

# ***Sagasser & Associates, Inc.***

*Environmental Assessment and Consulting Services*

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## **GENERAL PROPOSAL INFORMATION**

### **Professional Services for Indefinite – Service, Indefinite-Delivery Contracts Department of Technology, Management and Budget 2013 Expanded Environmental Remediation ISID RFP Professional Environmental Consulting Services Various Locations, Michigan**

Sagasser & Associates, Inc. is pleased to present this proposal to the Department of Technology, Management & Budget's (DTMB's) for consideration to be selected for a 2013 Expanded Environmental Remediation - Indefinite-Service, Indefinite-Delivery (ISID) Contract. The proposed services will be completed using a team of engineers and environmental professionals experienced in completing cost-effective, thorough environmental investigations, assessments, and remedial evaluations. The following presents our General Proposal Information pursuant to the Request for Proposal (RFP) and Addendum #1.

#### **1.0 GENERAL INFORMATION AND PROJECT TEAM**

##### ***1.1 Organization***

Sagasser & Associates, Inc. is a Corporation of the State of Michigan [38-326-1119], located at 699 South Wisconsin Avenue in Gaylord, Michigan 49735. We are a full service environmental consulting firm specializing in completion of environmental assessments, remedial alternative evaluation and remedial system design. Our primary objective is to provide professional, ethical, and practical consulting services to our clients, and to serve each client to the very best of our ability. Sagasser & Associates, Inc. maintains a staff of Licensed Professional Engineers, Environmental Scientists and Technicians.

The advantages of contracting Sagasser & Associates, Inc. for completing this project include our expertise in environmental assessments, contaminant investigations, remedial designs and remediation system operation. We are dedicated to providing superior personal and professional service. Sagasser & Associates, Inc. will provide cost-effective solutions and alternatives for conducting the assessment activities, data interpretation/compilation, feasibility analysis, remedial design, oversight, and reporting.

##### ***1.2 Project Team***

Sagasser & Associates, Inc. dedicates experienced and highly qualified personnel to conduct each aspect of the field, management, design and reporting activities necessary to complete our projects. The key point of contact for any questions regarding this response to the RFP is:

Kevin D. Sagasser, P.E.  
President/Sr. Project Engineer  
Sagasser & Associates, Inc.  
699 South Wisconsin Avenue  
Gaylord, Michigan 49735  
Phone: (989) 732-5800  
Fax: (989) 732-5825  
e-mail: [ksagasser@sagasser-associates.com](mailto:ksagasser@sagasser-associates.com)

*Credential for our key personnel for the 2013 Expanded Environmental Remediation ISID Contract are detailed in the Personnel Resumes in Attachment A and summarized below in Section 3.0.*

## **2.0 UNDERSTANDING OF PROJECT AND TASKS**

### ***2.1 Project Experience***

Sagasser & Associates, Inc. is a full service environmental consulting firm specializing in environmental engineering, environmental assessments, remediation alternative evaluation, feasibility studies, remedial system design, construction oversight, and O&M. We have substantial experience completing these services on hundreds of projects including many projects working as a Professional Services Contractor (PSC) on numerous Sites for the Michigan Department of Environmental Quality (MDEQ) and the DTMB.

Our experience as a PSC has included many assessments, remedial investigations and remedial design and construction projects completing the same scope of work covered under the RFP for the 2013 Expanded Environmental Remediation ISID Contract. Our clients have also included various municipal governments, commercial entities and individuals for assessment and remedial investigations on projects including underground storage tank (UST) sites (Part 211/Part 213 projects), contaminated sites (Part 201 projects) and oil/gas sites (Part 615 projects).

### ***2.2 Project Coordination Experience***

Sagasser & Associates, Inc. has worked under various contracting mechanisms with the State of Michigan, including as a PSC under the former Discretionary Contract, existing ISID Contracts, Hazardous Waste Contract, and as a subcontractor under the former Project Management (PM) contracts. Sagasser & Associates, Inc. has also worked under direct contracts for the MDEQ. Throughout these projects, Sagasser & Associates, Inc. has formulated proposed work tasks, project budgets, project schedules, and procedures for coordinating the work activities. We have successfully managed and completed numerous projects under these various contracts.

