

February 26, 2013

Mr. Sadi Rayyan  
Department of Technology, Management and Budget  
Facilities and Business Services Administration  
Design and Construction Division  
530 West Allegan Street  
Lansing, Michigan 48933

RE: Part I – Technical Proposal  
2013 Environmental Expanded Triage ISID RFP  
Superior Environmental Corp

Dear Mr. Rayyan:

Superior Environmental Corp (Superior) is pleased to submit this Part I – Technical Proposal in association with the 2013 Environmental Expanded Triage ISID RFP posted on the Bid4Michigan website. We have enclosed four (4) hard copies and five (5) electronic copies of the proposal package per your instructions. Superior also acknowledges receipt of Addendum No. 1 (dated February 15, 2013) and Addendum No. 2 (dated February 22, 2013) which were posted on the Bid4Michigan website.

We appreciate your consideration of our proposal and we would welcome an opportunity to discuss our submittal with you if you have any questions or comments.

Sincerely,  
Superior Environmental Corp



Jeffrey M. Skendrovic  
V.P. Technical Services/Authorized Expeditor

JMS/ck

enclosures

cc File No. PBC3277.00

**Part I: TECHNICAL PROPOSAL**

**DTMB/MDEQ**

**Indefinite-Service, Indefinite-Delivery Contracts**

**2013 Environmental Expanded Triage ISID**

**Superior Environmental Corp**

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## II-I GENERAL INFORMATION AND PROJECT TEAM

### Business Organization

Business Organization Name: **Superior Environmental Corp (Superior)**  
Business Organization Address: **1128 Franklin Street, Marne, MI 49435**  
Federal Identification Number: **[REDACTED]**

### Branch Offices

The following branch offices of Superior will perform, or assist in performing, the work:

#### **Western Michigan – Grand Rapids District**

Superior's Grand Rapids Office  
1128 Franklin Street  
Marne (Ottawa County), MI

#### **Eastern Michigan/Central Michigan – Saginaw Bay and Lansing Districts**

Superior's Bay City Office  
1680 Marquette Avenue  
Bay City (Bay County), MI

#### **Southeast Michigan – Southeast Michigan District**

Superior's Wixom Office  
28221 Beck Road, Suite A-18  
Wixom (Oakland County), MI

#### **Northern Michigan – Gaylord, Cadillac, and Upper Peninsula Districts**

Superior's Gaylord Office  
P.O. Box 2159  
Gaylord, (Otsego County), MI

#### **Southern Michigan – Jackson and Kalamazoo Districts**

Superior's Marshall Office  
317 S Grand Street  
Marshall, (Calhoun County) MI

### Request for Proposal Contact Person

Contact Person: **Jeff Skendrovic, Vice President of Technical Services**  
Contact Person Phone : **(616) 667-3612**  
Contact Person E-Mail: **[J.Skendrovic@superiorenvironmental.com](mailto:J.Skendrovic@superiorenvironmental.com)**

### Business Operations

Superior operates as a corporation and was incorporated in the State of Michigan in 1989. Superior employs Professional Engineers that are licensed to practice in the State of Michigan. Superior's Professional Engineers are licensed to practice in the State of Michigan as required pursuant to the Occupational Code PA 299 of 1980.

## II-2 UNDERSTANDING OF PROJECT AND TASKS

### Understanding of Project

Superior understands the State of Michigan, Department of Technology, Management and Budget (DTMB) is interested in identifying Professional Service Contractors to provide Indefinite-Scope, Indefinite Delivery (ISID) services for an expanded triage at Leaking Underground Storage Tank (LUST) Sites. The Professional Service Contractors will be required to perform tasks at assigned sites with confirmed releases through appropriate investigation/assessment in accordance with applicable Part 201/Part 213 regulations of the Michigan Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended. The assigned activities may include site reconnaissance using Ground Penetrating Radar/Electromagnetic (GPR/EM), soil boring/drilling sample collection, site restoration, and reporting. The DTMB is interested in establishing a contractual relationship with firms for these "Minor Projects" through an ISID Professional Services Contract. The term of the contract will be for one (1) year with an optional two (2) year extension.

