



**REQUEST FOR PROPOSAL**

**MICHIGAN LAND BANK FAST TRACK AUTHORITY**

**DEMOLITION AND ABATEMENT CONTRACTOR AT**  
**404 W HOUGHTON AVENUE, WEST BRANCH, MICHIGAN**

**RFP-CASE-19-0020**

*Important Dates:*

<b>Event</b>	<b>Date Due</b>	<b>Time Due</b>	<b>Method of Communication</b>
RFP Release	6/4/19	n/a	SIGMA, MLB website, Builders Exchange website
Pre-Bid Meeting	6/11/19	3:00 PM	121 N 4 <sup>th</sup> St, West Branch MI
Questions on RFP	6/14/19	5:00 PM	landbank@michigan.gov
Answers to Questions	6/17/19	5:00 PM	SIGMA, MLB website & Builders Exchange website & email to individuals asking questions
RFP Response Due	6/21/19	Noon	landbank@michigan.gov
Estimated Contract Start	7/1/19		

## **REMINDER**

Please check your submission to make sure you have included all of the information which is required in the Request for Proposal. In addition, please submit files as noted on the RFP cover page which include the following:

- Technical Submission (Section II-A) with Cover Sheet (Attachment A) and Signed Independent Price Determination Certificate (Attachment B);
- Price Proposal (Section II-B);

Submit separately marked electronic files of your Technical Submission and Price Proposal as noted on the RFP cover page. The Michigan Land Bank (the “MLB”) has no obligation to consider any Submission that is not timely received. **Submissions will only be accepted as noted on the RFP cover page.**

**RESPONDENTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE FILE NAME OF YOUR SUBMISSION: “RFP-CASE-19-0020 Price Proposal” and “RFP-CASE-19-0020 Technical Submission.”**

**The MLB will not respond to telephone inquiries, or visitation by Respondents, or their representatives. Respondent’s sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.**

Michigan Land Bank Fast Track Authority  
105 West Allegan  
Lansing, Michigan 48933  
landbank@michigan.gov

## **ENVIRONMENTAL CONSULTANT FOR THIS PROJECT:**

TriTerra LLC  
1375 S Washington Ave, Suite 300  
Lansing MI 48910  
JP Buckingham – (517) 853-2151 – jp.buckingham@triterra.us

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**REQUEST FOR PROPOSAL**  
**DEMOLITION AND ABATEMENT CONTRACTOR**  
**AT 404 W HOUGHTON AVENUE,**  
**WEST BRANCH, MICHIGAN**  
**RFP-CASE-19-0020**

This Request for Proposal (the “RFP”) is issued by the Michigan Land Bank Fast Track Authority (the “MLB”). The MLB is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFP. The MLB is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFP and any contract(s) awarded as a result of this RFP (the “Contract”). The MLB will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The MLB will not respond to telephone inquiries, or visitation by Respondents or their representatives. Respondent’s sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.***

Michigan Land Bank Fast Track Authority  
105 W Allegan  
Lansing, Michigan 48933  
[landbank@michigan.gov](mailto:landbank@michigan.gov)



## **SECTION I STATEMENT OF WORK**

### **A) PURPOSE AND BACKGROUND STATEMENT**

The City of West Branch is the owner of the property located at 404 W. Houghton Avenue, West Branch, Michigan ("the Premises") and has engaged the MLB as its agent to have the property demolished. This property was previously a laundromat and dry cleaner and consists of one structure which is to be demolished.

#### **Legal Description:**

Original Plat of the Village (now City) of West Branch beg at a point on the S line of Houghton Ave 100 ft NE'ly measured at Rt angles from C/L of R/R also said Pt being 49.35 ft W measured along S Line of Houghton Ave from its Int with W Line of Fourth St the SE'ly 79.31 Ft to W Line of 4th St th S 59.48 Ft to a Pt 63 Ft NE'ly measured at Rt angles from C/L NW'ly Par with said C/L 156.78 Ft to S Ln of Houghton Ave the E 48.21 Ft to POB; Tax ID#: 052-105-010-00

### **B) SCOPE OF WORK**

This RFP is open to all qualified demolition contractors who are capable and qualified to meet the objectives and requirements described in this document. Qualified DBE/MDE/WBE organizations are encouraged to respond. Respondents must supply documentation supporting their qualifications for evaluation.

1. **Abatement and Demolition of Structure:** The Scope of Work ("Work") for this RFP may include, but is not necessarily limited to:
  - a. **Security:** Provide site security for duration of project after notice to proceed is received.
  - b. **Mobilization:** Includes all labor, equipment, materials, and incidentals to mobilize to the project site to perform the work. It includes all supervision of successful Respondent personnel, and office support. It includes project meetings, surveying, site security, temporary controls and utilities, pre-work submittals, preparation of all submittals including, the successful Respondent's Site Specific Work Plan and Health and Safety Plan (HASP), personal protective equipment, permits, disposal approvals, erosion controls, barricades, traffic control, trash disposal, cleaning, and demobilization. Total cost of this item shall not exceed four (4%) percent of the successful Respondent's overall base bid.
  - c. **Utilities:** The City of West Branch has requested disconnection of gas and electric service from this site. Letters will be forward to the successful Respondent indicating the disconnection of those same utilities. It will be the successful Respondent's responsibility to have any other utilities cut and removed from the site as required by regulation, local ordinance or, at a minimum, generally accepted methods. The successful Respondent is responsible for contacting Miss Dig prior to any demolition activity.
    - i. Contractor is responsible to cut and cap utilities other than gas and electric and pay all associated fees. This may include well capping and proper closure of any on-site sewer systems or drainage systems as detailed in Phase I/II reports, or as found by successful Respondent.
  - d. **Asbestos Containing Materials:** Includes all labor, equipment, materials, incidentals, transportation, and disposal fees for the pre-demolition abatement of

asbestos containing materials. Successful Respondent to submit Notification of Intent to Renovate/Demolish to Michigan Department of Environment, Great Lakes and Energy (EGLE) and the MIOSHA Asbestos Program at the Michigan Department of Licensing and Regulatory Affairs ("LARA"), provide the MLB with copy of notification and any subsequent revisions to notification. Details of ACM may be found in Appendix C and D.

