former Studebaker/current Ignition Park site) as a continuation of ongoing activities consistent with enrollment in the IDEM Voluntary Remediation Program (VRP). Following approval, work is expected to start within a week of approval. The specific components of the proposal are summarized as follows:

- Task 1: Conduct Passive Gas Sampler Installation/Retrieval/Sampling & Indoor Air Sampling
- Collection of 28 soil gas samples at approx. 3 ft. depth below surface across on City owned properties at 712-716 W. Indiana Ave. for 7-10 days
  - Collection of Indoor Air sampling at 718 W. Indiana Ave. as permitted
- Task 2: Conduct Quarterly Groundwater Sampling
- 4 quarters through June 2018 using existing monitoring wells
- Task 3: Prepare two letter reports
- Task 4: Project Management, Meetings, Correspondence

Staff requests your approval of this service contract amendment. Please contact me at 235-5847 or [cdressel@southbendin.gov](mailto:cdressel@southbendin.gov) if you have any questions.

INTERNAL USE ONLY: Project Code: \_\_\_\_\_  
 Total Amount new/change (inc/dec) in budget: \_\_\_\_\_; broken down by:  
 Acct # \_\_\_\_\_ Amt: \_\_\_\_\_; Acct # \_\_\_\_\_ Amt: \_\_\_\_\_;  
 Acct # \_\_\_\_\_ Amt: \_\_\_\_\_; Acct # \_\_\_\_\_ Amt: \_\_\_\_\_;  
 Going to BPW for Contracting? Y/N Is this item ready to encumber now? \_\_\_\_\_  
 Existing PO# \_\_\_\_\_ Inc/Dec \$ \_\_\_\_\_





September 21, 2017

Mr. Chris Dressel  
Brownfield Coordinator  
City of South Bend Department of Community Investment  
227 West Jefferson Blvd., Suite 1400 S  
South Bend, Indiana 46601

RE: Proposal to Conduct Soil Gas and Indoor Air Sampling; Groundwater Sampling; and to Prepare Two Letter Reports Documenting Results at Ignition Park (the Former Studebaker Complex), South Bend, Indiana (the Site); SBI076.300.0001.

Dear Mr. Dressel:

Hull & Associates, Inc. (Hull) is pleased to present the City of South Bend Redevelopment Commission (Client) the following proposal to provide professional engineering services for the above referenced project. The purpose of this document is to establish the Scope of Work as we understand it and to provide a fee schedule for the project.

The Site, known as Ignition Park, and formerly known as the Studebaker Complex, is enrolled in the Indiana Department of Environmental Management (IDEM) Voluntary Remediation Program (VRP). The Scope of Work entails sampling soil gas and indoor air in the vicinity of off-Site structures and preparing a summary report; continued groundwater monitoring efforts on a quarterly basis for one year; and preparing two letter reports documenting results at the Site.

**Task 1 Passive Soil Gas Sampler Installation/Retrieval/Sampling and Indoor Air Sampling**

Recent groundwater, soil gas, and indoor air sampling completed upgradient of the Site identified that groundwater exhibiting concentrations of chlorinated VOCs at concentrations exceeding groundwater to indoor air screening levels is present in the vicinity of occupied structures south of Indiana Avenue. To evaluate the extent to which a complete exposure pathway exists in this vicinity, and in an attempt to better identify a source of the impacts, Hull recommends additional soil gas sampling at a higher density at City-owned property in the immediate vicinity of the occupied structures south of Indiana Avenue.

A total of twenty-eight soil gas samples will be collected from points located on an evenly-spaced grid at the three vacant City-owned properties located between 702 W. Indiana Avenue and 718 W. Indiana Avenue. The soil gas sampling point installation will be performed using a hammer drill, and the samplers will be installed at approximate depths of three feet below ground surface (bgs). Soil gas samplers will be placed in sampling locations for seven to ten days, then recovered and submitted to Amplified Geochemical Imaging, LLC (AGI) in Newark, Delaware for analysis.