### **Superior's Experience**

The Project/Program Statement provided in the RFP specifically lists the following required elements and services at each project location: Job Site Administration and Work Plan; Mobilization/Demobilization; Site Reconnaissance with Ground-Penetrating Radar /Electromagnetic (GPR/EM) equipment; Geoprobe Borings and Sampling; Drill Rig with 4-Inch Hollow Stem Augers (HSA) and Sampling; Saturated Soil Sampling; Site Restoration; Investigation Derived Wastes (IDW) Disposal; and Reporting. Superior has provided similar services to governmental clients, many under contracts with of the State of Michigan. Superior's relevant experience performing projects under similar contracts includes all of the key elements listed in the Project/Program Statement provided in the RFP. Superior's experience includes:

Level of Effort Contract #00287 (2008 - 2013)

ISID Discretionary Contract #00262 (2009 - 2012)

ISID Discretionary Contract #00329 (2012 - 2015)

Hazardous Waste Contract #071B9200031 (2008 – 2014)

MDOT UST Removal Contract #2013-0170 (2013 - 2015)

Superior's multiple office locations in Michigan along with our extensive staff experience are well suited to providing the requested services with a consistent and quality work product. Individual projects awarded to Superior will be assigned to Project Managers by the Project Director based on geographic region and/or specific areas of expertise. Our broad geographic coverage in Michigan allows for the efficient mobilization of staff and equipment to project sites. Superior owns and operates Geoprobos<sup>®</sup> and HSA drilling equipment. This eliminates the need to hire subcontractors and streamlines the project process of mobilizing equipment to project sites, thus allowing for timely and cost effective completion of projects. Superior's Project Managers are familiar with performing the requested services under similar ISID contracts with the State.

Superior staff members have completed numerous projects that require ordering sample containers from the MDEQ laboratory and delivering samples to the MDEQ laboratory. Superior's field members consist of geologists, engineers, environmental scientists, and field technicians. Superior field personnel are experienced in performing the activities listed in this RFP through similar projects with the State of Michigan. Superior's top to bottom experience on State of Michigan projects helps to streamline the process, ensure quality, and reduce costs from project start to completion.

Superior understands that compensation will be based on the services provided at the assigned projects and that compensation will be in accordance with the cost proposal. Individual projects will be completed in a timely manner, a health and safety plan will be prepared for each project, and all required permits will be obtained that are necessary for each project. Superior understands there is no guarantee of any work under the contract.

### **Deliverables**

Superior will provide all deliverables in the format(s) specified in the project scope of work. Two hard copies of each report will be submitted for each site. Deliverables will include field notes, site photographs (before and after) in color (hard copy and/or in digital format), site maps illustrating sample locations and site features, waste manifests, boring logs (using the MDEQ provided form), and GPR/EM results. Superior has the capability to provide deliverables in Microsoft Word, Excel, AutoCAD, and PDF formats. All deliverables will be reviewed in accordance with Superior's Quality Management Process and Data Quality Assessment Process (refer to Attachment 1) prior to submittal to the MDEQ. Reports will be provided within 30-day of receiving laboratory analytical data.

Superior will submit invoices in accordance with the terms of the contract in the required format. Superior's staff is very familiar with the administration and financial system needs of the State on their projects through being a State of Michigan Project Management, Level of Effort, and Discretionary ISID firm from 2000 to present.

### **Time Frame**

The Project/Program Statement provided in the RFP indicates that that MDEQ expects to have all contract work properly completed, including submitting all reports and invoices, within 150-calendar days from notice to proceed.

Superior has the available staff and equipment resources to meet this time frame.

### **Notice of On-Site Work Activity**

Superior will provide the District Triage Project Manager notice of on-site work activities (all activities) 14-days prior to conducting the on-site work activity.

### **Invoicing**

Invoicing will be completed on a monthly basis. Invoices will include only completed site work for the month being submitted for payment.

