

REQUEST FOR PROPOSAL
PART I - TECHNICAL PROPOSAL
PART II - COST PROPOSAL

This Request for Proposal is required for professional service contractors.
Failure to provide this information may result in not being considered
for the award of a contract. (Authority: 1984 PA 431)

PROFESSIONAL SERVICES FOR THE
DEPARTMENT OF ENVIRONMENTAL QUALITY
REMEDATION AND REDEVELOPMENT DIVISION
TECHNICAL SUPPORT SERVICES-FORMER ZEPHYR NAPH-SOL REFINERY SITE
1222 HOLTON RD., MUSKEGON, MICHIGAN 49443
FILE NO. 761/10085.SAR

Issued by:
The Ad Hoc Advisory Committee
For
Professional Service Contractor Selection

PROPOSAL DUE DATE: Thursday, January 21, 2010, 2:00 p.m., Local Time
MANDATORY WALK-THROUGH DATE: Tuesday, January 12, 2010, 10:00 a.m. at the site

ISSUING OFFICE

U.S. Mail Address

Department of Management and Budget
Facilities Administration,
Design and Construction Division
P.O. Box 30026
Lansing, Michigan 48909

Express Mail Address

Department of Management and Budget
Facilities Administration,
Design and Construction Division
Stevens T. Mason Building
530 West Allegan Street
Lansing, Michigan 48933

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REQUEST FOR PROPOSAL

**Professional Services for
File No. 761/10085.SAR
Index No. 44901
Department Of Environmental Quality
Remediation and Redevelopment Division
Technical Support Services-Former Zephyr Naph-Sol Refinery Site
1222 Holton Rd., Muskegon, Michigan 49443**

SECTION I GENERAL INFORMATION - PART I TECHNICAL PROPOSAL

I-1 Purpose

This Request for Proposal provides the prospective prime professional service contractor, hereafter referred to as the professional, with information to enable preparation of a proposal to provide professional services and assist the Department of Environmental Quality (DEQ) in the execution of tasks at the Former Zephyr Naph-Sol Refinery Site including, but not limited to: (1) provide high quality expertise necessary to conduct an evaluation of groundwater remediation system's performance, design and provide construction oversight of remediation system modifications; (2) provide one year of operation and maintenance (O&M) oversight; (3) advise the DEQ and attend public meetings; and (4) prepare a system O&M manual and as-built drawings. The services to be completed should encompass as a minimum the following phases from the Department of Management and Budget's (DMB's) attached Sample Standard Contract for Professional Services:

Phase

100 Study

400 Preliminary Design

500 Final Design

600 Construction Administration - Office Services

700 Construction Observation - Field Services

I-2 Program Statement

The professional will be required to provide remedial system evaluation and O&M oversight services. The target contaminants include but not limited to 1,2,4 TMB, 1,3,5 TMB, Benzene, Dibenzofuran, Diethyl ether, Ethylbenzene, Pb, MTBE, Naphthalene, Phenanthrene, Toluene, TCE, VC, Xylenes, cis-1,2 DCE, n-Butylbenz in the site's soil and groundwater.

The environmental consulting services shall be provided by an organization with:

- A P4-Level licensed engineer who has a minimum of 5 years expertise in engineering, construction oversight and management of large scale (greater than 150 gpm) ex-situ biological treatment systems. Preference will be given to proposals with full time on-site experience in such systems.
- Provide client references and brief descriptions of at least two (2) projects in the last five years closely related to the work requested in this Request for Proposal (RFP).
- Regulatory knowledge and experience in remedial design, groundwater sampling, feasibility studies and Federal regulations and Michigan environmental statutes related to the remedial action programs.
- The Professional must be able to staff a project team that possesses the talent and expertise in the various fields required to perform the work requested in this RFP.
- Key Personnel and consultants/subcontractors shall be trained in health and safety procedures, including participating in a medical monitoring program and have 40 hour HAZWOPER training with up-to-date 8 hour HAZWOPER refresher training.
- The professional will be required to subcontract with Li & Associates for Interactive Ground Water (IGW) services. Subcontractors for other services must be identified and have client references and brief descriptions of at least two (2) projects in the last five years closely related to the work requested in this RFP.
- Knowledge of the Federal and State of Michigan Environmental Laws, in particular Part 201 and Part 213, Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended.
- Computer expertise and software capabilities with Microsoft Excel, Access, and Word, AUTOCAD 14/Microstation, IGW.
- Ability to provide comprehensive professional services for the project.
- Consideration will be given to the record of past performance, and financial and technical resources.

Each Professional providing a proposal must complete the attached Professional Questionnaire.

The professional will be required to provide statement of conflict of interest and agree to terms of a confidentiality agreement for alternate dispute resolution involving the site. See attached project/program statement and scope of work for more detailed information.

The design professional, by submitting a Technical (Part I) and Cost (Part II) Proposal to the department for evaluation during the selection process, ascertains that they can and will provide a complete professional services based on the approved project/program statement. No increase in compensation to the professional will be allowed, unless there is material change made to the scope of the project/program statement and the change to the project/program statement is approved, in writing, by the Facilities Administration, DMB.

I-3 Issuing Office

This Request for Proposal is issued by an Ad Hoc Committee for Professional Service Contractor Selection, hereafter referred to as the Issuing Office. **PROPOSALS SHALL BE RETURNED TO THE ISSUING OFFICE.** The Chair for this Ad Hoc Committee and the point of contact for this Request for Proposal is:

Sadi Rayyan
Department of Management and Budget
Facilities Administration, Design and Construction Division
Stevens T. Mason Building
P.O. Box 30026
Lansing, Michigan 48909
Telephone Number: (517) 335-7949
Fax No. (517) 373-3562
E-mail Address: rayyans@michigan.gov

I-4 Contract Award

Contract award will be undertaken by the state through the DMB with the professional firm whose proposals (Parts I and II) the issuing office determines to be in the state's best interest.

Professional firms awarded contracts by the Facilities Administration, Design and Construction Division, must be certified by the Michigan Department of Civil Rights for compliance with State of Michigan nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. **Attach a copy of the Certificate of Awardability, along with one completed, signed Professional Contractor Demographics, Statistics and Certification form; one completed, signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form, to the returned proposal. Attach a copy of the Certificate of Awardability to each of the returned proposals.** In the event a contractor doesn't possess a valid certificate of awardability, but indicates they have applied for one, DMB will contact Department of Civil Rights (DCR) to verify a completed application had been received prior to the bid opening. Failure to provide a valid certificate of awardability within 24 hours of the bid opening or to have a completed application on file with DCR prior to bid opening will result in the bid not being considered. The time required by the Department of Civil Rights to process applications varies as a function of the department's total workload, which changes from time to time. The professional is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting a proposal. Communications should be directed to:

Michigan Department of Civil Rights, Office of Contractual and Business Services
Cadillac Place Building, (Former General Motors Building)
3054 West Grand Boulevard, Suite 3-600
Detroit, Michigan 48202
Telephone: (313) 456-3822 or 456-3823

Note: Due to recent processing improvements by the Department of Management & Budget (DMB) and the Department of Civil Rights (DCR) concerning Certificates of Awardability, consideration may be given to proposals received while final certification is still pending. In order to qualify for such consideration a bidder who does not possess a Certificate of Awardability valid through the proposal due date must do each of the following:

Notify MDCR in writing, by sending a facsimile (fax) to 313-456-3826 at least 3 business days prior to the proposal due date, that the bidder has submitted a bid contingent upon a pending Certificate of Awardability. Notice shall indicate the project upon, the scheduled proposal due date, the name and phone number(s) of a contact person able to speak for the bidder on the subject of awardability, and the date on which the bidder's application for Certificate of Awardability was initially filed. Ensure that all information required on the application for Certificate of Awardability was provided to MDCR.