### ***2.3 Task Experience***

#### ***2.3.1 Phase 100 - Study***

Sagasser & Associates, Inc. has completed numerous projects that fall within the Phase 100 – Study designation including many initial assessment and remedial investigations to identify and characterize the impacts present due to hazardous substance releases. Sagasser & Associates, Inc. personnel have substantial experience in completing Site reconnaissance work to ascertain current site conditions, identify recognized environmental conditions (RECs), locate utilities and assess the general characteristics of the project vicinity.

The planning, scheduling, and coordination of the project are instrumental aspects of a successful assessment/investigation. Sagasser & Associates, Inc. has managed and completed numerous state-funded projects and is familiar with the administration requirements for budgeting, conducting, and documenting the project. We have developed hundreds of work plans to prepare for the successful execution of assessments and remedial investigations.

Sagasser & Associates, Inc. has also conducted and coordinated numerous non-intrusive geophysical surveys on projects including electromagnetic conductivity (EM) and ground penetrating radar (GPR) surveys. EM and GPR surveys have been used on projects for identifying buried structures/utilities, former UST basins, buried containers (e.g., drums), and contaminant distributions.

Sagasser & Associates, Inc. has conducted hundreds of assessments and remedial investigations utilizing hand augers, direct-push probes (a.k.a., Geoprobe®), and drilling with hollow stem augers and/or mud rotary. Our personnel are proficient in all aspects of soil, groundwater surface water, vapor and air sampling activities associated with remedial investigation work

### *2.3.2 Phase 200 - Program Analysis*

On the hundreds of contaminated Sites that we have completed, Sagasser & Associates, Inc. has completed feasibility analyses for addressing identified concerns and impacts, ranging from small residential fuel oil tank releases to large bulk petroleum tanker spills. Remedial alternative evaluations have been completed on a variety of hazardous substance releases such as dry cleaning solvents (PCE), acids (ferric chloride), bases (ammonia), petroleum fuels (gasoline, diesel, kerosene, fuel oil), brines, waste oils, coolants (glycols), pesticides, herbicides, and metals. We have completed evaluations of various contaminants of concern such as volatile organic compounds (VOCs - benzene, trichloroethylene, etc.), semi-volatile organic compounds (SVOCs), polynuclear aromatic hydrocarbons (PNAs), base-neutral-acid extractable (BNA) compounds, polychlorinated biphenyls (PCBs), inorganic compounds, heavy metals, chlorides, total dissolved solids, pH, and various other elements.

As part of the feasibility analysis activities, Sagasser & Associates, Inc. has conducted numerous pilot studies to assess the potential effectiveness of select remedial alternatives. The data obtained from pilot testing has been incorporated into our remedial system designs and evaluation of system influences. In addition, we have had pilot testing that has demonstrated ineffective remedial alternatives, such that different technologies can be implemented prior to construction/use of a technique that would be ineffective due to site-specific conditions.

### *2.3.3 Phase 300 – Schematic Design*

Utilizing the applicable alternative remedial approaches identified by the results of the contaminant delineation, Site characterization, pilot testing, and feasibility analyses; Sagasser & Associates, Inc. has completed conceptual remedial designs for use in determining the practicality for implementation and general planning of stages needed to complete the system. The Phase 300 work is often limited in scope and extent for many smaller projects; however, when multi-task and multi-phase remedial efforts are needed it has been our experience that this initial planning is significantly beneficial for predicting timelines of completion and engineering estimates for use in budgeting. Sagasser & Associates, Inc. has experience in the preparation of preliminary process flow diagrams, piping and instrumentation (P&I) diagrams, and equipment layout schematics for use in sizing and selection of equipment and controls.

### *2.3.4 Phase 400 – Preliminary Design*

Sagasser & Associates, Inc. personnel have prepared preliminary designs for our various remedial systems. We have experience in the evaluating system components and operational design parameters for selecting the remedial process equipment best suited for the system. Our preference is to require specific models and/or manufacturers of equipment and components, as it allows for further control over the performance and reliability of the system, thereby minimizing the potential for system downtime due to Contractor selected equipment that can inherently become the cheapest Make and Model.

### *2.3.5 Phase 500 - Final Design*

Sagasser & Associates, Inc. is experienced in completing the final design for remedial system and incorporating the DTMB contract and bidding documents. We have completed remedial design specifications for various DEQ State Funded projects, including excavation and dewatering projects, UST removals, high vacuum dual phase extraction (HDPE) systems, soil vapor extraction (SVE) and air sparging (AS) systems, biosparging systems, oxygen release compound (ORC) injections, etc.