A brief summary report will be prepared by AGI and Hull with the intent that the results will be shared with IDEM following internal discussions between the City, Hull, and outside counsel.

This task also includes costs to sample sub-slab vapor and indoor air at the Hoosier Tap & Grille structure should the owners agree to provide access for such sampling.

**Task 2 Quarterly Groundwater Sampling Events**

On a quarterly basis beginning in September 2017, groundwater samples will be collected from monitoring wells AMW-1S (shallow screened depth), AMW-1I (intermediate screened depth), AMW-1D (deep screened depth), AMW-2S/I/D, AMW-3S/I/D, AMW-5S/I/D, AMW-6S/I, AMW-7S/I, AMW-9S/I, AMW-10S/I, AMW-12S/I, AMW-14S/I, AMW-15S/I, AMW-16S, AMW-17S, and AMW-18S and submitted to the laboratory for VOC analysis using U.S. EPA Method 8260. Duplicate samples will be collected at randomly selected monitoring well locations. Field/equipment blanks will also be collected and submitted along with a trip blank for analysis as part of QA/QC of field procedures. Purge and decontamination waters will be collected and

stored in U.S. DOT-approved 55-gallon drums. Costs to remove, transport, and dispose of eight 55-gallon drums of containerized groundwater (hazardous) and drill cuttings from previous monitoring well installation (which are presumed to be non-hazardous) are included in this task.

For the proposed sampling events, in lieu of traditional low-flow sampling methods that were formerly employed at the Site, Hull will continue to deploy passive diffusion bag (PDB) samplers in all monitoring wells, which are a significantly more cost-effective sampling methodology that has been accepted by IDEM. PDBs are polyethylene bags filled with analyte-free water that are hung in monitoring wells for approximately 14 days. Field personnel return to the monitoring well, retrieve the sampler, and collect the sample by filling sampling vials in the same manner as traditional methods. Significant savings are realized by reducing mobilization, purging, and sampling time; by minimizing the volume (and thereby cost and environmental footprint) of field materials such as low-flow tubing; and by eliminating most equipment rental costs. Laboratory analytical subcontractor costs for this Task include the cost of PDBs for each well, and for Level IV QA/QC reporting by the laboratory.

**Task 3 Two Summary Letter Reports**

This task assumes that two letter reports will be prepared to document the results of the passive soil gas sampling and groundwater sampling events. A draft report will be prepared and submitted to the Client and its outside counsel for review. Once the draft letter report is reviewed by the Client and finalized by Hull, a copy will be submitted to the IDEM VRP.

**Task 4 Project Management, Meetings, and Correspondence**

This task will be reserved for project management activities such as updating health & safety plans, email and telephone correspondence with all stakeholders, and attending one meeting in Indianapolis with IDEM.

**SCHEDULE**

Hull will begin groundwater sampling activities in September 2017, and will schedule the passive soil gas sampler installation and retrieval as soon as practicable, which we estimate to be in mid-October 2017.

**COMPENSATION**

A breakdown of costs is attached in the Task Order below. The fees have been developed based on our estimate of hours for each labor category expected to be involved in the project. 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.

Specific items not within the Scope of Work on this project include, but are not limited to the following:

1. Installation, retrieval, and laboratory analysis of more than twenty-eight (28) passive soil gas samplers at the Site;
2. collection of more than 136 groundwater samples (including QA/QC samples), during the four quarterly sampling events, to be analyzed for VOCs in accordance with U.S. EPA Method 8260; and
3. disposal of additional drums of groundwater or soil cuttings that are determined to be hazardous.

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No amendment to this proposal shall be required in situations where additional work may be necessary, as a result of unanticipated or unidentified conditions including, but not limited to, the presence of unidentified or mislocated buried utilities, structures, or objects and unanticipated hazardous materials and/or hazardous or dangerous circumstances, to complete previously identified tasks. Hull shall be compensated for the actual time spent performing this additional work and other direct expenses and subcontractor fees at the billing rates outlined in Table 1.