Requests for proposals for this project will be responded to in two parts. The professionals will be evaluated based on their Proposal - Parts I and II. Final selection of the professional will be based on an evaluation of both Parts I and II. Relative weights used for the final selection will be 80 percent (80%) for Part I and 20 percent (20%) for Part II.

I-5 Rejection of Proposals

The state reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposal.

I-6 Incurring Costs

The state is not liable for any cost incurred by the professional prior to acceptance of a proposal and the award and execution of a contract and issuance of the state's contract order.

I-7 Inquiries

A MANDATORY WALK-THROUGH WILL BE HELD ON TUESDAY JANUARY 12, 2010 AT 10:00 A.M. The meeting will be held at the site, 1222 Holton Rd., Muskegon, Michigan 49443. Questions that arise as a result of this Request for Proposal **MUST BE SUBMITTED IN WRITING** to the issuing office seven days prior to the due date, (i.e., no later than January 13, 2010).

I-8 Addenda to the RFP

In the event that it becomes necessary to amend any part of this Request for Proposal, addenda will be posted on the State of Michigan website and/or provided to all professional firms who attend the mandatory walk-through.

I-9 Response Date

To be considered, proposals must arrive at the issuing office **no later than 2:00 p.m., local time, on Thursday, January 21, 2010.** Proposals arriving after that time will not be accepted and will be returned unopened. **NOTE:** Security measures may affect the delivery time of mail and packages sent via UPS, Fed Ex, and Airborne Express. Those hand-delivering their proposal should be prepared to present a pictured identification to the security guard on duty in the lobby of the Stevens T. Mason Building and allow extra time for their proposal to reach Facilities Administration. It remains the responsibility of the professional firm to submit request for proposals as specified. Please allow ample time to arrive at the office prior to the 2:00 p.m. deadline.

I-10 Proposals

To be considered, the professional must submit a complete response to this Request for Proposal including Part I Technical Proposal (using the format provided in Section II), Part II Cost Proposal (using the format and tables provided in Attachments IV and V) and Attachment VI Professional Questionnaire. Each proposal must be submitted in five (5) copies to the issuing office. No other distribution of proposals will be made by the professional. Proposals must be signed by an official authorized to bind the professional firm to its provisions. **NO FACSIMILES OR E-MAILS OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED.**

I-11 Economy of Preparation

Proposal should be prepared simply and economically, providing a straightforward, concise description of the professional's ability to meet the requirements of the Request for Proposal. Fancy bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-12 Oral Presentation

The State reserves the right to request an oral presentation from the professional firms. The State will notify the professional if this right is exercised and the issuing office will schedule these presentations and interviews and notify the professional firms of the date and time of the presentation.

I-13 Prime Professional Service Contractor Responsibilities

The prime professional service contractor will be required to assume responsibility for all professional services offered in the proposal whether or not they possess them within their organization. Further, the state will consider the professional to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The prime professional firm shall possess a license to practice in the State of Michigan pursuant to Public Act 299 of 1980, Article 20.

I-14 Standard Contract Conditions for Professional Services

The contract award with the professional will incorporate "Standard Conditions for Professional Services Contracts". See the Department of Management and Budget's attached "Sample Standard Contract for Professional Services." Sample Contract provided for informational purposes only. Actual contract may not be identical after award and issue.

SECTION II PROPOSAL FORMAT - PART I TECHNICAL PROPOSAL

Proposals must be submitted in the format outlined below:

II-1 Business Organization

State the full name and address of the organization and, if applicable, the branch office, consultants or other subordinate elements that will provide or assist in providing the service. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate and practice in the State of Michigan.

II-2 Statement of the Problem

State in succinct terms your understanding of the problem presented by this Request for Proposal.

II-3 Management Summary and Work Plan

Provide in outline form, a complete description of the service proposed. Include a PERT-type display, or similar time-related chart, showing each event, task, and decision point in your work plan. As a guideline, the work plan must include provisions shown in Article 1 - "Phases of Professional Service Which May Be Required" as described in attachment. Include a detailed PERT-type display, or similar time sequenced-related but undated schedule, showing each task and phase in your work plan.

II-4 Personnel Staff

The professional must be able to staff a project team which possesses qualifications and all the expertise necessary to undertake a project of this scope and complexity. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Indicate the inclusive periods each individual will devote to the work. Indicate which of these individuals you consider to be a key personnel to the successful completion of the project. Resumes of qualifications for key personnel must be provided.

II-5 Organization Chart

Provide an organization chart outlining authority and communication lines for each "Key Personnel" and personnel staff.

II-6 Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

SECTION III PERSONNEL AND COMPENSATION - PART II COST PROPOSAL

III-1 Instructions

Part II - Cost Proposal shall carefully interface with all phases/tasks of the work plan identified in the Part I - Technical Proposal. Total cost shall be estimated using billing rates for personnel performing a direct service plus reimbursable costs (see attached guideline page for information regarding the "Overhead Items Used for Professional Firm's Billing Rate Calculation").

The department will reimburse the professional for the actual cost of using field equipment and subcontractors. No mark-up of these costs will be allowed.

All other costs, such as indirect labor, phones, miscellaneous reproduction, travel, etc., shall be included in the professional's billing rates.

If the project is further than 100 miles one-way from the professional firm's office, the Design and Construction Division may entertain a proposal to include reimbursable costs for travel mileage to the project site at the State of Michigan's rates if the professional firm can demonstrate a cost savings to the State, if reimbursed for travel mileage in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" (available at http://www.michigan.gov/dmb/0,1607,7-150-9147_10870---00.html) versus an adjustment to the professional's billing rates. If such a situation exists, the professional shall include with the proposal an estimated amount reflecting proposed travel costs and a schedule showing proposed frequency of such travel, including detailed itemized backup documentation indicating how this estimate was determined.

The design phase tasks shall cumulatively include any contingent services required for subsequent issuing and processing of bulletins arising from, but not limited to, design errors and/or omissions, code compliance (precipitating either from plan review or on-site/field observations), modification of existing structures or systems necessary to achieve the intent of the project statement.