- e. Universal and Hazardous Waste: Include all labor, equipment, materials, and incidentals, transportation and disposal fees needed to manage Universal Waste and Hazardous Waste and its disposal prior to demolition. Universal waste includes, but is not limited to, bulbs; ballasts; batteries; mercury containing/equipment; and electronic equipment. Hazardous Waste products may include, but not be limited to, PCBs, VOCs, heavy metals or PAHs.
  - i. The Pre-demolition survey report from TriTerra, Appendix D identified all materials found on site. All must be addressed as part of abatement.
  - ii. The BEA, Appendix E, outlines all known environmental concerns. This is a REC site and remediation of underground contamination is **not** being addressed at this time. Removal of the concrete slab must be done with great care so as to not disturb contamination.
- f. Clearances: Coordinate visual and/or air clearance examinations through the MLB's environmental consultant. Any costs for failed examinations shall be deducted from the final payment to the successful Respondent's final invoice.
- g. Demolition: Includes all labor, equipment, materials, fees, permits and incidentals needed: to demolish building, remove building slab, including footings and remove flatwork not associated with City sidewalks; transportation and disposal of all demolition debris; and utility disconnects, removal, abandonment, or protection of buried underground utilities as specified. Use of explosives is strictly prohibited. Do not burn demolished materials. Except for items or materials indicated to be reused, salvaged, or otherwise indicated to remain property of West Branch, demolished materials shall become the successful Respondent's property and shall be removed, recycled, or disposed from Project site in an appropriate and legal manner. Successful Respondent will be required to provide water, application equipment and personnel for dust suppression during demolition activities.
  - i. *Concrete floor should not be recycled and should be considered potentially contaminated with chemicals typically associated with dry cleaners. This material must be taken to a licensed Type 2 Landfill Facility.*
  - ii. *Any soils removed from the property must be assumed contaminated and must be disposed of accordingly.*
- h. Site Restoration: Site restoration shall include general backfilling, leveling and compaction of gravel material. Procedures, methods, materials, and other information regarding excavation and backfill shall be included in the Project Work Plan developed by the successful Respondent. The following information regarding excavation and backfilling shall be included in the Project Work Plan, at a minimum: (1.) Project Schedule; (2.) List of Subcontractors; (3.) Description of the methods and equipment to be used for each related operation (i.e., excavation, transportation, sampling, etc.); (4.) Transportation company; (5.) Method to protect any storm sewers and conveyances during minimal soil excavation in close proximity of the site; and (6.) Description of the means, methods, and procedures for site restoration.
  - i. Backfill material: The successful Respondent shall submit data on proposed backfill materials (sand and gravel) to the MLB for approval. This data shall include the source of backfill material; grain size analysis,

including MDOT classification; and analytical results (including volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), polychlorinated biphenyls (PCBs), and Michigan metals) verifying that backfill material is uncontaminated. Testing shall be the responsibility of the successful Respondent and shall be performed at no additional cost to the MLB.

- A. Satisfactory materials shall be MDOT Class II sand or MDOT Class III granular fill and shall be free of trash, debris, roots, and other organic matter. Native fill can be reused in the excavation from which it came, if determined by MLB or its designee to be suitable. Any sampling, sample delivery, and laboratory analysis deemed necessary for reuse of native fill shall be the responsibility of the successful Respondent and is incidental to the project.
  - B. Unsuitable materials
    - I. Contaminated soil includes, but is not limited to, soils that are visually or olfactory impacted. Any VOCs, SVOCs, PCBs, or other contaminants are detected in backfill material from an offsite location and/or if the MLB or its designee detects any contamination through visual or olfactory senses, then this will constitute classification as "contaminated soil."
    - II. Unsuitable materials include the following materials: (1.) Soils that, when classified under ASTM D 2487 - Classification of Soils for Engineering Purposes, fall in the classification of Pt, OH, CH, MH, or OL; (2.) Soils that cannot be compacted sufficiently to achieve the density specified for the intended use; (3.) Soil with more than 10% organics; (4.) Soils that contain greater concentrations of chloride or sulfate ions or have a soil resistivity or pH less than the existing onsite soils; (5.) Topsoil; (6.) Slag; (7.) Crushed concrete; (8.) Rock; (9.) Fill with brick, block or concrete; and/or (10.) Fill with rocks larger than 4" diameter.
  - C. Analytical Reports: The successful Respondent shall submit to the MLB all analytical results of the backfill, waste characterization, and any other samples collected/required for the work.
- ii. Surface Grade: After demolition activities have been completed, all disturbed surfaces shall be graded, prior to surface restoration, so as to leave no ruts, pits, piles, or ridges. If required, the successful Respondent shall be responsible for settlement of fill over any fill areas and shall be required to repair any voids or holes that appear for a period of one year after final acceptance of work by the MLB, at the successful Respondent's own expense.
  - iii. Finish Grade: Finish grade shall match the pre-work grade at undisturbed areas and the perimeter of the site. The finish grade shall match the preexisting grade at the outside edges of the disturbed area. Grading shall be conducted as directed by the MLB or its designee. All impacted area by site activities, including pavements, roads, vegetation, and all other disturbed or altered structures/features shall be restored to pre-work condition.

- A. The finished grade shall be flush (+ or -2") with existing sidewalks which will remain immediately adjacent to the affected area is to be considered grade.
- B. The successful Respondent shall place 3-inches of Class 21AA crushed asphalt over the entire site. The surface material shall be free of stones, stumps, lumps and similar objects larger than 3-inches in diameter, and shall be raked out.
- iv. Roadway and Parking Areas: The successful Respondent is required to repair, in-kind or better, any areas of the successful Respondent's access point, such as public roads, sidewalk or curbs, disturbed as a result of the successful Respondent's work or access.
- i. Demobilization: Includes all labor, equipment, materials, and incidentals to complete balance of the Work under the bidding documents including but not limited to: site demobilization including removing personnel, equipment, supplies, rubbish and incidentals from the project site.

### C) DELIVERABLES:

The successful Respondent must submit the following documentation to the MLB following the noted milestones. Prior to processing of final payment, all documents must be delivered to the MLB.

1. **Prior to work beginning:** Project schedule; pre-work photos of site; project work plan; HASP; spill contingency plan; proposed disposal facilities and proposed disposal facility licenses
2. **Prior to Abatement:** Abatement notification(s)
3. **After Abatement:** Copies of site/project manager's verification of the quantity and description of removed materials; Copies of all asbestos and hazardous materials waste manifests; passed visual and/or air clearance examination (to be conducted by MLB's environmental consultant)
4. **Prior To Demolition:** NESHAP notification(s); permit applications and permits; dust control and air monitoring plan; soil erosion and sedimentation control plan; utility disconnects applications and verifications; and Abandoned Well Plugging Record.
5. **After Demolition:** Copies of all asbestos, hazardous materials and demolition waste manifests; copies of daily site activity reports; photos of finished site; and backfill analytical report.

### D) QUALIFICATIONS

The Respondent shall demonstrate by submitting documentation with their response to this RFP that they meet the following qualification criteria:

1. Hold a valid State of Michigan Contractor or Maintenance Contractor license.
2. Meet the insurance requirements listed in Section II, A. 10. Insurance.
3. Provide a list of similar projects that demonstrates a minimum of three (3) years' experience with demolitions similar to this project.
4. Provide three (3) references, include organization, contact person, and their phone number.
5. Be qualified, licensed and/or certified to handle noted wastes, asbestos and work in contact with potentially contaminated soils.
6. Able to certify all criteria listed on the Cover Sheet, Attachment A.
7. The MLB Staff will review all public sites including, but not limited to, those listing debarred contractors for use of federal or state funds, licensing sites, OSHA violation

sites and environmental violation sites, to verify qualifications applicable to this site and/or funding source.

#### **E) PRE-BID MEETING**

**A pre-bid meeting will be held at the date and time noted on the cover page. We will meet at 121 North 4<sup>th</sup> Street, West Branch MI, and walk to the site of the demolition. Respondents can visit the site and view the property at that time. Attendance at the pre-bid meeting is mandatory to respond to this RFP.**

#### **F) RESPONDENT RESPONSIBILITIES**

It is the responsibility of each Respondent, before submitting a bid, to:

1. Examine the RFP and associated documents thoroughly;
2. Visit the site and, if necessary, record conditions at the site (through logs/notes, photographs, video or any other means);
3. Study and correlate the Respondent's observations with the RFP documents;
4. Submit written questions or inquiries about the RFP documents or the Work; and
5. Account for all general, local and prevailing conditions at or near the site that may in any manner affect the cost, schedule, progress, performance or furnishing of the work.