### *2.3.6 Phase 600 – Construction Administration – Office Services*

During the progression of our previous projects, Sagasser & Associates, Inc. has completed the various aspects of Phase 600 services including addressing Contractor pre-bid questions, submittal of addenda, coordination of pre-construction permitting, Contractor bid reviews and recommendations, Pre-

Construction submittal reviews, etc. In addition, Sagasser & Associates, Inc. has completed the project administration related to remedial Construction oversight, such as post-construction submittals, Contract Change Order requests, Contractor delay/non-compliance notices, Contractor payment requests and post-Construction Close-out documentation.

### 2.3.7 Phase 700 – Construction Administration – Field Services

Sagasser & Associates, Inc. has significant experience in construction oversight for remediation projects including dig and haul projects and remedial system installations. We have completed full time inspection services documenting the activities, project progression, delays, unforeseen conditions, etc.

Sagasser & Associates, Inc. personnel maintain an active role in all of the preparatory works activities including the design work, such that our field oversight personnel have active working knowledge of the project, intent and understanding of the specifications and contract requirements. We strive to communicate the status of the activities to the Client (DEQ Project Manager) and keep them apprised of any circumstances or unforeseen conditions. By being involved during all stages of the project our field personnel are able to document the various aspects of Site activities and to identify discrepancies during construction. We have experience working with a wide variety of Contractors, including those that make every concerted effort to meet and/or exceed the requirements of the specification and (unfortunately) those that seek to subvert the contract requirements. Nevertheless, our broad experience with Contractors is beneficial for future projects.

### 2.3.8 Phase 900 - Operation and Maintenance Management – Remediation Facility

Sagasser & Associates, Inc. has overseen and completed Operations and Maintenance (O&M) on numerous remediation systems. For many projects, we have served in a management role overseeing the O&M activities of the Contractor during the initial system start-up and system demonstration period. Sagasser & Associates, Inc. has directed the O&M contractor in the process operating sequence for the systems such as selecting which extraction wells or sparge wells need to be placed on-line, at what rates/pressures, etc. for efficient system operations.

Sagasser & Associates, Inc. has also continued system O&M activities completing the periodic system operational site checks, modifications, component cleaning, system back-flushing, equipment maintenance and documentation of operations, including discharge monitoring, emission sampling, and associated reporting. Sagasser & Associates, Inc. is experienced in the documentation and reporting of system discharges such as air quality discharge emissions, municipal sewer system discharges, NPDES discharges, etc.

As part of the direct O&M activities, Sagasser & Associates, Inc. has also conducted remedial process optimization (RPO) evaluations, including completing system modifications to increase effectiveness of system performance and focus on areas of resilient impacts. As part of the RPO, feasibility evaluations are completed to assess the cost-effectiveness of system operations with respect to operational benefits, such as determining when the costs of operating a catalytic oxidizer (Cat-Ox) exceed the costs for carbon filtration of vapors.