The design phase services shall include either by cumulative allowance or by specific task, the furnishing of all project data and services necessary to legally implement the project. This includes but may not be limited to, code reviews and/or interpretations, project meetings, presentations, hearings, utility allocations requests, and/or connections, easements, or permits.

Any contract issued by the state pursuant to this proposal anticipates that the professional will provide, but shall not seek compensation for services necessary to respond to and resolve contractor claims arising wholly or in part from the professional's design errors or omissions or other aspects of the design or for any aspect of the professional's performance which is inconsistent with the professional or construction contracts. No task or part thereof may include costs for such efforts.

III-2 Identification of Personnel and Estimated Compensation

III-2-A. Primary Professional/Consultant - Position Classification and Employee Wage Information

Utilizing a format similar to the attached Form III-2-A, identify the architectural and/or engineering discipline service being provided and the primary Professional Firm's technical employee(s) names and position classifications for the project and their current hourly billing rates for **Year 2010**. Also, provide the technical employee(s) anticipated hourly billing rates for **Years 2011, 2012, 2013 and 2014** based on the professional's estimated salary increase. **The professional is required to submit the billing rates for each year using the format shown in III-2-A.**

III-2-B Billing Rates

To determine your current billing rates, use the attached guideline page for information regarding the "Overhead Items used for Professional Firm's Billing Rates Calculation," and the attached "Sample Standard Contract For Professional Services," Article 2, Compensation Text. Consultants providing professional services must submit a separate billing rates for services that they will provide. No mark-up of the consultants billing or rates will be allowed. ALL other costs, such as indirect labor, telephones, miscellaneous reproduction, travel, etc., shall be included in the professional's billing rates.

Identify for each task the estimated cost. The combination of all phases/tasks shall become the professional's maximum not-to-exceed cost for all services. Compensation for each phase will be in accordance with the attached "Sample Standard Contract for Professional Services," Article 2, Compensation text.

Use the format shown in Attachments IV and V to establish your total compensation and trade contract reimbursables

The following information is to be used by Professional Firms to determine the **billing rate** to use on State of Michigan Projects.

All of the Consultants providing Project services must submit a separate **billing rate** for the Consulting services they will provide. No mark-up of the Consultants or billing rates will be allowed.

The Owner will reimburse the Professional Firm for the actual cost of using field equipment. No mark-up of these Project costs will be allowed.

2009 BILLING RATE
OVERHEAD ITEMS USED FOR PROFESSIONAL FIRMS' BILLING RATE CALCULATION

SALARIES:

Principals (Not Project Related)
Clerical/Secretarial
Technical (Not Project Related)
Temporary Help
Technical Training
Recruiting Expenses

EQUIPMENT RENTALS:

Computers
Typewriter
Bookkeeping
Dictating
Printing
Furniture and Fixtures
Instruments

EMPLOYEE BENEFITS:

Hospitalization
Employer's F.I.C.A. Tax
Unemployment Insurance
Federal Unemployment Tax
Disability
Worker's Compensation
Vacation
Holidays
Sick Pay
Medical Payments
Pension Funds
Insurance - Life
Retirement Plans

OFFICE FACILITIES:

Rents and Related Expenses
Utilities
Cleaning and Repair

TRAVEL:

All Project-Related Travel*

MISCELLANEOUS:

Professional Organization Dues
for Principals and Employees
Licensing Fees

SERVICES (NONPROFESSIONAL):

Telephone and Telegram
Messenger Services

TAXES:

Franchise Taxes
Occupancy Tax
Unincorporated Business Tax
Property Tax
Single Business Tax
Income Tax

INSURANCE:

Professional Liability Insurance
Flight and Commercial Vehicle
Valuable Papers
Office Liability
Office Theft
Premises Insurance
Key-Personnel Insurance

PRINTING AND DUPLICATION:

Specifications (other than Contract bidding documents)
Drawings (other than Contract bidding documents)
Xerox/Reproduction
Photographs

LOSSES:

Bad Debts (net)
Uncollectible Fee
Thefts (not covered by Project/Contract bond)
Forgeries (not covered by Project/Contract bond)

SERVICES (PROFESSIONAL):

Accounting
Legal
Employment Fees
Computer Services
Research

FINANCIAL:

Depreciation
Business Profit

BILLING RATE DOES NOT HAVE TO INCLUDE AND THE OWNER WILL PAY FOR (UNDER REIMBURSABLE COSTS):

1.* Travel mileage costs for Projects in excess of 100 miles in each direction from the Professional Firm's office if the Professional Firm can demonstrate a cost savings to the Owner, if reimbursed for travel mileage in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" versus an adjustment to the Professional Firm's **billing rate**.

PROFESSIONAL SERVICES
Position/Classification and Employee Billing Rate Information

Firm Name

XYZ, Inc.

Yearly Hourly Billing Rate Increase

≈3%

Level	Employee(s) Name	Position/Classification	Year 2010	Year 2011	Year 2012	Year 2013
P4	Robert J. Hafel	Principal/Program Manager**	\$100.00	\$105.00	\$110.00	\$116.00
P4	Donald E. McReynolds	Senior Environmental Eng.	\$100.00	\$105.00	\$110.00	\$116.00
P4	William King	Quality Control/Assurance	\$100.00	\$105.00	\$110.00	\$116.00
P3	Ruby D. Riley	Licensed Surveyor**	\$90.00	\$95.00	\$99.00	\$104.00
P3	Charles D. Gibson	Project Engineer**	\$90.00	\$95.00	\$99.00	\$104.00
P3	William D. Murphy	Project Geologist**	\$90.00	\$95.00	\$99.00	\$104.00
P2	Robert L. Hunter	Engineer	\$80.00	\$84.00	\$88.00	\$92.00
P2	Carolyn M. Phillips	Geologist	\$80.00	\$84.00	\$88.00	\$92.00
P1	Kathleen C. Wilson	Scientist/Surveyor	\$65.00	\$68.00	\$71.00	\$75.00
P1	Jeffrey W. Bennett	Staff Engineer	\$65.00	\$68.00	\$71.00	\$75.00
P1	Scott A. Smith	Staff geologist	\$65.00	\$68.00	\$71.00	\$75.00
T3	Arnold T. Ross	Senior Technician	\$75.00	\$79.00	\$83.00	\$87.00
T2	Jennifer M. Dole	Technician	\$65.00	\$68.00	\$71.00	\$75.00
T1	Brian G. Brown	Field Technician	\$50.00	\$53.00	\$56.00	\$59.00
CL	As Selected	Technical Support	\$35.00	\$37.00	\$39.00	\$41.00

*Billing Rate will be in accordance with the attached guideline page for instructions regarding the "Overhead Items used for Professional Billing Rate Calculation," and the attached "Sample Standard Contract for Professional Services," Article 5, Compensation Text.