## II-3 PERSONNEL

### Project Team

Superior's project team has the qualifications, experience, and availability necessary to undertake the project and meet the project objectives. The full names of all personnel by classification are provided. Individuals that are considered "Key Personnel" are denoted as such. Resumes of Key Personnel are provided in Attachment 2. The following table shows individuals that will be assigned to the project.

Staff Name	Superior Job Title	Role in Project	Position Classification
Jeff Skendrovic**	Vice President of Technical Services	Program Director	P4
Todd White**	Vice President of Operations	QA/QC Manager	P4
Tom Sorensen**	Engineering Services Team Leader	Sr. Engineer-QA/QC Manager	P4
Alan Nicholls**	Assessment Services Team Leader	Project Director	P4
Nate Hehir**	Pipeline Services Team Leader	Sr. Project Manager	P4
Trevor Woollatt**	Real Estate Services Team Leader	Sr. Project Manager	P4
Gerard DeBusschere**	Senior Project Manager	Sr. Project Manager	P4
Rick VerStrate**	Senior Project Manager	Sr. Project Manager	P4
Mike McDuffee	Senior Scientist	Project Scientist	P3
Kelley Lawrence	Senior Scientist	Project Scientist	P3
Loyal Suntken	Senior Scientist	Project Scientist	P3
Ron Bacon	Senior Scientist	Geophysicist (GPR/EM)	P3
Corey Buckner	Staff Engineer	Project Engineer	P3
Dave Hill	Drilling Manager	Project Scientist/Drilling Manager	P3
William Wagner	Staff Scientist	Staff Scientist	P2
Peter Stephens	Field Scientist	Field Scientist	P2
Jeff Plutt	Field Scientist	Field Scientist/Driller	P2
Melissa Yuvan	Field Scientist	Field Scientist	P1
Cathy Loree	Field Scientist	Field Scientist	P1
Ben Adams	Field Engineer	Field Engineer	P1
Tim Kamp	Field Scientist	Field Scientist	P1
Dave Mokma	Sr. Technician	Senior Technician/Driller	T3
Ted Vesey	Field Scientist	Field Scientist	T3
Dan Gomez	Senior Technician	Sr. Field Technician	T3
Lee Gosson	Senior Technician	Sr. Field Technician	T3
Stan Lickly	Senior Technician	Sr. Field Technician	T3
George Perry	CADD Operator	CADD	T3
Darlene Lancaster	CADD Operator	CADD	T3
Jacob Pisarkiewicz	Field Technician	Field Technician	T1
Tim Frazer	Field Technician	Field Technician	T1
Chad Kodl	Field Technician	Field Technician/Driller	T1
Ross Cudney	Field Technician	Field Technician/Driller	T1
Ian Rahn	Field Technician	Field Technician/Driller	T1
Connie Kailing	Technical Support	Technical Support	TS
Karen Lowthian	Technical Support	Technical Support	TS
Mary Mosesso	Technical Support	Technical Support	TS
Rosalie Andrzejewski	Technical Support	Technical Support	TS
Theresa Szotko	Technical Support	Technical Support	TS

QA/QC – Quality Assurance/Quality Control

\*\* Denotes "Key" Staff

## **II-4 MANAGEMENT SUMMARY, WORK PLAN, AND SCHEDULE**

Superior's primary point of contact with the State Contract Administrator on all contractual and invoicing matters after issuance of the contract will be our Program Director (Jeff Skendrovic). Please refer to Project Organization Chart provided in Attachment 2. Superior's Program Director and QA/QC Managers (Todd White & Tom Sorensen) will be available at all times to the State Contract Administrator.

The Program Director and Project Director (Alan Nicholls) have developed one generic Work Plan that covers all sites under this contract. The Work Plan details boring/drilling methods; field screening methods; sampling procedures and protocols for soil and groundwater; decontamination procedures; Investigative Derived Waste (IDW) handling and disposal; and site restoration. The generic Work Plan is provided in Attachment 4.