#### **G) SITE INFORMATION**

The MLB has conducted, and is providing in Attachment C and D, a Pre-Demolition Asbestos and Hazardous Material Survey on the subject property. The MLB has also commissioned both a Phase I and Phase II Study which are contained in the BEA in Attachments E, respectively.

1. To the extent that any Respondent considers that additional information is necessary for determining its bid, it is the responsibility of that Respondent to request from the MLB the necessary additional information. In the event the MLB does not have the requested additional information, it shall be the responsibility of the Respondent, at the Respondent's sole cost, to undertake reasonable examinations of the site and any other pertinent available information and data that the Respondent considers necessary for determining its bid.
2. The Respondent awarded the contract shall be responsible for obtaining any lands, areas, properties, facilities, rights-of-way and easements, in addition to those furnished by the MLB, that the Respondent considers necessary for temporary facilities, storage, disposal of spoil or waste material or any other similar purpose. The MLB does not assume any responsibility for site conditions at any lands, areas, properties, facilities, rights-of-way and easements obtained by any Respondent.

#### **H) PERFORMANCE CONDITIONS AND REQUIREMENTS**

1. The Respondent awarded the contract shall comply with all applicable laws, including, but not limited to, laws affecting cost, schedule, progress, performance or furnishing of the Work. Examples of those laws include, but are not limited to, those relating to nondiscrimination in employment, protection of public and employee health and safety, environmental protection, building codes, fire protection, grading and drainage, use of explosives, vehicular traffic, restoration of lands and property under the control of the State or a political subdivision, taxes, permits and licensing. By way of example, but not exhaustive, all work must comply with the following regulatory requirements:
  - a. Federal Laws and Regulations

- i. 40 CFR Parts 239 through 282 - Resource Conservation and Recovery Act (RCRA), as amended
  - ii. Public Law 91-596 - Occupational Safety and Health Act (OSHA) of 1970, as amended
  - iii. 29 CFR Part 1910.120 - Hazardous Waste Operations and Emergency Response (HAZWOPER), as amended
  - iv. 29 CFR Part 1926 - Safety and Health Regulations for Construction, as amended
  - v. 40 CFR Part 260 - Construction Hazardous Waste Management Systems
  - vi. 40 CFR Part 261 - General Identification and Listing of Hazardous Wastes
  - vii. 40 CFR Part 262 - Standards Applicable to Generators of Hazardous Wastes
  - viii. 40 CFR Part 263 - Standards Applicable to Transporters of Hazardous Wastes
  - ix. 40 CFR Part 264 - Standards for Hazardous Wastes TSDF MLBs and Operators
  - x. 40 CFR Part 265 - Interim Standards for Hazardous Wastes TSDF MLBs and Operators
  - xi. 40 CFR Part 270 - Hazardous Waste Permits
  - xii. 49 CFR Part 172 - Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans
  - xiii. 49 CFR Part 173 - General Requirements for Shipments and Packaging
  - xiv. 49 CFR Part 174-77 - Transporter Requirements
  - xv. 49 CFR Part 178-79 - Container Specifications
- b. State of Michigan Laws
- i. Michigan Public Act 451, Part 201 - Environmental Remediation, as amended
  - ii. Michigan Public Act 451, Part 115 - Solid Waste Management as amended
  - iii. Michigan Public Act 451, Part 111 - Hazardous Waste Management, as amended
  - iv. Michigan Public Act 451, Part 121 - Liquid Industrial By-Products
  - v. Michigan Public Act 154 - Michigan Occupational Safety and Health Act (MIOSHA)
  - vi. Michigan Public Act 451 Part 91 – Soil Erosion and Sedimentation Control, as amended
  - vii. Michigan Public Act 174, Miss Dig Underground Facility Damage Prevention and Safety Act
- c. Local Laws: City of West Branch and/or County of Ogemaw.

2. **Permits:** The demolition permit shall be obtained through the local jurisdiction. A copy is to be provided to the MLB.
3. **Meetings:** *Pre-Demolition Conference:* The MLB may schedule a pre-demolition conference to be attended by the MLB, the property owner, environmental consultant, and the successful Respondent and its subcontractors, as applicable. When no organizational meeting is called, the successful Respondent, before beginning any work, must meet with the staff of the MLB and arrange a work schedule for the project. Once the project has been started, the successful Respondent must carry it to completion without delay. *Progress Meetings:* The MLB may schedule progress meetings, in person or by phone conference, to be held whenever needed to supply information necessary to prevent job interruptions, to observe the work or to inspect completed work. The successful Respondent must be represented at each progress

meeting by persons with full authority to act for the successful Respondent in regard to all portions of the Work.

4. **Soil Erosion:** With respect to any earth disturbance associated with this contract, the successful Respondent shall comply with the Natural Resources and Environmental Protection Act; Soil Erosion and Sedimentation Control, 1994 PA 451 Part 91, as amended.
  - a. The successful Respondent shall be responsible for all application fees and obtaining a soil erosion and sedimentation control (SESC) permit.
  - b. The successful Respondent shall furnish, install, and maintain as long as necessary and remove when no longer required, all necessary engineering controls to prevent erosion and sedimentation of onsite soils in accordance with Part 91 of P.A. 451 and the SESC permit. The successful Respondent is expected to leave any soil erosion fencing in place upon completion.
5. **Hazardous Material:** The successful Respondent shall use, handle, store, dispose of, process, transport and transfer any material considered a hazardous material in accordance with all federal, State and local laws. If the successful Respondent encounters material reasonably believed to be a hazardous material and which may present a substantial danger, the successful Respondent shall immediately stop all affected work, give written notice to the MLB of the conditions encountered, and take appropriate health and safety precautions.
6. **Subcontractors:** Each Respondent shall include a list of subcontractors, if any are utilized, with their submission. The Respondent shall provide licensing data for trades for which licensing is required and, if applicable, indicate minority, woman or handicapped status. If the MLB objects, for good cause, to any listed subcontractor, the MLB, before issuing an award, may request replacement of that subcontractor at no increase in contract price and/or contract time. In that event, the Respondent shall provide a substitute subcontractor or the Respondent itself, if qualified for the work involved. If the Respondent declines, that Respondent shall not be considered.
  - a. All subcontractors are subject to the same qualification process as the Respondent.
  - b. Any replacement or addition to listed subcontractor(s) shall be required to meet the requirements of the RFP documents. If the MLB objects for good cause to any such newly listed subcontractor, the successful Respondent shall provide a replacement subcontractor at no increase in contract price and/or contract time.
7. **Use of Premises:** The successful Respondent shall confine its operations (including, but not limited to, construction equipment and laydown and storage) to the site and lands, areas, properties, facilities, rights-of-way and easements identified and permitted by the contract documents and shall not unreasonably encumber the Premises. The successful Respondent shall be responsible for any damage to the Premises (including, but not limited to, damage to any real and personal property) and for any damage to any adjacent lands, areas, properties, facilities, rights-of-way and easements (including, but not limited to, damage to any real and personal property) resulting from the successful Respondent's operations. The successful Respondent shall defend, indemnify and hold harmless the MLB, the City of West Branch and their environmental consultant against all claims, as construed in adjacent lands, areas, properties, facilities, rights-of-way and easements (inclusive of real and personal property), including loss of use, to the extent resulting from the successful Respondent's operations.
  - a. The successful Respondent shall keep the Premises free from accumulations of waste materials, rubbish and other debris, and shall not remove, injure, cut, alter or destroy trees, shrubs, plants or grass, unless otherwise provided elsewhere in

the contract documents. At the completion of the work, the successful Respondent shall remove all obstructions, waste and surplus materials, rubbish, debris, tools and construction equipment and shall leave the site clean.