** Key Project Personnel

ATTACHMENT I

**PROJECT/PROGRAM STATEMENT
(Statement of Objectives)**

PROJECT STATEMENT

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration
First Floor, Stevens T. Mason Building
P.O. Box 30026
Lansing, Michigan 48909

FILE NUMBER 761/10085.SAR	INDEX NUMBER(S) 44901	COMPTROLLER OBJECT	APPROVAL DATE
DEPARTMENT Environmental Quality			
AGENCY Remediation and Redevelopment Division			
ADDRESS Former Zephyr Naph-Sol Refinery Site, 1222 Holton Rd., Muskegon, Michigan 49443			
AGENCY CONTACT Gary Simons			TELEPHONE NUMBER 517-373-2811
DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT MANAGER Sadi Rayyan			TELEPHONE NUMBER 517-335-7949
PROJECT DESCRIPTION Professional Services Support: Professional services are sought to assist the Michigan Department of Environmental Quality (MDEQ) as detailed in the attached Scope of Work. The professional will be required to effectively conduct and/or coordinate the activities in accordance with the latest federal and state environmental regulations. The intent of this selection process is to contract with a qualified firm to provide ad-hoc services for the remediation of Former Zephyr Naph-Sol Refinery Site. The professional firm is required to refer to State and federal statutes, procedures, guidelines and the administration rules when providing the services or entering into contracts with subcontractors to provide the services. Also, the professional shall submit 5 copies of a technical proposal and 5 copies of the cost proposal. The professional must use the attached Cost Sheets to indicate the billing rates and the total costs. The State reserves the right not to award the work or award the work to one or more firms.			
SPECIAL WORKING CONDITIONS Please follow the requirements of the site-specific health and safety plan during the on-site fieldwork .			
DESIRED SCHEDULE OF WORK The RRD project manager will determine the schedule. See the attached Scope of Work for the list of site activities to be conducted for this project.			
LOCATION OF WORK AREAS Muskegon County, Michigan.			

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, and DPH), and any other local regulations and standards that may apply.

This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)
Attachment(s)

ATTACHMENT II

SCOPE OF WORK

**Scope of Work
Request for Proposal
File No. 761/10085.SAR
Index No. 44901
Department of Environmental Quality
Remediation and Redevelopment Division
Technical Support Services-Former Zephyr Naph-Sol Refinery Site
Muskegon County, Michigan**

1. General Description

The Michigan Department of Environmental Quality (MDEQ) is currently operating as the agency undertaking and implementing the cleanup of the Former Zephyr Naph-Sol Refinery Site.

The Zephyr Refinery site, which is located in Muskegon, started operations in the late 1920's. Prior to 1968, the site was a petroleum refinery that produced gasoline, naphthas, light heating oils, and industrial oil fuels. The facility stopped refining operations at the end of 1968. The site continued to be used as an oil terminal and storage facility until early 1990. During the period of its operation, there were numerous reported product spills.

The cleanup is administered by the Michigan Department of Environmental Quality (MDEQ) under authority set forth in Sections 20117(3)(e) and 20118 of Part 201, Environmental Remediation of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.20101, and financed through Michigan's Environmental Bond Fund Part 201. The cleanup involves the installation and operation of a complex free product and groundwater remediation system.

The Zephyr site is approximately 100 acres. Holton Road (M120) runs in an east-west direction through the middle of the site. A groundwater divide that runs east-west along Holton Road causes groundwater contaminants (i.e. Benzene, Toluene, Ethylbenzene, and Xylenes (BTEX) and Chlorinated compounds) to migrate towards Bear Creek, which is the closest surface water body to the north of the site and towards Muskegon River, which is the closest surface water body to the south of the site. The groundwater plume is approximately 1-mile long and 1-mile wide.

This project consists of the use of an environmental consulting firm (s) to assist the State in the execution of tasks including, but not limited to, evaluation and identification of improvements to the O & M system, assisting MDEQ with identification and implementation of system operational optimization, utilizing, in part, Interactive Ground Water (IGW), performance evaluation, generation of system as-builts, generation of system Operations and Maintenance (O & M) manual, development of bid specifications, and attendance at public meetings.

The project will consist of a one (1) year contract with four (4) option years. The scope, schedule, and budget for specific tasks will be determined by the State and the Professional at contract award and as modified in writing by mutual consent during the execution of the work.

Due to the complex nature of the project, the engineering services (i.e. for Section 3.2 - Tasks 3.2.1 through 3.2.3 and Section 3.3.) must be provided by a qualified P4 Level licensed engineer who has a minimum of 5 years experience in engineering, construction oversight and management of large scale (with influent pumping rates greater than 150 gpm) ex-situ biological systems used for free product and groundwater recovery and treatment. Preference will be given to proposals with full time on-site experience in such systems.

The qualified P4 level licensed engineer assigned for site oversight must be clearly identified as key personnel.

The MDEQ will evaluate the performance of the Professional on a regular basis. Project costs will be reimbursed to the Professional on an as-incurred basis in accordance with the terms of the contract. Total costs for any task will not exceed the authorized amount on a cumulative basis without an approved Contract Modification and/or Contract Change Order by the Michigan Department of Management and Budget.

2. Zephyr Treatment System

There is currently a free product and groundwater recovery and treatment system in place. The system includes, but not limited to the following details.

- 1,500-foot long by 2-foot wide by 20-foot deep interceptor trench, which was installed using the single pass trenching method, 56 6-inch vertical recovery wells, and 5 slant recovery wells. Free product that accumulates in the purge wells is recovered using Xitech free product skimmer systems,
- Operation of an old interceptor trench.
- Two (2) 250,000 gallon fixed-film fixed-bed bio-reactors.
- One (1) 250,000 gallon clarifier.
- Total influent flow rate of 250 gpm
- Discharge of treated groundwater through injection systems.

3. Description of Services

The Professional will be requested to perform a series of ad-hoc services throughout the life of the contract. It is anticipated that these services will include, but may not be limited to, the following functions:

3.1 Project Initiation, Project Administration, and Preparation of Health and Safety Plan

This task includes the activities necessary to initiate and administer the project.

3.1.1 Project Initiation, File Review, and Project Administration

Activities included in the project initiation are attendance of a project kick-off meeting with key personnel and review of existing technical data.

The Professional will review and independently evaluate the MDEQ project file in the Grand Rapids Office to develop an understanding of the project. The Professional will be responsible for making copies of the all documents on file at the MDEQ Grand Rapids Office for the Professional's reference. The review will include a visual reconnaissance of the entire Site with the MDEQ State Project Manager (SPM) and the O & M contractor to become familiar with Site conditions.

Project administration includes the preparation of weekly and monthly reporting, subcontract management and maintaining communication with the MDEQ Project Team. Project administration also includes time and materials for preparation, travel and attending monthly site progress meetings.

