




Department of
Community Investment

Memorandum

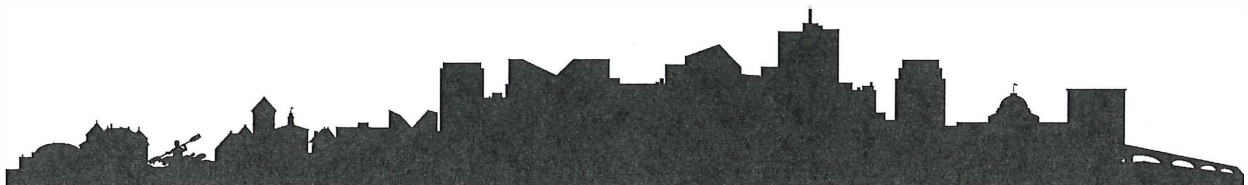
June 27, 2016

TO: Redevelopment Commission
FROM: Chris Dressel, Staff 
SUBJECT: Proposal for new environmental services contract with Hull & Associates

Attached is a proposed new contract from Hull & Associates, Inc. in the amount of \$57,210 for professional engineering/environmental services to address 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 begin in July 2016. The specific components of the proposal by Hull and Associates are summarized as follows:

- Installation of up to 8 Soil Vapor Probes/Collection of up to 9 Soil Gas Samples
- Collection of up to 136 groundwater samples from existing wells at varying depths during 4 quarterly sampling events
- Disposal of groundwater or soil cuttings that are determined to be hazardous
- Additional activities as deemed necessary
- Project management, meetings, and correspondence

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





June 21, 2016

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 Sampling, Groundwater Sampling; and to Coordinate Additional Activities as Deemed Necessary at Ignition Park (the Former Studebaker Complex), South Bend, Indiana (the Site); SBI075.300.0001.

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 in the vicinity of off-Site structures and preparing a summary report; continued groundwater monitoring efforts on a quarterly basis for one year; and additional activities as may be necessary and/or as may be requested by IDEM to evaluate potentially complete exposure pathways at and in the vicinity of the Site.

Task 1 Soil Vapor Probe Installation

Recent temporary groundwater 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, Hull recommends sampling soil gas above groundwater from City-owned property in the immediate vicinity of the occupied structures south of Indiana Avenue.

A total of eight soil gas samples, two from each of four locations, will be collected from points located generally at the western and eastern perimeter of vacant City-owned property located between 702 W. Indiana Avenue and 718 W. Indiana Avenue. The samples will be collected at approximate depths of six feet below ground surface (bgs) and 14 feet bgs, which is approximately four to six feet above the uppermost saturated unit at the Site. Soil gas sampling will not be conducted within 48 hours of a significant precipitation event (>0.1 inches).

The soil gas sampling point installation will be performed using a direct push drilling unit (i.e., Geoprobe™ unit). Soil borings will be logged continuously to a depth of approximately 14 feet at each location and screened with a photoionization detector (PID) during installation. Soil cuttings, acetate liners, gloves, etc. will be containerized in a drum onsite.

After logging, a small diameter stainless steel screen of approximately 12 inches in length, connected to a piece of flexible tubing of sufficient length to extend above ground surface and allow for sample collection, will be emplaced in the borehole. The borehole surrounding the screen will be filled with appropriately sized sand pack to a depth of six to 12 inches above the top of the screen. A hydrated bentonite seal will be placed above the sand pack. A second shallow sampling point will be similarly installed to a depth of approximately six feet at each sampling location. The tubing will be color-coded to denote deep vs. shallow sampling locations.

Approximately 24 to 48 hours following installation of the soil vapor probes, each sampling port will be purged in accordance with IDEM's Remediation Closure Guide, and a sample will be collected via vacuum through a time-weighted flow regulator into a 6-L stainless steel *Summa* canister. One duplicate will also be collected. The sealed soil gas samples will be analyzed for volatile organic compounds (VOCs) by EPA Method TO-15.

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

Task 2 Quarterly Groundwater Sampling Events

On a quarterly basis beginning in June 2016, 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, and AMW-15S/I 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 and drill cuttings from Task 1 above (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.

A brief draft letter report documenting the results of each quarterly sampling event will be prepared and submitted to the Client 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 3 Additional Activities

This task will be reserved for additional activities as may be deemed necessary or as may be requested by the City, IDEM, or outside counsel. As these activities are identified, Hull will quantify the estimated level of effort prior to initiating that effort to develop a preliminary budget.

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 June 2016, and will schedule the soil vapor probe installation and sampling as soon as practicable, which we estimate to be in early- to mid-July 2016.

COMPENSATION

A breakdown of costs is attached as Table 1. 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.

Mr. Chris Dressel
June 21, 2016
SBI075.300.0001
Page 3

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 of more than eight (8) soil vapor probes at the Site;
2. Collection of more than nine (9) soil gas samples to be analyzed for VOCs in accordance with U.S. EPA Method TO-15;
3. 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
4. disposal of groundwater or soil cuttings that are determined to be hazardous.

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 2.

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. 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.

TASK ORDER NO: 001
HULL PROJECT CODE: SBI075
PROPOSAL NUMBER: SBI075.300.0001

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: Soil Vapor Probe Installation/Sampling	\$12,205
Task 2: Quarterly Groundwater Sampling	32,485
Task 3: Additional Activities	10,000
Task 4: Project Mgmt., Meetings, Correspondence	<u>2,520</u>
Subtotal	\$57,210

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

ESTIMATED TOTAL COST: \$57,210

HULL & ASSOCIATES, INC. PROJECT CONTACT: Doug Stuart

CLIENT PROJECT CONTACT: Mr. Chris Dressel

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

TABLE 1
ADDITIONAL PHASE II ESA ACTIVITIES
CITY OF SOUTH BEND, INDIANA
IGNITION PARK - ON- AND OFF-SITE

Task 1	Soil Gas Sampling		Estimated Cost
	Labor		\$ 6,125
	Subcontractor Costs (including markup)		\$ 5,060
	Equipment		\$ 190
	Supplies		\$ 150
	Miscellaneous Costs		<u>\$ 680</u>
		Task 1 Subtotal	\$ 12,205
Task 2	Quarterly GW Sampling Events & Reports		
	Labor		\$ 14,540
	Subcontractor Costs (including markup)		\$ 15,825
	Supplies		\$ 600
	Miscellaneous Costs		<u>\$ 1,520</u>
		Task 2 Subtotal	\$ 32,485
Task 3	Additional Activities		
	Labor		<u>\$ 10,000</u>
		Task 3 Subtotal	\$ 10,000
Task 4	PM, Meetings, Correspondence		
	Labor		\$ 2,400
	Miscellaneous Costs		<u>\$ 120</u>
		Task 4 Subtotal	\$ 2,520
		TOTAL PROJECT BUDGET	\$ 57,210



**TABLE 2: 2016 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Subcontractors' fees are billed to the Client at a rate equal to the subcontractor fee multiplied by 1.10 to recover Hull's contractual liability risk and associated operational expense.
7. 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).