- b. The successful Respondent shall restore to pre-existing conditions all walks, roadways, paved areas and other real and personal property not designated for alteration by the contract documents. To the extent the successful Respondent refuses, fails or neglects to replace all such altered premises and/or restore to its pre-existing condition any walk, roadway, paved or landscaped area and other property not designated for alteration by the contract documents, the successful Respondent shall bear its proportionate share of the delay and costs resulting from the successful Respondent's refusal, failure or neglect to do so.
  - c. The successful Respondent shall not subject any part of the work or adjacent property to stresses or pressures that will damage or endanger the work or adjacent property, or both.
  - d. Storage or sale of removed items or materials on-site will not be permitted without advance written approval from the MLB.
  - e. The successful Respondent is responsible for any and all actions necessary to remedy situations involving material spilled or leaked in transit, or mud or dirt tracked off the site. This includes trucks carrying imported fill or other materials to the site (i.e. dust generated from trucks entering the site on adjacent roads). Perform cleanup in accordance with all applicable federal, State, and local regulations at no additional cost to MLB.
  - f. Reuse of Soil and/or Aggregates: Excavate, handle and/or stockpile any reused soil separately from all other materials. Provide each staging area with adequate thickness of polyethylene sheeting to completely cover all materials. Covers shall be large enough to cover the entire staging area when materials are stored. Arrange material stockpiles such that they can be covered and secured each day with polyethylene sheeting. In the event the stockpiles are arranged or sized such that they cannot be adequately covered, the successful Respondent shall reconfigure them at its sole expense. Cover all reuse soil stockpiles left untouched for 8 hours with a secured polyethylene tarp.
8. **Reports:** The successful Respondent shall maintain and make available to the MLB and environmental consultant daily field reports recording the onsite labor force and equipment (successful Respondent and subcontractors); materials/equipment received (at the site or at another location); visits by suppliers; significant in-progress and completed trade work within major areas; and other pertinent information. Such daily field reports shall be furnished by the successful Respondent promptly to the MLB and/or its environmental consultant upon their request, and shall be accepted for information only. Neither the MLB nor its environmental consultant's review of any daily field report shall be construed as agreement with the information contained in any such daily field report.
9. **Emergencies:** In emergencies affecting the safety or protection of persons, the work or property at or adjacent to the site, the successful Respondent, without any special instruction or authorization from the MLB, is obligated to act to prevent threatened damage, death, injury or loss. The successful Respondent shall give the MLB prompt written notice of any emergencies and any changes in the work resulting from the action taken. If the MLB concurs, the MLB will amend the contract documents to provide for those changes and, unless the emergency resulted in whole or in part from any act or omission within the control of the successful Respondent, will make any corresponding adjustment in contract price and/or contract time.



10. **Schedule:** A schedule of activities must be provided by the successful Respondent after award of contract and prior to beginning activities on the site.
11. **Debris Disposal:** Off-site disposal of materials must be in State licensed locations or landfills. Follow all applicable requirements and regulations.
12. **Inspections:** Following abatement activities, the successful Respondent shall contact the MLB's environmental consultant for a visual and/or air clearance examination. Any costs associated with clearance failures shall be deducted from successful Respondent's invoice(s). Successful Respondent shall coordinate with the MLB and city of West Branch to schedule representative(s) of either or both organizations to be present for the demolition of the structure.
13. **Signage and Safety:** The successful Respondent must post appropriate signs to advise the project personnel and visitors of the limits of construction work areas, hardhat areas, excavations, asbestos abatement, construction parking and staging areas, etc. Advertising signage by successful Respondents, subcontractors, or suppliers is not allowed. The successful Respondent must maintain safe and adequate pedestrian and vehicular access to fire hydrants, commercial and industrial establishments, churches, schools, parking lots, hospitals, fire and police stations and like establishments. The successful Respondent must obtain written approval from the MLB ten (10) calendar days before connecting to existing facilities or interrupting the services on site.
  - a. The successful Respondent must furnish, install and maintain as long as necessary and remove when no longer required adequate barriers, warning signs or lights at all dangerous points throughout the work for protection of property, workers and the public.
  - b. Street Barricades: The successful Respondent must erect and maintain all street barricades, signal lights and lane change markers during the periods that a traffic lane is closed for their operations. There must be full compliance with rules and ordinances respecting such street barricading and devices must be removed when hazard is no longer present
14. **Temporary Fencing:** The successful Respondent must entirely enclose the demolition activity area by means of woven wire or snow fence having minimum height of four feet if an open hole is left overnight. Gates must be provided at all points of access, as applicable. Gates must be closed and secured in place at all times when work is not in progress. The fence must be removed and grounds restored to original condition upon completion of the work.
15. **Changes in Scope of Work:** The MLB is entitled to make changes within the general scope of work outlined in the RFP consisting of additions, deletions or other revisions in the specifications and/or drawings, any means and methods or any MLB-furnished lands, equipment, materials or services, or directing acceleration of the work. Such changes will result in the release of an amendment to this RFP with applicable time extensions and changes in costs as deemed necessary.
16. **Underground Utilities:** The successful Respondent shall comply with all laws concerning underground utilities, including but not limited to, Michigan Public Act 174, Miss Dig Underground Facility Damage Prevention and Safety Act. In addition, the successful Respondent shall be responsible for immediately notifying the MLB of any contact with or damage to underground utilities, and for the safety, protection of and repairing of any damage done to any work and any surface and subsurface facilities. The successful Respondent shall bear an appropriate portion of the delay and costs relating to the obligations set forth in this paragraph except as outlined in PA 174, 460.728 Section 8.

17. **Request for Final Payment:** To receive final payment the successful Respondent must have submitted and/or completed the following:
- a. Complete a substantial completion punch list, if any, within the contract time and date fixed by the MLB.
  - b. Submit all documentation outlined in Section I, C. Deliverables, above.
  - c. If applicable, the successful Respondent must complete any identified incomplete or defective work to the satisfaction of the MLB.

## SECTION II SUBMISSION FORMAT

To be considered, each Respondent must submit a COMPLETE submission in response to this RFP using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

### A) SUBMISSION

1. Business Organization and History – State the full name, address, and phone and facsimile number of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the submission must state whether the organization is licensed to operate in the State of Michigan.
2. Statement of the Problem – State in succinct terms your understanding of MLB's intent presented by this RFP.
3. Narrative – Include a narrative summary description of the proposed effort and of the services(s)/products(s) that will be delivered.
4. Technical Work Plans – Provide detailed information on the qualifications that your firm has to accomplish each of the areas in the Scope of Work.
5. Prior Experience – Describe the prior experience of your organization which you consider relevant to the successful accomplishment of the project defined in this RFP. Include sufficient detail to demonstrate the relevance of such relevant experience. Submissions submitted should include, in this Section, descriptions of qualifying experience to include project descriptions, costs, and starting and completion dates of projects successfully completed; also include the name, address, and phone number of the responsible official of the client organization who may be contacted. The MLB may evaluate the Respondent's prior performance with the MLB or the State of Michigan, and prior performance information may be a factor in the award decision.
6. Project Staffing – The Respondent must be able to staff a project team which possesses talent and expertise in the field of the requirements of this RFP. Please provide a **brief** outline of qualifications and similar projects completed for each current staff member and their areas of expertise. Submit copies of any specialized training, certifications and current licenses for each staff member. Indicate which of these individuals you consider key to the successful completion of the work. Do not include any financials for the contemplated work within the Submission.
7. Subcontractors – Include a list of all subcontractors that may be engaged to supplement your work under a future contract; include firm name and address, contact person and complete description of work to be subcontracted. Include descriptive information concerning subcontractors' organization and abilities. Also, the information provided in response to A-5 and A-6, above, should include detailed information about each potential

subcontractors.