3.1.2 Health and Safety Plan and Work Plan Preparation

A Site-specific Health and Safety Plan (HASP) will be prepared by the Professional. The HASP will include information on known contaminants, a hazard evaluation, and anticipated level of personal protection, decontamination procedures, and a list of monitoring equipment to be provided and used. Air monitoring action levels and required response actions, along with emergency procedures and phone numbers, should also be included.

All personnel conducting field activities at the Site will be required to read the HASP and must have satisfied the OSHA training requirements outlined in 29 CFR 1910.120 before being allowed in the exclusion zone. A copy of the HASP will be submitted to the MDEQ for their files, and a copy will be available on-site during field activities.

3.2 Performance Evaluation

The following tasks will be performed by the Professional to assist the MDEQ in evaluating system performance and implementing and measuring optimization activities.

3.2.1 System Performance Engineering Consultation

The Professional, on potentially multiple occasions, will assist the MDEQ in optimizing system performance by providing engineering evaluations of potential system operational changes as determined, in part, through MDEQ conducted groundwater modeling activities.

a. Flow Capture and System Optimization - Through groundwater modeling activities, the MDEQ will generate scenarios to ensure hydrogeological plume capture and system optimization. The Professional would be required to provide an engineering analysis to determine if the proposed scenario is field feasible.

b. Engineering design for system optimization scenarios developed by the MDEQ may involve, but not be limited to, the following elements:

- Recovery Wells – optimization may provide a scenario that could potentially eliminate selected purge wells strategically and replace them. All elements of design related to the wells must be considered.
- Forcemain Modification - Based on optimization scenarios developed by MDEQ, Professional may be required to provide engineering analysis on the field applicability with respect to engineering limitations associated with transport.
- Bio-reactor and Clarifier – this is critical in system optimization. Operations related to the fixed film bioreactor are complex. Every time total flow is changed, system parameters must be addressed.
- Injection System Modifications - For optimization scenarios developed by the MDEQ, the Professional will assist with engineering analysis and as-needed design to determine disposal rates of treated groundwater to various injection system locations.
- NPDES Permit Modifications - The MDEQ plans on generating optimization scenarios that include disposal of treated groundwater outside the plume capture area. The Professional would be required to assist with engineering related to carbon vessels, bag filters, etc.

c. The Professional will also provide, as needed, engineering design for system optimization of the existing system in areas where significant problems with purge well operation are presently being encountered on-site.

d. The Professional will also provide, as needed, engineering design required to facilitate redevelopment of the site property.

3.2.2 System Optimization Coordination

The Professional will facilitate MDEQ access and communication with staff (i.e. staff from Li & Associates - Dr. ShuGuang Li - Professor - MSU Department of Civil and Environmental Engineering) utilizing Interactive Ground Water (IGW) for the site. The Zephyr site has been set up utilizing Interactive Ground Water (IGW) model – a system that enables real-time modeling, visualization, analysis, and integrated presentation of results. The model developed for the Zephyr site allows the MDEQ to simulate changes in groundwater flow by adjusting groundwater pumping rates for each recovery well and adjusting discharge rates at any of the existing infiltration galleries.

3.2.3 Optimization Implementation

The Professional will be tasked to oversee and direct the O and M Contractor to implement operational changes. Multiple implementations may occur through the duration of the contract.

3.2.4 Field Data Collection

The Professional will be tasked with the collection tabulation, and submittal of operation information, including, but not limited to, static water levels and changes in free product thickness, that will be used by the MDEQ to assess the effects of operational changes and determine whether system optimization has been accomplished. It is expected that the majority of the activities in this task will be conducted by appropriate level qualified staff (P2).

3.3 Field Operation and Maintenance Oversight and Management of Construction Activities

The Zephyr system in place is complex in nature. The treatment involves recovering groundwater from either side of a groundwater divide. The recovered groundwater is treated using fixed film fixed bed bio-reactors and injected back into the ground. The system has undergone many as-needed changes over the past 9 years.

The Professional will provide routine oversight of O and M activities as well as oversight and management for the MDEQ of various construction activities conducted at the site during the Contract period. Construction activities requiring oversight may include, but not be limited to, as needed changes to the system in place, potential modifications to system discharge, treatment building modifications, potential modifications to forcemain locations, possible addition or relocation of purge wells, addition of as-needed monitoring wells, etc.

3.4 Coordination

The Professional will provide ad-hoc services as specified by the State Project Manager. The Professional will attend monthly progress meetings and will conduct bi-weekly (or on a as needed basis) conference calls with the State Project Manager to address scope, schedule and progress of new and assigned tasks.

3.5 Site and Public Meetings

At the request of the MDEQ the Professional will be required to attend public meetings, meetings with Marathon's consultants, meetings with residents, meetings with other parties on an as needed basis.

3.6 System Engineering As-builts

The Professional will be tasked with developing a detailed set of system engineering as-built drawings. The Professional will work with the Contractor and MDEQ in accomplishing this task. The tasks include, but not limited to:

- Site reconnaissance's to verify locations of forcemains, discharge pipes, electrical lines, purge well locations, etc.
- Verifications of construction details associated with shallow and deep purge wells, which include screen details, riser details, screen dimensions, etc.
- Verification of recovery well accessories such as pumps, drop pipes, pitless adapters, etc.
- Verification of interceptor trench details such as collection pipes, dimensions, backfill material information, etc.
- Verification of Recovery well manhole details
- Verification of directionally drilled forcemain and electrical lines
- Verification of piping dimensions associated with forcemain, discharge pipe, electrical, etc.
- Verification of infiltration trench construction details, which include dimensions, bedding material, discharge pipe details, etc.
- Verification of clean-outs associated with forcemains and injections systems.
- Verification of fixed film fixed bed bio-reactor construction details, which include baffle installation details, aeration line details, undergrate and topgrate details, bio-media, access hatch/catwalk details, etc.
- Verification of clarifier details.
- Verification of oil/water separator details
- Verification of oxygen addition system details
- Verification of details associated with blowers, transfer pumps, and other treatment system details that have undergone several changes over the past 9 years.
- Verification of free product skimmer systems
- Verification of slant well details
- Verification of old interceptor trench and new free product recovery trenches.
- Verification of electrical details such as panels, conduits, etc.
- Verification of treatment building details
- Verification of treatment system details
- Verification of NPDES related information
- Verification of radio communication systems
- As needed measurements to verify accuracy of forcemains, underground lines, discharge trenches, etc.

The system has undergone many complex changes over the past 10 years and the tasks would require a significant field/on-site effort to verify Contractors work.

3.7 O & M Manual Generation

The Professional will be tasked with developing a detailed O & M Manual. The Professional will work with the Contractor and MDEQ to accomplish this task. Task activities include, but not limited to:

- Compilation of cut-sheets for pumps, blowers, transfer pumps, flowmeters, etc.
- Description of the treatment system operation
- Information related to operations of submersible pumps, free product skimmer systems, etc.
- Auto-dialer system call-out details

- Radio communication operation details
- Bio-reactor operation details
- Clarifier operation details which include high/low system shutdown details
- Oil/water separator operation details
- Influent and effluent manifold operations details
- Electrical panel operation details
- Maintenance practices associated with injection systems, bio-reactors, clarifier, purge wells, free product skimmer systems, etc.
- Maintenance practices associated with bio-reactor sludge removal and disposal
- Maintenance practices associated with treatment building.
- Ensure O and M manual is spiral bound for easy access and organization.
- Verify manual for accuracy and approve.