### 3.0 PERSONNEL

#### 3.1 Project Staff

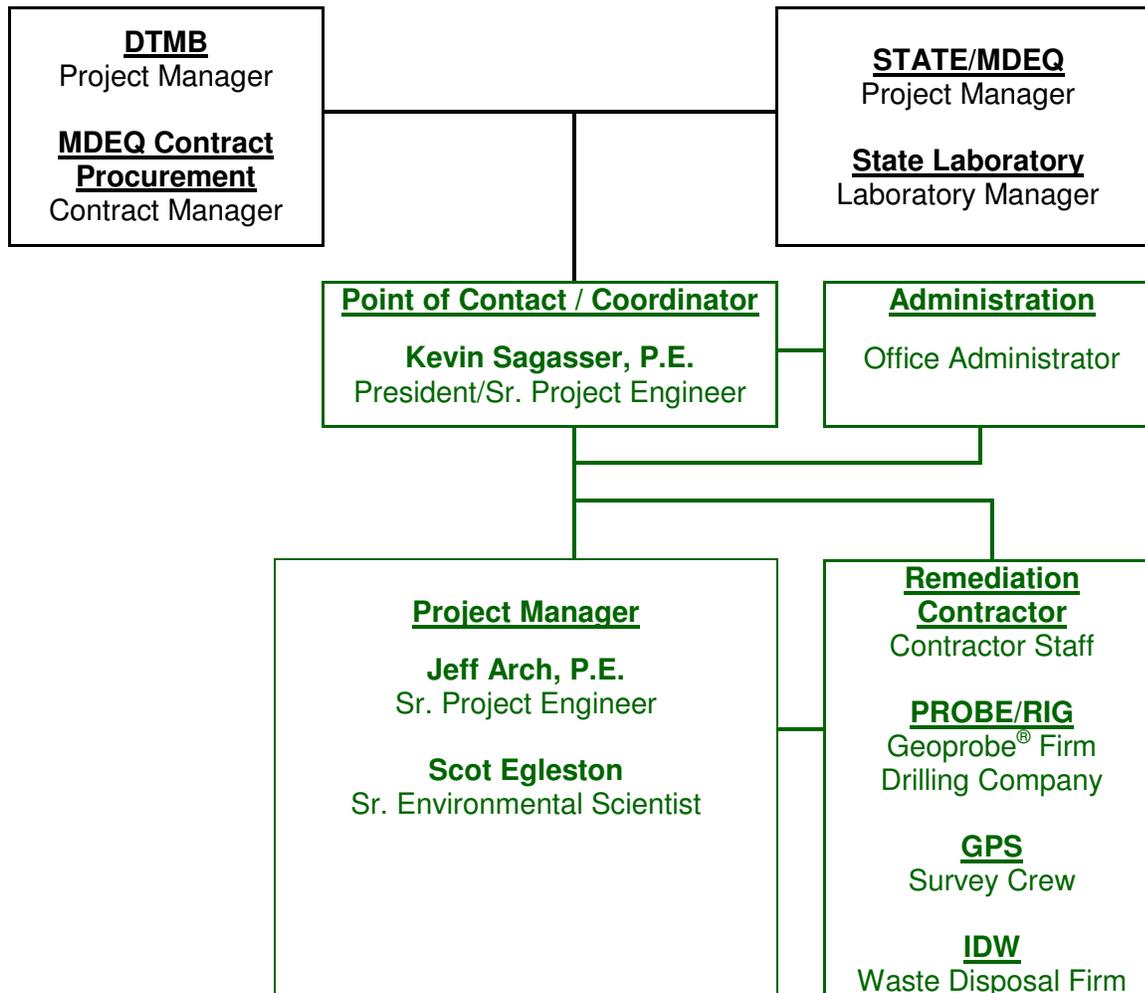
Sagasser & Associates, Inc. dedicates experienced and highly qualified personnel to conduct each aspect of the field and reporting activities necessary to complete our projects. Our company structure allows our employees to take an active role in all the various facets of our projects and encourages continuous peer review, quality control, and quality assurance. Sagasser & Associates, Inc. makes the commitment to utilize the following engineers and key personnel for the duration of the project:

- Kevin D. Sagasser, P.E.**, - President/Sr. Project Engineer [25 Years Consulting Experience (P4)]
- Jeffrey S. Arch, P.E.**, - Sr. Project Manager/Engineer [22 Years Consulting Experience (P4)]
- Scot R. Egleston**, - Environmental Scientist [15 Years Consulting Experience (P3)]

See the Professional Profiles in Attachment A for details on training, education, and relevant experience

#### 3.2 Organization Chart

The following organizational flow chart details the key personnel for Sagasser & Associates, Inc. and outline of authority and lines of communication and coordination with the DTMB and MDEQ.



These key employees will coordinate and conduct all aspects of the professional services on the Expanded Environmental Remediation projects.

## **4.0 MANAGEMENT SUMMARY, WORK PLAN AND SCHEDULE**

### **4.1 *Project Management***

Sagasser & Associates, Inc. has successfully executed and completed many projects working under contracts similar to this proposed 2013 Expanded Environmental Remediation ISID contract. Sagasser & Associates, Inc. strives to provide professional, ethical, and practical consulting services to every Client. The main goal of Sagasser & Associates, Inc. is to identify practical solutions for addressing a project's specific conditions. This includes determining the most cost-effective approach for attaining the project goals and objectives, while ensuring appropriateness of activities completed and developing a professional quality work product. Effective communication with the State of Michigan representative (DEQ Project Manager) is the critical aspect needed to achieve this end result. As noted earlier, the main contact for any potential Expanded Environmental Remediation ISID project would be to Kevin D. Sagasser, with Jeff S. Arch as alternate contact if needed.