8. Financial Stability – Provide FY 2016 and 2017 Balance Sheets. Reviews will be made to reasonably ensure Respondent's financial position is such that it will continue to prosper as a business during the term of the contract, and beyond if appropriate, and have adequate financial resources to perform all contractual duties on a reimbursement basis.
9. Respondent's Authorized Expediter – Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the MLB.
10. Insurance – Provide a copy of your Certificate of Insurance including Commercial General Liability insurance, Automobile insurance, Workers Compensation insurance, and Errors and Omissions Liability insurance. All levels of insurance must meet, or exceed, the MLB's contract requirements.
  - a) Commercial General Liability – Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include MLB as additional insured for work performed by Contractor or for Contractor in accordance with this Agreement.

Minimum Limits:

    - \$1,000,000 per occurrence/\$2,000,000 general aggregate
    - \$2,000,000 aggregate for products and completed operations
    - \$1,000,000 personal and advertising injury
  - b) Automobile – Michigan no-fault coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include MLB as additional insured for work performed by or for Contractor in accordance with this Agreement.

Minimum Limits:

    - No-fault coverages – statutory
    - \$500,000 per person/\$1,000,000 per accident – bodily injury
    - \$500,000 per occurrence – property damage **OR**
    - A combined single limit of \$1,000,000 per occurrence
  - c) Workers' Compensation – statutory;

Employer's Liability - \$100,000 each accident/\$100,000 disease – each employee; and

\$500,000 disease – policy limit.
11. Additional Information and Comments – Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.
12. References – Provide a minimum of three references for each type of service outlined in the Scope of Work. Include contact name, company name, contact information and very brief description of the work completed.
13. Violations – Briefly list and describe any state or federal environmental or safety violations

your firm has received in the past 5 years from State or Federal inspectors. Briefly summarize the nature of the violation, the current status of the violation and corrective measures taken to avoid future, similar violations.

## **B) PRICE PROPOSAL**

Provide a turnkey price for the project as outlined. The MLB is exempt from federal excise tax, and state and local sales taxes. The Price Proposal should not include taxes. Costs for abatement and demolition should be presented separately.

Separate travel related expenses will not be accepted.

Subject to any agreed extension of the period for holding bids, bids shall remain valid for acceptance by the MLB for ninety (90) calendar days after the date of bid opening. In addition, the MLB expressly reserves the right, within the MLB's sole discretion, to reject any or all bids, to waive any irregularities, to issue post-bid Addenda and rebid the work without re-advertising, to re-advertise for bids, to withhold the award for any reason the MLB determines and/or to take any other appropriate action.

**THE PRICE PROPOSAL AND TECHNICAL PORTION MUST BE IDENTIFIED ACCORDING TO THE INSTRUCTIONS OF THIS RFP. Price proposal files will remain unopened until the Joint Evaluation Committee (the "JEC") has completed evaluation of the technical proposals.**

**Respondents Please Note:** Rates quoted in response to this RFP are firm for ninety (90) calendar days after the date of bid opening. No price increase will be permitted during the contract awarded to the successful Respondent.

## **C) SUBMISSION**

Submit separately marked electronic files of your Technical Submission and Price Proposal as noted on the RFP cover page. The MLB has no obligation to consider any Submission that is not timely received. **Submissions will only be accepted as noted on the RFP cover page.**

**Your files are limited to 15MB. You may upload more than one file for Price Proposal and/or Technical Submission in response to this RFP.**

**RESPONDENTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE FILE NAME OF YOUR SUBMISSION: "RFP-CASE-19-0020 Price Proposal" and "RFP-CASE-19-0020 Technical Submission."**

### SECTION III RFP PROCESS AND TERMS AND CONDITIONS

#### A) **QUESTIONS**

A pre-bid meeting will be held as noted on the RFP cover page. Questions from Respondents concerning the specifications in this RFP must be received as noted on the RFP cover page.

Questions that are phoned, faxed or sent through regular mail will not be accepted. The MLB has no obligation to respond to questions received after date noted on the RFP cover page

#### B) **SUBMISSIONS**

To be considered, Respondents must submit a complete response to this RFP, using the format provided in Section II of this RFP, as noted on the RFP cover page. No other distribution of submission is to be made by the Respondent.

The Cover Sheet (Attachment A) must be **signed physically or electronically** by the Respondent's Authorized Signatory. The Cover Sheet must be the first page of the Technical Submission.

The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from the response date this RFP is due. The rates quoted in the Price Proposal must remain firm for the period indicated in Section II. All print and digital materials submitted become the property of the MLB and will not be returned to the Respondent.

#### C) **ECONOMY OF PREPARATION**

Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

#### D) **SELECTION CRITERIA**

Responses to this RFP will be evaluated based upon a three-step selection process. The submission must address the requirements described in Section II of this RFP.

##### 1) **Step I – Initial evaluation for compliance**

a) *Submission Content* – MLB staff will screen the submissions for technical compliance to include but not be limited to:

- Timely submission of the documentation.
- Submission signed physically or electronically.
- Submissions satisfy the form and content requirements of this RFP.

##### 2) **Step II – Criteria for Satisfactory Submissions**

a) During the second step of the selection process, submissions will be considered by a Joint Evaluation Committee (the "JEC") comprised of individuals selected by

the MLB. Only those submissions that satisfy the requirements described in this RFP, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.

- b) *Competence, Experience and Staffing Capacity* – The submission should indicate the ability of the Respondent to meet the requirements of this RFP, especially the time constraints, quality, and recent projects similar to that described in this RFP. The submission should indicate the competence of the personnel whom the Respondent intends to assign to the project, including education and experience, with particular reference to experience on projects similar to that described in this RFP and qualifications of Respondent's Project Manager and the Project Manager's dedicated management time, as well as that of other key personnel working on this project.

		<b><u>Points Possible</u></b>
1.	Statement of Work	5
2.	Respondent Information/Completeness	15
3.	Prior Experience	30
4.	Staffing	30
5.	Financial Stability & Insurance	20
<b>TOTAL</b>		<b>100</b>

- c) During the JEC's review, Respondents may be required to make oral presentations of their proposals to the JEC. These presentations provide an opportunity for the Respondents to clarify the proposals. The MLB will schedule these presentations, if required by the JEC.
- d) Only those proposals receiving a score of **80 or more** in the technical proposal evaluation will have their pricing evaluated to be considered for award.