3.8 Bid Specifications

The Professional must assist MDEQ in preparing bid specifications to obtain a Contractor for the next phase of site O & M operations which are scheduled to start on April 1, 2011. The Professional must assist in the advertising and selection of the Contractor. Activities associated with this task include, but not limited to:

- A thorough understanding of the groundwater and free product recovery and treatment system in place.
- A thorough understanding of operation details associated with the system
- Developing a thorough understanding of Contractors daily activities
- A good understanding of the system engineering optimization as proposed by MDEQ through modeling activities
- A good understanding of plume concentration details
- Develop parameters related to removal efficiencies for BTEX contaminants
- Ability to provide valuable input to MDEQ that would lead to reduced O & M costs
- Ability to provide as-needed system alternatives that could lead to reduced costs
- Ability to suggest allowances to address pump failures, blower failures, transfer pump failures, etc.
- Generate complete documents needed for the bid specs.
- Generate O & M cost estimates for the MDEQ for budgetary purposes
- A good understanding of fixed costs associated with the operations
- Develop line items for maintenance costs.
- Develop line items for operations costs.
- Incorporate fixed costs, removal efficiencies, labor costs, NPDES requirements, etc and assist MDEQ to develop line items for influent flow rates.

The system has undergone many complex changes over the past 10 years. Based on the complexities of the system in place, this task must be completed by a licensed P4 level engineer.

4. **Cost and Compensation**

The actual tasks that will be conducted over the life of the contract period cannot be reliably anticipated. In order to fairly evaluate the proposals, estimates for the following work elements should be developed.

- 4.a Costs involved in project initiation, file review, subcontract management and project administration. The Professional will work with MDEQ to accomplish this task.
- 4.b Costs involved in HASP preparation. The Professional will work with site Contractor to accomplish this task.
- 4.c Provide hourly costs for Performance Evaluation tasks including assisting MDEQ with system optimization coordination with IGW, system performance engineering analysis, as-needed design, field coordination, etc. This task must be performed by a P4-Level licensed engineer who has a minimum of 5 years expertise in engineering, construction oversight and management of large scale (greater than 150 gpm) ex-situ biological treatment systems. Based on the nature of the task at hand, on-site presence would be required and also as requested by the MDEQ. Provide licensed engineer costs for 624 hrs. Costs must not include travel time (i.e. when on-site presence is required) and the State will not compensate for the Professionals travel time.

- 4.d Provide hourly costs for operation and maintenance oversight and management of construction activities by a P4 level licensed engineer with a minimum of 5 years experience in engineering, construction oversight and management of large scale (greater than 150 gpm) ex-situ biological treatment systems to provide on-site management and oversight. Provide costs for 4 days a week at 5 hrs per day for a total of 1040 hrs (5 hrs/day x 4 days/week x 52 weeks = 1040 hrs). The 4 days per week (4 days/week) at 5 hrs per day (5 hrs/day) for a 12 month period (1040 hrs) will be purely for the professional's on-site time. The 5 hrs/day must not include any travel time and the State will not compensate for the Professionals travel time.
- 4.e Provide costs for a P2 level scientist or engineer to perform field data collection efforts required to complete engineering system optimization. Costs will be for 208 hrs of field effort. The 208 hrs are on-site hrs and must not include any travel time. The State will not compensate for the Professionals travel time.
- 4.f IGW fees associated with site modeling have an allowance of \$20,000.
- 4.g Costs for a licensed engineer to attend meetings at MDEQ's request. Assume 10 meetings. Assume a total of 4 hours per meeting and the meetings will be held in Muskegon area. Travel expenses must be included in cost.
- 4.h Costs for a P4 level licensed engineer to check and verify engineering system as-builts
- 4.i Costs for a P4 level licensed engineers to prepare system O & M manual.
- 4.j Costs for a P4 level licensed engineer to prepare bid specifications and assist the MDEQ with securing an O & M Contractor for the next phase of work.
- 4.k Costs to provide monthly project progress/status reports. Assume that the summary will provide a detailed written description of the specific activities that were conducted by the professional, the costs of those activities, and other activities that are expected to be conducted by the Professional, and a budget and schedule for those activities. The report should be organized to indicate which specific subtask was, or is expected, to be billed for the work being described. The report should track the overall labor hours billed to the project each month by individual project team member.
- 4.l Expenses incurred by the Professional for travel greater than 200 miles round trip to the site from the nearest office will be reimbursed in accordance with Guidelines for Travel Reimbursement of Contractors (available at http://michigan.gov/dmb/0,1607,7-150-9147_10870---,00.html). Only expenses that are allowed under the contract will be reimbursed.

INELIGIBLE COSTS

In addition to other specific exclusions in the Contract for the Professional Services, the following are ineligible costs:

- 1) Invoice preparation or correction of invoices by the Professional or consultant/subcontractor.
- 2) Downtime due to mechanical problems or failure of Professional or consultant/subcontractor equipment, except for acts of God, or of the public enemy, acts of the State in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, severe weather, or a decision of the SPM not in the Work Plan that caused the down time. Nor will the State pay for Professional or consultant/subcontractor personnel during the downtime unless those personnel are working on another aspect of the Work Plan during that time.
- 3) The State will not pay for the Professional to rewrite all or portions of the documents when the Professional did not follow written directions or in the opinion of the SPM, the written product received by the State is inadequate.
- 4) The State will not pay for the use of hard hats, goggles, or steel-toed boots.
- 5) When there has been a change in the Professional's team, the State will not pay for new staff to review information that the previous staff person understood.

- 6) The portions of draft and final documents that do not follow the Work Plan or written State instructions; and incorrect and inadequate data and information are ineligible for payment.
- 7) The Professional may not bill the State for health and safety and safety training and medical monitoring for Professional and consultant/subcontractor staff.

Additional costs may be negotiated between the State and Professional for actual work items that exceed the assumptions contained in the above generic cost estimates. Cost reductions may also be negotiated for actual tasks that require less work than the generic cost estimates.

DELIVERABLES

The Professional shall provide electronic copies of all final reports, specifications, drawings and other significant deliverables in Microsoft Word, Excel or AutoCAD 14/Microstation, as applicable, as well as in PDF format. In addition, the Professional shall provide one unbound, reproducible copy of each deliverable.