#### **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.

Again, thank you for the opportunity to conduct additional Phase II ESA activities at Ignition Park and at additional off-Site locations. Please call me at (800) 241-7173 if you have any questions. If you approve of this proposal, please sign the attached Task Order form and return it to my attention.

Sincerely,



Douglas G. Stuart, CHMM  
Senior Project Manager

ct: File

**TASK ORDER FORM**

**TASK ORDER  
TO  
PROPOSAL FOR PROFESSIONAL SERVICES**

**HULL & ASSOCIATES, INC.**

<b>TASK ORDER NO:</b>	<u>001</u>
<b>HULL PROJECT CODE:</b>	<u>SBI075</u>
<b>PROPOSAL NUMBER:</b>	<u>SBI075.300.0001</u>

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Subject to the terms and conditions of the above referenced Contract, the Consultant agrees to perform the following Scope of Work as follows:

Install permanent, nested monitoring wells to evaluate the on-Site plume of chlorinated VOCs at the Ignition Park Property located near Sample Street and Prairie Avenue, South Bend, Indiana; collect and analyze samples; and prepare a VRP RWP; as further described in Hull document number SBI068.400.0001 dated May 4, 2012.

Task 1: Passive Soil Gas and Indoor Air Sampling	\$21,045
Task 2: Quarterly Groundwater Sampling	26,575
Task 3: Prepare Two Letter Reports	10,040
Task 4: Project Mgmt., Meetings, Correspondence	<u>3,840</u>
Subtotal	\$61,500

NUMBER OF COPIES OF DELIVERABLE: as required for IDEM and Client needs

ESTIMATED TOTAL COST: \$61,500

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HULL & ASSOCIATES, INC. PROJECT CONTACT: Doug Stuart

CLIENT PROJECT CONTACT: Mr. Chris Dressel

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CLIENT AUTHORIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

(Please return one signed original to Hull & Associates, Inc.'s Project Contact and retain one signed original for Client's records).

## **TABLES**



# 2017 BILLING RATE SCHEDULE

## MANAGEMENT STAFF

Senior Principal .....	\$250
Principal.....	\$180
Senior Project Manager .....	\$150
Project Manager .....	\$130
Government & Community Relations .....	\$110

## ENGINEERS

Principal Engineer .....	\$150
Senior Engineer .....	\$130
Project Engineer .....	\$115
Engineer 2 .....	\$98
Engineer 1 .....	\$85
Senior Designer .....	\$95
Designer.....	\$75

## HYDROGEOLOGISTS

Principal Hydrogeologist .....	\$150
Senior Hydrogeologist.....	\$130
Project Hydrogeologist.....	\$110
Hydrogeologist 2.....	\$95
Hydrogeologist 1 .....	\$80

## SCIENTISTS

Principal Scientist .....	\$150
Senior Scientist.....	\$130
Project Scientist.....	\$110
Scientist 2.....	\$95
Scientist 1 .....	\$80

## SUPPORT STAFF

Senior GIS Specialist.....	\$100
GIS Specialist .....	\$75
Senior Technician.....	\$70
Technician 2.....	\$60
Technician 1 .....	\$50
Project Administrative Assistant.....	\$50

## 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.
- If personal vehicles are utilized, travel mileage is billed at the federal mileage reimbursement rate. If company-owned vehicles are utilized, rental rates of \$120/day, \$350/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.
- Field equipment rented from outside vendors is billed directly with no mark-up. Field equipment owned by Hull, including individual equipment items or groupings of equipment such as sampling kits, are billed at competitive market-equivalent rates for daily or weekly rental.
- 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.
- Higher hourly billing rates may apply for certain services on a project-specific basis (e.g., Ohio Certified Professional, expert witness services, rapid response consulting).