### 3) Step III – Selection for Specific Projects

- a) Based on what is in the best interest of the MLB, the MLB will award the Contract considering value, quality, and the ability to meet the objectives of this RFP, of proposals that were approved as a result of this two-step evaluation process.
- b) The MLB reserves the right to consider the economic impact on the State of Michigan when evaluating proposal pricing. This includes, but is not limited to: job creation, job retention, tax revenue implications, and other economic considerations.
- c) The award recommendation will be made to the responsive and responsible qualified Respondent who offers the best value to the MLB and the State of Michigan. Best value will be determined by the MLB with the Respondent meeting

the minimum point threshold and offering the *best proposal that meets the objectives of the RFP*.

**E) RESPONDENTS COSTS**

The MLB is not liable for any costs incurred by any Respondent prior to signing of a Contract by all parties.

**F) TAXES**

The MLB may refuse to qualify a Respondent who has failed to pay any applicable taxes or if the Respondent has an outstanding debt to the State of Michigan or the MLB.

Except as otherwise disclosed in an exhibit to the submission, Respondent certifies that all applicable taxes are paid as of the date the Respondent's Qualifications were submitted to the MLB and the Respondent owes no outstanding debt to the State of Michigan or the MLB.

**G) CONFLICT OF INTEREST**

The Respondent must disclose, in an exhibit to the submission, any possible conflicts of interest that may result from the award of a Contract or the services provided under a Contract.

Except as otherwise disclosed in the submission, the Respondent affirms that to the best of its knowledge there exists no actual or potential conflict between the Respondent, the Respondent's project manager(s) or its family's business or financial interests ("Interests") and the services provided under a Contract. In the event of any change in either Interests or the services provided under a Contract, the Respondent will inform the MLB regarding possible conflicts of interest which may arise as a result of such change and agrees that all conflicts shall be resolved to the MLB's satisfaction or the Respondent may be disqualified from consideration under this RFP. As used in this Section, "conflict of interest" shall include, but not be limited to, the following:

- 1) Giving or offering a gratuity, kickback, money, gift, or anything of value to a MLB official, officer, or employee with the intent of receiving a contract from the MLB or favorable treatment under a contract;
- 2) Having or acquiring at any point during the RFP process or during the term of any Contract, any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner or degree with Respondent's performance of its duties and responsibilities to the MLB under a Contract or otherwise create the appearance of impropriety with respect to the award or performance of a Contract; or
- 3) Currently in possession of or accepting during the RFP process or the term of any Contract anything of value based on an understanding that the actions of the Respondent or its affiliates or Interests on behalf of the MLB will be influenced.



**H) BREACH OF CONTRACT**

Except as otherwise disclosed in an exhibit to Respondent's submission, Respondent is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan. Further, Respondent represents and warrants that it has not been a party to any contract with the State of Michigan or any public body that was terminated within the previous five (5) years because the Respondent failed to perform or otherwise breached an obligation of such contract.

**I) DISCLOSURE OF LITIGATION**

Except as otherwise disclosed in an exhibit to Respondent's submission, there is no criminal litigation, investigations or proceedings involving the Respondent (and each Subcontractor, if Subcontractors will be used to provide the goods/services requested under this RFP) or any of the Respondent's officers or directors or any litigation or proceedings under the Sarbanes-Oxley Act. In addition, Respondents must disclose in the exhibit requested under this Section of the RFP any civil litigation, arbitration or proceeding to which the Respondent (or, to the extent Respondent is aware, any Subcontractor) is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Respondent (or Subcontractor); or (2) a claim or written allegation of fraud or breach of contract against Respondent (or, to the extent Respondent is aware, Subcontractor), by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Respondent is prevented from disclosing under the terms of the settlement may be annotated as such.

**J) FALSE INFORMATION**

If the MLB determines that an Respondent purposefully or willfully submitted false information in response to this RFP, the Respondent will not be considered for an award and any resulting Contract that may have been executed may be terminated.

**K) DISCLOSURE**

All Respondents should be aware that submissions submitted to the MLB in response to this RFP may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Respondents' submissions. Respondents, however, are encouraged to provide sufficient information to enable the MLB to determine the Respondent's qualifications and to understand or identify areas where confidential information exists and could be provided. The FOIA also provides for the complete disclosure of a Contract and any attachments or exhibits thereto.

**L) PRICES HELD FIRM**

LENGTH OF TIME PRICES ARE TO BE HELD FIRM: All rates quoted in Respondent's response to this RFP will be firm for at least ninety (90) days after the response date of this RFP submission. No price changes will be permitted. IN THE EVENT THAT PROPOSED CHANGES ARE NOT ACCEPTABLE TO THE MLB, THE CONTRACT SHALL BE TERMINATED, AND THE MODIFIED CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING.

**M) CLARIFICATION/CHANGES IN THE RFP**

Changes made to the RFP as the result of responses made to qualifying questions or concerns will be posted through the SIGMA system. Respondents are encouraged to regularly check this site for changes or other information related to the RFP.

If the initial period does not produce a viable response, the MLB may, at its discretion, extend the period until it receives a viable submission. Timelines will be moved to correspond to the accepted submission date. Notification of an extension will be made through SIGMA. The first qualifying submission that is received and accepted will end the extension period.

**N) ELECTRONIC BID RECEIPT**

**YOUR SUBMISSION MUST BE RECEIVED AS NOTED ON THE RFP COVER PAGE.**

Respondents are responsible for timely submission of their documentation. THE MLB HAS NO OBLIGATION TO CONSIDER ANY SUBMISSION THAT IS NOT RECEIVED BY THE APPOINTED DATE AND TIME.

**O) RESERVATION OF MLB DISCRETION**

Notwithstanding any other statement in this RFP, the MLB reserves the right to:

- 1) reject any and all submissions;
- 2) waive any errors or irregularities in the bidding process or in any submission;
- 3) rebid the project;
- 4) negotiate with any Respondent for a reduced price, or for an increased price to include any alternates that the Respondent may propose;
- 5) revise or reduce the scope of the project, and rebid or negotiate with any Respondent regarding the revised project;
- 6) defer or abandon the project;
- 7) amend or revise the RFP; and/or
- 8) request clarification of information submitted and to request additional information of one or more Respondents.

The MLB's decision is final and not subject to appeal. Any attempt by a Respondent, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the submission or awards process in general may result in the Respondent's disqualification and elimination from the award process.

**P) JURISDICTION**

The laws of the State of Michigan shall govern this Agreement. The Parties shall make a good faith effort to resolve any controversies that arise regarding this Agreement. If a controversy cannot be resolved, the Parties agree that any legal actions concerning this Agreement shall be brought in the Michigan Court of Claims or, as appropriate, the Ingham County Circuit Court in Ingham County, Michigan. By signing this Agreement, Respondent acknowledges that it is

subject to the jurisdiction of this court and agrees to service by first class or express delivery wherever Contractor resides, in or outside of the United States.

**Q) ADDITIONAL CERTIFICATION**

Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a submission on a request for qualifications, with a public entity.

Respondents must certify on the Cover Sheet (Appendix A) that it is not an Iran-linked business as defined in MCL 129.312.

Failure to sign this certification will result in disqualification from consideration.