RESPONSIBILITIES OF MDEQ

The MDEQ will be responsible for the following:

- Obtaining all Site access
- Providing the Professional with a CAD file of the Site map
- Providing the Professional with all previous laboratory analytical results

PROJECT SCHEDULE

Upon acceptance by the State of the proposal and contract, the winning bidder agrees to complete all work required within 18 months. The contract may be extended for one additional year at the sole option and discretion of the State. If the contract needs to be extended, it will be done with a change order. The following tasks shall be completed within the stated timelines:

- The Project Kick-Off Meeting shall be held within 14 calendar days of contract award.
- The HASP shall be submitted to the MDEQ within 30 calendar days of contract award.
- The Monthly Progress Reports shall be submitted to the MDEQ.

LABORATORY ANALYSIS

The Professional will be required to schedule all sample analysis (soil and groundwater samples) with the MDEQ laboratory consistent with the MDEQ's updated procedure for scheduling sample analysis document dated November 20, 2003. Utilize a newer procedure if and when available. The Professional shall ship/deliver all samples to the MDEQ laboratory or an appropriate contract laboratory. If a contract lab must be utilized for sample analysis, the lab will be chosen based on cost and availability. The MDEQ Project Manager must approve the chosen contract laboratory prior to sample shipment/delivery. The Professional will require a two week turn-around time on VAS, deep soil boring and waste characterization sample analysis from a stationary lab. Costs for laboratory analysis, both mobile and stationary laboratory services, will be billed directly to the project. Sample analysis costs may not be charged by the Professional and will not be included in the cost for this contract.

INVOICING

Application for payment shall be submitted monthly per the requirements in the Contract for Professional Services. Project costs will be reimbursed to the Professional on an as-incurred basis in accordance with the terms of the Contract for Professional Services. Invoices received covering service periods for which the monthly progress reports have not been received by the MDEQ Project Manager will not be processed until the progress reports are received. These will be considered incomplete invoices.

Each invoice that includes labor will include a one-page summary sheet that lists by date the name of the individual providing the professional service, the individual's position/classification, hours worked that day and hourly billing charge. Each invoice that includes reimbursable expenses will include a one page summary with the following categories: *Meals, Lodging, Travel, Shipping, Equipment Rental, Field Supplies/Equipment Purchase, Subcontractors and Miscellaneous*. Under Meals and Lodging categories, the date, name of the individual and total daily cost will be included. Under Travel category, the Professional will include the date, name of the individual, total daily mileage (minus 200 miles), mileage rate and total daily

cost. Under Shipping, the Professional will include the date shipped, description of item shipped (e.g., water samples, groundwater tech memo, etc.) and the cost to ship the item. Under Equipment Rental, the Professional will include the range of dates equipment rented, description of equipment rented and rental cost. Under Field Supplies/Equipment Purchase and Miscellaneous categories, the Professional will include the date purchased, description and purpose of the item purchased (e.g., ice for sample preservation, baggies for samples, .45 micron filters for groundwater sampling, etc.) and the cost. Under Subcontractors, the Professional will list the date of the subcontractor work, name of the subcontractor, description of work conducted (e.g., monitoring wells surveyed, VAS drilling, etc.) and the cost. The cost for each category will be totaled.

EQUIPMENT AND SUPPLY PURCHASE AND RENTAL PROCEDURES

The Professional shall use the methods in this section to purchase, rent or use Professional-owned equipment. If an item will be consumed or would be expected to be rendered unusable during the project assignment, then renting is not a viable alternative and purchasing the item is necessary. Examples of consumption are bags or cement and installed casing. Examples of items expected to be rendered unusable are Tyveks and disposable bailers. If the rental price or price of using Professional-owned equipment exceeds the purchase price, the item shall be purchased. If the purchase price exceeds \$2,500, the Professional shall obtain three bids and the State will accept the lowest bid. At the end of the project, the State then has the option to accept ownership of a purchased piece of equipment. All deposit charges will be paid by the Professional and will not appear on invoices to the State.

ATTACHMENT III

GUIDELINES FOR POSITION CLASSIFICATIONS

GUIDELINES FOR POSITION CLASSIFICATIONS

The professional firms are required to use the following guidelines as the basis for classification of personnel to be assigned under their contracts. Changes in the key personnel under the contract must be done by Contract Modification. In addition, the professional firms must provide with their modification requests the names, hourly billing rates, and resumes for the new **Key Personnel** to be added to the contracts. A Key Personnel is any staff member of the professional firm who is essential for the successful completion of the Project scope of work and authorized to make decisions affecting the work at the sites under the contracts.

1. PROFESSIONAL KEY PERSONNEL

- A. **Level 4** (P4) - Plans, conducts and supervises projects of major significance, necessitating proven managerial skills and knowledge of hazardous waste sites. Must demonstrate ability to originate and apply new and/or unique methods and procedures. Supplies technical advice and council to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: National Manager, Project Leader, Chief Engineer or Scientist.

Qualifications and Experience:

Ph.D. degree with 10 years or more experience.

MS degree with 12 years or more experience.

BS degree with 14 years or more experience.

Experience Factors: Technical experience in environmental investigation and remediation activities, or other discipline directly related to the requirements of this contract. Minimum of 4 years experience in supervising multidisciplinary professionals and general office management including budgetary requirements.

- B. **Level 3** (P3) - Under general supervision of National Program Manager, plans, conducts and supervises assignments on a project-by-project basis. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design or equipment are made where necessary. Responsible for safe and cost-effective approaches to achieve the objectives of the project.

Typical Title - Regional Team Leader, Project Engineer.

Qualifications and Experience:

Ph.D. degree with 4 to 10 years experience

MS degree with 6 to 12 years experience

BS degree with 8 to 14 years experience

Experience Factors: Technical experience in environmental investigation and remediation activities, or other disciplines directly related to the requirements of this contract. Minimum of 4 years experience or equivalent. Must have demonstrated ability to manage group of interdisciplinary professionals.

- C. **Level 2** (P2) - Under supervision of a senior or project leader, carries out assignments associated with projects. Work assignments are varied and require some originality and ingenuity. Applies training of professional discipline to assigned projects and translates technical guidance and training received into usable data products and reports. Evaluates data associated with various watersheds for use in developing digital flood insurance map production and development of updated flood data.

Typical Title: Surveyor, Engineer, Construction Manager, Project Manager, Scientist, Analyst

Qualifications and Experience:

MS degree with 2 to 6 years experience.

BS degree with 3 to 8 years experience.

Experience Factors: Minimum of 2 years in area directly related to contract requirements.

2. PROFESSIONAL NON-KEY PERSONNEL

- A. **Level 1** (P1) - Entry level for professional classification; works under supervision of team or project leader. Gathers and correlates basic data and performs routine tasks and other duties as assigned. Makes recommendations on work assignments and on variables which affect field operations. Assist field operations as directed, including manual tasks of equipment setup and maintenance. Performs other duties as assigned.

Typical title: Junior Associate (Surveyor, Engineer, Environmental Scientist, Geologist, etc.)

Qualifications and Experience:

MS degree with 0 to 2 years experience.

BS degree with 0 to 3 years experience.