Our standard operating procedures require the review of all deliverable (e.g., Work Plans, Reports, Technical Memoranda, Engineering Drawings, etc.) by a Licensed Professional Engineer. We strive to provide a thorough, comprehensive and quality work product for all of our services and are committed to achieving our goal of providing cost-effective, professional consulting services to all of our Clients.

### **4.2 *Work Plan***

Sagasser & Associates, Inc. has prepared numerous work plans detailing the scope of work, approach to complete the scope, methods and procedures to be used for field services, requirements for health and safety, quality assurance quality control (QA/QC) provisions, project implementation schedule and project deliverables.

Sagasser & Associates, Inc. has substantial experience preparing detailed work plans for remedial investigations completed under the former Project Management (PM) contracts, initial Discretionary Contract, ISID contracts for Environmental Services, Hazardous Waste contract, and currently under the 2013 Environmental Expanded Triage ISID contract. As the anticipated scope of work activities potentially requested under the 2013 Expanded Environmental Remediation ISID contract could range from a focused remedial effort, such as contract specification for UST removal activities, to a multifaceted remedial investigation and complete remedial system design, the extent and complexity of detail needed for a work plan is expected to vary significantly. Sagasser & Associates, Inc. will prepare a Project Work Plan that is tailored to the specific needs of each assignment to detail the intended activities, procedures and methods to be utilized for completing the identified project tasks.

### **4.3 *Proposed Schedule***

It is anticipated that Sites selected for work under the 2013 Expanded Environmental Remediation ISID Contract may include circumstances of priority response for coordination and scheduling. Sagasser & Associates, Inc. is experienced in responding to high priority situations, such as emergency response actions to hazardous material spill incidents. We have significant experience in planning for concurrent activities to minimize project mobilizations as we strive to be cost-effective for our clients.

Following contact by the DEQ Project Manager/Project Coordinator, Sagasser & Associates, Inc. will review the Project Description in the Notification of Intent to Assign a Project, review the defined/required Project Schedule, and determine priority status and any scheduling conflict with existing Project Assignments. Thereafter Sagasser & Associates, Inc. will prepare a Site-Specific budget that reflects the specific costs that would be incurred for the Project, submit the proposed/updated Project Schedule, and initiate the general administration for attaining a contract change order (CCO) for the ISID contract via the MDEQ Contract Procurement Unit (DEQ-CPU).

On certain prior ISID projects, a bid is sought by the Project Manager between several contractors, and it is anticipated that this process may be appropriate for certain Projects under 2013 Expanded Environmental Remediation ISID Contract. It is our intention to complete these Project Initiation tasks within a 24-hour timeframe from receipt of the Notification of Intent to Assign a Project. With our prior experience with the initial Discretionary Contract, subsequent ISID Contract, Hazardous Waste Contract and Triage ISID Contract, we are confident that we can meet the required scheduling milestones.

Subsequent to obtaining the Department's signed contract order/contract change order, Sagasser & Associates, Inc. will incorporate the Dates of Events, Milestones, Reporting and Completion Dates into the Project Schedule, Submit Final and Updated Project Schedules, and initiate Work/Response Activities on Priority and/or Emergency Assignments within a 24-hour timeframe.

*A Proposed Schedule of Work is presented in Attachment B.*

## **5.0 REFERENCES**

Sagasser & Associates, Inc. has completed numerous projects that have included the various tasks anticipated to be conducted under the 2013 Expanded Environmental Remediation ISID contract. The following is a select group of DEQ Project Managers and District Supervisors that Sagasser & Associates, Inc. has worked for, and/or currently working with as a PSC through the various contracting mechanisms. As the proposed 2013 Expanded Environmental Remediation ISID contract will consist of assignments under the oversight of the DEQ Project Managers, these references appear to be the most representative for consideration on this Contract. Note that project profiles for many of the State Funded Sites which the following staff facilitated our work activities on are used in experience summaries in the Part I and Part II submittals attached to this proposal.