**ATTACHMENT A**

**Request for Proposal/Qualification Response Cover Sheet Form**

*(Attach as a cover sheet to your Technical Submission file)*

**DEMOLITION AND ABATEMENT CONTRACTOR**

**RFP-CASE-19-0020**

**General Information:**

Firm Legal Name: \_\_\_\_\_ SIGMA ID #: \_\_\_\_\_

Firm's DBA (if any): \_\_\_\_\_

Firm's Address: \_\_\_\_\_

Firm's Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact's Telephone #: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Name of Authorized Signatory for the firm: \_\_\_\_\_

☐ Michigan Limited Liability Company

☐ Michigan Corporation

☐ Other: \_\_\_\_\_

Check if firm qualifies as any of the following: ☐ DBE ☐ MDE ☐ WBE

CERTIFICATIONS-Authorized Signatory to **initial** each of the following, as applicable:

\_\_\_\_\_ Respondent certifies that it is not an Iran-linked business as defined in MCL 129.312.

\_\_\_\_\_ Respondent certifies that taxes are paid to federal, state, and local jurisdictions as of this date.

\_\_\_\_\_ Respondent certifies that owes no outstanding debt to the State of Michigan or MLB.

\_\_\_\_\_ Respondent certifies that: (check one)

- ☐ To the best of its knowledge, there exists no actual or potential conflict of interest between Respondent, Respondent's project manager(s) or its family's business or financial interests ("Interests") and the service provided under a potential Contract.
- ☐ That there is an actual or potential conflict which is explained in the submittal.

\_\_\_\_\_  
Signature of Authorized Signatory

Date: \_\_\_\_\_

\*Your SIGMA ID Number is located in your State of Michigan vendor file. If you are not currently registered as a vendor with the State of Michigan, you may go to: [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS) and register. If you have any problems, please contact the SIGMA helpline at 1-800-856-6246.

## **ATTACHMENT B**

### **INDEPENDENT PRICE DETERMINATION AND PRICES HELD FIRM CERTIFICATION**

#### **INDEPENDENT PRICE DETERMINATION**

By submission of a proposal, the Respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

1. The prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Respondent or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to award directly or indirectly to any other Respondent or to any competitor; and
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that she/he:

- A) Is the person in the Respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any action contrary to 1, 2, and 3 above; or
- B) Is not the person in the Respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal but has been authorized, in writing, to act as agent for the persons responsible for such decision in certifying that such persons have not participated (and will not participate) in any action contrary to 1, 2, and 3 above.

A proposal will not be considered for award if this Attachment B has been altered so as to delete or modify 1 or 3, above. If 2, above, has been modified or deleted, the proposal will not be considered for award unless the Respondent provides, with this Attachment B, a signed statement which sets forth, in detail, the circumstances of the disclosure and the MLB determines that such disclosure was not made for the purpose of restricting competition.

#### **PRICES HELD FIRM**

LENGTH OF TIME PRICES ARE TO BE HELD FIRM: All rates quoted in Respondent's response to this RFP will be firm for ninety (90) calendar days after the date of bid opening. No price changes will be permitted after award of the contract, other than those resulting from an agreed upon change in scope of work.

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT C

**PRE-DEMOLITION ASBESTOS SURVEY**

Conducted by Sagasser & Associates Inc.

Date: 5/7/14

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

***Environmental Assessment and Consulting Services***

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May 7, 2014

Mr. Dwight McIntyre  
Ogemaw County Treasurer  
404 West Houghton Avenue  
West Branch, Michigan 48661

**RE: Asbestos Survey  
Former West Branch Cleaners Building  
404 West Houghton Avenue  
West Branch, Michigan  
Sagasser & Associates, Inc. Project #41404**

Sagasser & Associates, Inc. has completed an asbestos survey of the former West Branch Cleaners building located at 404 West Houghton Avenue in West Branch, Michigan (Site). The purpose of the asbestos survey and sampling was to determine the presence and percentage of asbestos mineral fibers in the identified suspect asbestos containing materials (SACM) in the building prior to demolition.

## **Authorization**

Authorization for performance of the asbestos survey and sampling was provided to Sagasser & Associates, Inc. by Mr. Dwight McIntyre, Ogemaw County Treasurer (Client). Authorization was given on April 11, 2014, through written acceptance of Sagasser & Associates, Inc. Proposal# P41404, dated April 10, 2014, which detailed a proposed scope of work, estimated costs and conditions for completing survey and sampling.

## **Scope of Work**

Sagasser & Associates, Inc. completed the sampling using the standard asbestos sampling protocol/techniques to minimize the creation of airborne fibers and standard sampling protocols for the collection of suspect samples. Sagasser & Associates, Inc. completed the following scope of work:

- ▶ Visually assessed the building located on the Site for suspect asbestos containing materials (SACM).
- ▶ Collected 36 bulk samples (41 layers analyzed) of the SACM for analysis by EPA Method #600/R-16/116- Polarized Light Microscopy (PLM).
- ▶ Prepared a concise report detailing the results of the sampling and locations of the ACM.

As per the National Emissions Standard for Hazardous Air Pollutants (NESHAP) regulations, 40 CFR; Part 61, Subpart M, prior to demolition or renovation of a building must be inspected for friable and non-friable ACM and the friable/potentially friable ACM must be removed to minimize the release of asbestos emissions during demolition.

## Asbestos Survey & Sampling

On April 21, 2014, Mr. Scot Egleston of Sagasser & Associates, Inc. completed an asbestos survey and associated sampling of the former West Branch Cleaners building for SACM. It should be noted that the building is in poor condition with a portion of the roof having collapsed. Each homogeneous SACM type was touched to determine its friability. A fibrous gasket, 12"x12" floor tiles/mastic, various colors of 9"x9" floor tiles/mastic, thick fiberboard panels, fiberboard wall panels, 2'x4' ceiling tiles, window glazing, and drywall were identified SACM in the former West Branch Cleaners building. Bulk samples of the materials were collected from the 4,000 square foot building. Fiberglass insulation was also observed in the building. Due to the hazardous condition of the roof, samples of the built-up roof were not able to be collected. The roof materials are to be considered a presumed asbestos containing material (PACM). No other SACMs were readily observed in the buildings.

A total of 36 bulk samples (41 layers analyzed) were submitted to International Asbestos Testing Laboratories (IATL) of Mt. Laurel, New Jersey for analysis by Polarized Light Microscopy - EPA Method #600/R-93/116 as a requirement of the "Interim Method Determination of Asbestos in Bulk Insulation Sample."

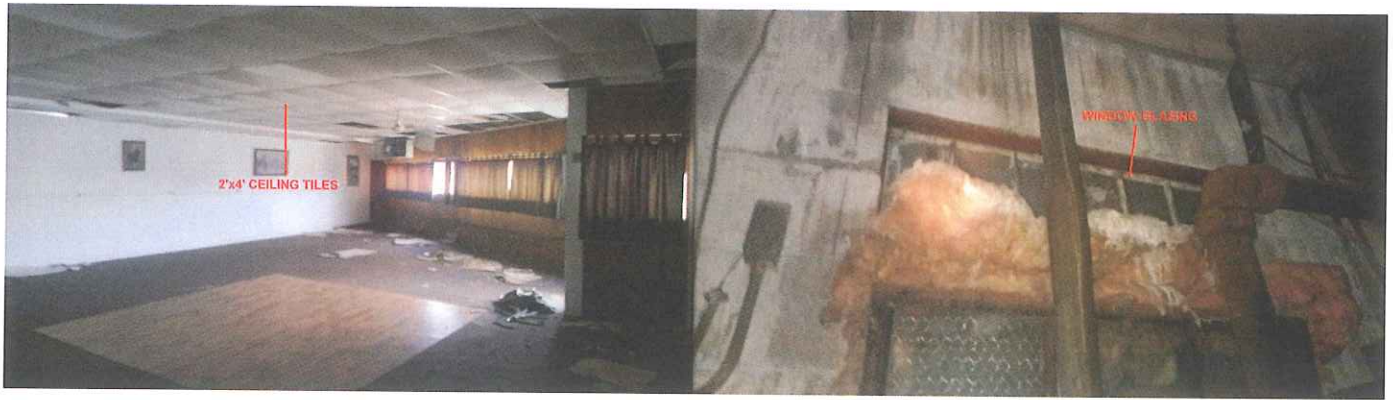


*View of fibrous gasket material and two colors of 9"x9" floor tiles.*



*Views of fiberboard panels, fiberboard wall panels, and 12"x12" floor tile sample locations.*