Once a project is assigned to Superior, our Project Director will discuss the project with the MDEQ State Project Manager (SPM) and identify specific goals of the SPM and establish a site-specific scope of services. Once the scope of services has been defined for the site, the Project Director will select a Superior Project Manager to manage the project based on geographic location and knowledge of the project area. We have assigned Project Managers to the Project Team from each of our Michigan offices: Grand Rapids, Bay City, Wixom, Marshall, and Gaylord. Therefore, we will generally be able to assign the Project Manager from the office nearest the project site to minimize mobilization costs, facilitate communications with the SPM and take advantage of our knowledge of local hydrogeology and work history on other sites of contamination in the area.

Superior's Project Director and Project Manager will assign additional staff members and equipment to the project based on the technical and scheduling needs of the project. Superior will assign a Michigan Certified Underground Storage Tank Professional on the project team for every project site. Superior is committed to supplementing individual project teams with additional staffing resources from any Superior office to meet special technical or scheduling requirements.

Upon approval of scope of services for individual sites by the SPM our Project Managers will manage the assigned projects on a day-to-day basis and will be our primary point of contact with the SPM's. The SPM's will be encouraged to contact Superior's Program Director and/or Project Director whenever he or she feels it is necessary.

Payment requests will be completed by the Project Director and will be centrally managed and coordinated by the Program Director to assure consistency in the submitted documents. Having worked as a State Project Management Firm we are very familiar with the State's procedures and requirements in these regards.

Superior's Program Director will assure that only Occupational Safety & Health Administration (OSHA) 40-Hour Health and Safety trained personnel with current 8-hour refresher training in conformance with 29 CFR 1910.120 are assigned to field duty, and each representative of Superior is dedicated to promoting "safety first" in all phases of operation. Site specific health and safety plans will be prepared for each project site and will be presented to and discussed with field personnel prior to the initiation of any onsite activity. Superior has an excellent safety record.