Randall L. Rothe, District Supervisor  
DEQ-RRD-Gaylord  
989-705-3416  
[rother@michigan.gov](mailto:rother@michigan.gov)

Janice A. Adams  
DEQ-RRD-Gaylord  
(989) 705-3434  
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Melissa Kendzierski  
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Elaine Pelc  
DEQ-RRD-Gaylord  
989-705-3441  
[PELCE@michigan.gov](mailto:PELCE@michigan.gov)

Ann Emington  
DEQ-RRD-Cadillac  
231-775-3960 x6436  
[EmingtonA@michigan.gov](mailto:EmingtonA@michigan.gov)

Michael Jury, District Supervisor  
DEQ-RRD-Saginaw Bay District Office  
989-894-6255  
[JuryM1@michigan.gov](mailto:JuryM1@michigan.gov)

Amanda Armbruster  
DEQ-RRD-Saginaw Bay District Office  
989-894-6242  
[ArmbrusterA@michigan.gov](mailto:ArmbrusterA@michigan.gov)

Larry Engelhart  
DEQ-RRD-Saginaw Bay District Office  
989-894-8372  
[EngelhartL@michigan.gov](mailto:EngelhartL@michigan.gov)

Sue Kaelber-Matlock  
DEQ-RRD-Saginaw Bay District Office  
989-894-8303  
[matlocks@michigan.gov](mailto:matlocks@michigan.gov)

Joe Reinke  
DEQ-RRD-Saginaw Bay District Office  
989-894-6253  
[ReinkeJ1@michigan.gov](mailto:ReinkeJ1@michigan.gov)

Joan Park  
DEQ-RRD-UP District Office  
906-346-8513  
[parkj@michigan.gov](mailto:parkj@michigan.gov)

## 6.0 BILLING RATES

Pursuant to the 2013 Expanded Environmental Remediation ISID RFP, the billing rates for Sagasser & Associates, Inc. will conform to the requirements set forth for Professional Service Contractors. As this is a multi-year contract, the provisions set forth for anticipated billing rate adjustments have been incorporated. The following table summarizes the position, classification and employee billing rate information for use on projects under the Indefinite-Scope, Indefinite-Delivery Contract for the Contract time commencing in 2013 through 2017.

<b>Position/Classification</b>	<b>Employee(s) Name</b>	<b>Billing Rate \$From - To \$</b>
<b>Principal/Sr. Project Engineer*</b>	<b>Kevin D. Sagasser</b>	<b>96.00 – 105.00</b>
<b>Senior Project Engineer*</b>	<b>Jeffrey S. Arch</b>	<b>89.00 – 96.00</b>
<b>Sr. Environmental Scientist*</b>	<b>Scot R. Egleston</b>	<b>74.00 – 81.00</b>
<b>Geologist / Environmental Scientist</b>	<b>As Selected</b>	<b>68.00 – 74.00</b>
<b>Environmental Technician</b>	<b>As Selected</b>	<b>57.00 – 64.00</b>
<b>Licensed Surveyor</b>	<b>As Selected</b>	<b>87.00 – 91.00</b>
<b>Draftsperson/CADD</b>	<b>As Selected</b>	<b>47.00 – 50.00</b>
<b>Administrator</b>	<b>As Selected</b>	<b>37.00 – 41.00</b>

\* - Key Personnel – Brief Résumés are included in Attachment A.

It is understood that reimbursable expenses have a multiplier of 1.0 (cost + 0%), in accordance with the RFP.

## 7.0 CLOSING

Sagasser & Associates, Inc. sincerely appreciates the opportunity to provide our consulting services and we are dedicated to providing professional environmental consultation and personal assistance for the proposed 2013 Expanded Environmental Remediation project.

Should you have any questions or comments, please do not hesitate to contact us at your convenience.

Mr. Kevin Sagasser  
Sagasser & Associates, Inc.  
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January 31, 2014

If your company is interested in participating in the MiDEAL program, please sign below and return to this letter to the letterhead address, Attention: Melissa Sambigiio

**FOR THE STATE OF MICHIGAN**



Robert C. Hall, RA, NCARB, Director  
Design and Construction Division  
Facilities Administration

**FOR THE PROFESSIONAL**

Sagasser & Associates, Inc. agrees to extend the terms, conditions, and pricing of our 2013 Environmental Expanded Remediation Services contract, No. 00473, to MiDEAL members and will remit the one percent (.01) administrative payment fee along with the quarterly report as outlined.

  
\_\_\_\_\_  
Signature

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Date

Kevin Sagasser, President  
\_\_\_\_\_  
Print Name/Title