Experience Factor: None

3. TECHNICIAN NON-KEY PERSONNEL

- A. **Level 3** (T3) - Performs non-routine and complex assignments. Works under general supervision of a surveyor, scientist or engineer. Performs experiments or tests which may require non-standard procedures and complex instrumentation. Records, computes and analyzes test data, prepares test reports. May supervise lower level technicians or trades personnel.

Typical Title: Senior Technician

Qualifications and Experience: 6 years or more experience.

Experience Factor: Related to scope of contract.

- B. **Level 2** (T2) - Performs non-routine and complex tasks in addition to routine assignments. Works at the direction of the team or project leader. Gathers and correlates basic data and performs routine analyses. May also perform experiments or tests which may require non-standard procedures and complex instrumentation. May construct components or sub-assemblies or prototype models. May troubleshoot malfunctioning equipment and make simple repairs as authorized by team or project leader.

Typical Title: Senior Technician

Qualifications and Experience: Two to six years experience or equivalent.

Experience Factor: Related to scope of contract.

- C. **Level 1** (T1) - Entry level; performs simple, routine tasks under supervision as established in chain-of-command procedures. Performs routine maintenance and may install, set up or operate field equipment of moderate complexity. Provides a wide variety of support functions during field operations.

Typical Title: Junior Technician (field technician)

Qualifications and Experience: 0 to 2 years experience.

Experience Factor: None

4. ADMINISTRATIVE TECHNICAL SUPPORT (CL) NON-KEY PERSONNEL

Performs project specific administrative support work such as word processing, spreadsheet preparation, data entry, etc.

Typical Title: Project Assistant, Word Processor, Data Entry Clerk, etc.

Qualifications and Experience: 0 to 2 years or more

ATTACHMENT V
TASK COST SHEET
File No. 761/10085.SAR
Index No. 44901
Department Of Environmental Quality
Remediation and Redevelopment Division
TECHNICAL SUPPORT SERVICES-FORMER ZEPHYR NAPH-SOL REFINERY SITE
Muskegon County, Michigan

FIRM NAME _____

Please complete the following cost table and include in the proposal:

ITEM NO.	DESCRIPTION	EST. QUANTITY	UNIT	UNIT PRICE	SUBTOTAL
4.a	Project Initiation, File Review and Administration	1	Lump Sum		
4.b	Health and Safety Plan Preparation	1	Lump Sum		
4.c	Performance Evaluation /Engineering Design/Engineering Consultation – P4 Level Licemسد Engineer	624	Hours		
4.d	Field Operation and Management/construction – P4 Level Licemسد Engineer	1040	Hours		
4.e	Field Data Collection – P2 Level	208	Hours		
4.f	Modeling Allowance	NA	NA	NA	\$20,000.00
4.g	Public Meetings	10	Meeting		
4.h	As-Built Drawings	1	Lump Sum		
4.i	O&M Manual Preparation	1	Lump Sum		
4.j	Bid Specifications for future O&M contract.	1	Lump Sum		
4.k	Status Reports/Project Summary Preparation	12	Months		
4.l	Over 200 Miles Travel Expenses	1	Lump Sum		
	TOTAL				

NOTE: Pay items shall include compensation for all labor, materials, equipment and subcontractor cost necessary to complete the work described in this document.

ATTACHMENT VI
Professional Questionnaire

**Professional Questionnaire for
File No. 761/10085.SAR
Index No. 44901
Department Of Environmental Quality
Remediation and Redevelopment Division
PROFESSIONAL SERVICES FOR ENGINEERING OVERSIGHT AND CONSTRUCTION MANAGEMENT
SERVICES
Zephyr Naph Sol Refinery
Muskegon, Michigan**

INSTRUCTIONS: Bidders shall complete the following required information in the form provided. A separate sheet may be used if additional space is needed. The Article number(s) which the additional information pertains to must be included on the separate sheet. Bidders are to ensure all questions are answered completely in the most concise way possible to streamline the review process.

ARTICLE 1: BUSINESS ORGANIZATION

1.1 Business Organization Full Name: _____

1.2 Business Organization Address: _____

If Applicable, state the branch office(s), partnering organization or other subordinate element(s) that will perform, or assist in performing, the work: _____

1.3 Check the appropriate operation status:

Individual firm Association Partnership Corporation, or Combination – Explain: _____

1.4 If you operate as a corporation, include the state in which you are incorporated (_____) and the date of incorporation (_____).

1.5 Include a brief description of Professional's history: _____

1.6 Professional(s) federal I.D. number: _____

ARTICLE 2: PERSONNEL STAFFING

2.1 Please fill out the following information regarding the on-site P4 Level Engineer who will be key to the successful completion of the project scope of work:

Name: _____

Job Title: _____

Labor Classification: _____ College Degree(s): _____

Successfully completed 40 hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training with an up-to-date 8 hour HAZWOPER refresher training?

Yes No

2.2 Does the Professional Engineer have at least five years experience in providing full time on-site construction management and engineering oversight for large scale (>150 gpm influent pumping rate) groundwater purge systems and ex-situ biological systems used for free product and groundwater recovery and treatment, and also expertise in daily oversight of Operation and Maintenance activities of large scale sites? Yes No

2.3 Is the Professional Engineer licensed by the State of Michigan? Yes No

Liscense # _____

2.4 Resumes for the key personnel provided? Yes No

ARTICLE 3: PRIOR EXPERIENCE

3.1 Provide a client reference and brief descriptions of at least two (2) projects in the last five years closely related to the work requested in this RFP where the Professional Engineer has played a major role. Emphasis shall be placed on recent work at sites of environmental contamination where the Professional has provided full time on-site construction management and engineering oversight for large scale (>150 gpm influent pumping rate) groundwater purge systems and ex-situ biological systems used for free product and groundwater recovery and treatment, and also expertise in daily oversight of Operation and Maintenance activities of large scale sites.

Project 1 Reference Information:

Project Name: _____

Project Address: _____

Project City/State/Zip: _____

Contact Name and Telephone #: _____

Project 1 Description: _____

What role(s) did the Professional have in the project?

Project 2 Reference Information:

Project Name: _____

Project Address: _____

Project City/State/Zip: _____

Contact Name and Telephone #: _____

Project 2 Description: _____

What role(s) did the Professional have in the project?

3.2 A sample of a Monthly Progress Meeting Report (from one of the two (2) prior experience sites) is provided? Yes No

ARTICLE 4: CONSULTANTS/SUBCONTRACTORS

4.1 Specifically, identify any consultants/subcontractors you plan to use. *(Note: If any support must be provided by a consultant/subcontractor, said consultants/subcontractors must indicate their capability and willingness to carry out the work):*

Consultant/Subcontractor 1

Business Name: _____

Address: _____

City/State/Zip: _____

Contact Name and Telephone #: _____

Description of Work to Be Conducted: _____

Letter of intent provided? Yes No

ATTACHMENT VII

Standard Contract Conditions for Professional Services