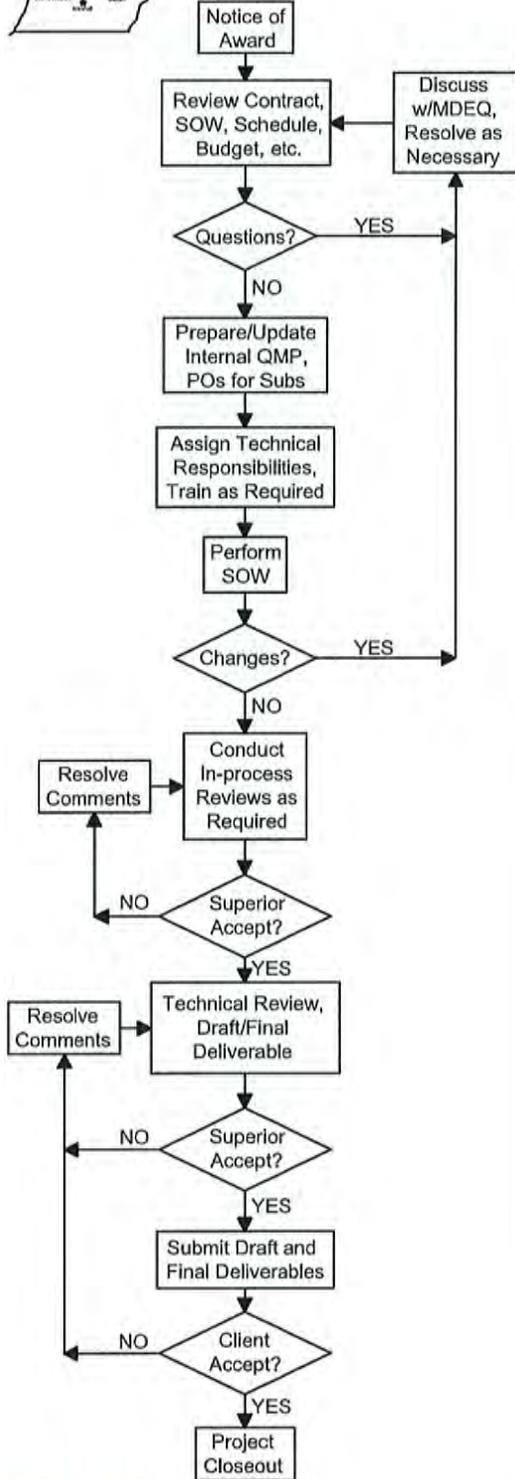
**ATTACHMENT 1**

*Quality Management Process and  
Data Quality Assessment Process*



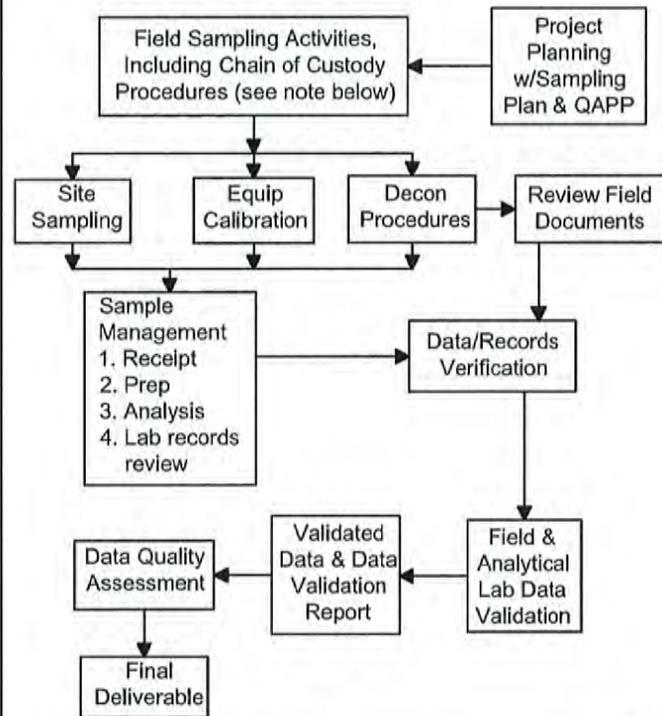
# Superior Environmental Corp Quality Assurance/Quality Control Quality Management Process and Data Quality Assessment

Superior Environmental Corp has a Quality Management Process (QMP) developed for handling all deliverables, whether for internal distribution or external distribution to its clients, such as the MDEQ. This QMP logic diagram can be adapted to meet additional needs of the MDEQ. Superior's QA/QC Manager is responsible for QA/QC on this Contract.



Superior Environmental Corp practices Data Verification/Validation and Data Quality Assessment in accordance with US EPA Guidance for Quality. This includes field sampling of all media, i.e. air, groundwater, soils, surface water, etc. All laboratory analyses and data obtained are QA/QC reviewed, as required, and in accordance with numerous guidance documents, memos, etc., prepared by the MDEQ US EPA.

An example of Superior's QA/QC process is diagrammatically shown below.



### Chain of Custody Discussion:

Superior Environmental Corp follows EPA approved sample chain-of-custody at all times during field sampling and subsequent laboratory analysis. Chain-of-custody process documents the handling and control necessary to identify and trace a sample from collection in the field to the final reporting of analytical results. It includes records of all personnel who handle the samples, labeling to prevent mix up of samples, container seals to prevent unauthorized tampering with the samples, and secure custody.

Jeffrey Skendrovic  
Superior Environmental Corporation  
Page 2  
January 15, 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 Sambiagio

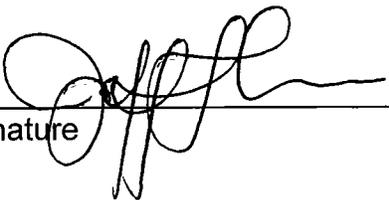
**FOR THE STATE OF MICHIGAN**



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

**FOR THE PROFESSIONAL**

Superior Environmental Corporation agrees to extend the terms, conditions, and pricing of our 2013 General ISID Environmental Expanded Triage Services contract, No. 00421, to MiDEAL members and will remit the one percent (.01) administrative payment fee along with the quarterly report as outlined.

Signature 

Date 2/21/14

JEFF SKENDROVIC, VICE PRESIDENT  
Print Name/Title