*Views of 2'x4' ceiling tile and window glazing sample locations.*

### **Asbestos Analytical Results**

The laboratory analytical results did identify the red 9"x9" floor tiles, the light tan 12"x12" floor tiles, 9"x9" green floor tiles/black mastic, and light green 9"x9" floor tiles/mastic to contain asbestos.

### **Conclusions**

Sagasser & Associates, Inc. has completed an asbestos survey of the former West Branch Cleaners building located at 404 West Houghton Avenue in West Branch, Ogemaw County, Michigan.

The laboratory analytical results for the bulk samples collected from a fibrous gasket, thick fiberboard panels, fiberboard wall panels, 2'x4' ceiling tiles, window glazing, and drywall did not identify the materials to contain asbestos.

Due to the hazardous condition of the roof, samples of the built-up roof were not able to be collected. The 4,000-square feet of roof materials are to be considered a PACM.

All of the 9"x9" floor tiles, 12"x12" floor tiles, and mastic were identified to contain asbestos mineral fibers at concentrations above the 1% content regulatory threshold. Approximately 1,500-square feet of floor tiles are present in the building.

The NESHAP agency overseeing the Site needs to be notified in writing of the intention to demolish 10 days prior to the demolition.

## Closing

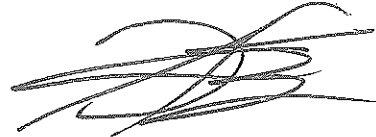
Sagasser & Associates, Inc. sincerely appreciated the opportunity to provide our consulting services. If you have any questions regarding the contents of this report or require additional information, please contact our office at your convenience.

Respectfully Submitted,

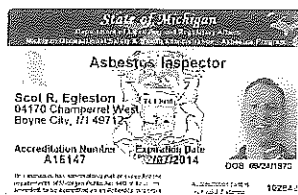
***Sagasser & Associates, Inc.***



Scot Egleston  
Environmental Scientist  
(Accreditation Number - A16147)



Kevin D. Sagasser, P.E.  
Senior Project Engineer



## Attachment

Laboratory Analytical Report

### Limitations and Exceptions

Sagasser & Associates, Inc. has performed the proposed scope of services using due care in accordance with good and customary practices, as ordinarily exercised by other reputable members of the profession under similar circumstances. Maps and sketches are provided for informational purposes and should not be considered surveys or engineering studies.

No sampling of wood, materials identified as fiberglass or foam insulation, or materials not typically identified as suspect asbestos containing was conducted. Sagasser & Associates, Inc. collected three samples of each identified miscellaneous materials and instructed the laboratory to analyze each sample set to the first positive sample. Thereby, not all of the bulk samples collected and submitted for laboratory analysis were analyzed and Sagasser & Associates, Inc. makes no representation as to the asbestos content of untested samples.

Additionally areas deemed to be structurally unsafe or areas deemed to be not accessible without involving significant demolition activities, were not assessed and Sagasser & Associates, Inc. makes no representation as to the presence or absence of asbestos containing materials in those areas.

## CERTIFICATE OF ANALYSIS

**Client:** Sagasser & Assoc, Inc.  
699 South Wisconsin Ave  
Gaylord MI 49735

**Report Date:** 4/30/2014  
**Report No.:** 332197  
**Project:** West Branch Cleaners  
**Project No.:** 41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b> 5296802	<b>Description / Location:</b> Tan Gasket
<b>Client No.:</b> GA-1.1	Rear Room
<u>% Asbestos</u>	<u>Type</u>
None Detected	None Detected
	<u>% Non-Asbestos Fibrous Material</u>
	50
	10
	<u>Type</u>
	Fibrous Glass
	Synthetic
	<u>% Non-Fibrous Material</u>
	40

<b>Lab No.:</b> 5296803	<b>Description / Location:</b> Tan Gasket
<b>Client No.:</b> GA-1.2	Rear Room
<u>% Asbestos</u>	<u>Type</u>
None Detected	None Detected
	<u>% Non-Asbestos Fibrous Material</u>
	50
	10
	<u>Type</u>
	Fibrous Glass
	Synthetic
	<u>% Non-Fibrous Material</u>
	40

<b>Lab No.:</b> 5296804	<b>Description / Location:</b> Tan Gasket
<b>Client No.:</b> GA-1.3	Rear Room
<u>% Asbestos</u>	<u>Type</u>
None Detected	None Detected
	<u>% Non-Asbestos Fibrous Material</u>
	50
	10
	<u>Type</u>
	Fibrous Glass
	Synthetic
	<u>% Non-Fibrous Material</u>
	40

**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188

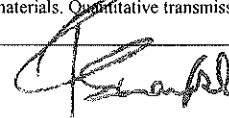
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**Analytical Method:** US EPA 600/R-93/116 by Polarized Light Microscopy, (ELAP 198.1 where applicable)

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**Analysis Performed By:** L. Solebello

**Approved By:**



**Date:** 4/30/2014

Frank E. Ehrenfeld, III  
Laboratory Director

## CERTIFICATE OF ANALYSIS

<b>Client:</b>	Sagasser & Assoc, Inc.	<b>Report Date:</b>	4/30/2014
	699 South Wisconsin Ave	<b>Report No.:</b>	332197
	Gaylord MI 49735	<b>Project:</b>	West Branch Cleaners
		<b>Project No.:</b>	41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b>	5296805	<b>Description / Location:</b>	Red Floor Tile; 9x9
<b>Client No.:</b>	FT-1.1		Rear Area
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
PC 5.1	Chrysotile	None Detected	None Detected
			PC 94.9

<b>Lab No.:</b>	5296805	<b>Description / Location:</b>	Black Mastic	<b>Layer No.:</b>	2
<b>Client No.:</b>	FT-1.1		Rear Area		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	None Detected	None Detected	100	

<b>Lab No.:</b>	5296806	<b>Description / Location:</b>	Black Mastic A/W Floor Tile; 9x9
<b>Client No.:</b>	FT-1.2		Rear Area
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296807	<b>Description / Location:</b>	Black Mastic A/W Floor Tile; 9x9
<b>Client No.:</b>	FT-1.3		Rear Area
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188

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**Analysis Performed By:** L. Solebello

**Date:** 4/30/2014

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699 South Wisconsin Ave  
Gaylord MI 49735

**Report Date:** 4/30/2014  
**Report No.:** 332197  
**Project:** West Branch Cleaners  
**Project No.:** 41404

## BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b> 5296808	<b>Description / Location:</b> Lt Tan Floor Tile; 12x12			
<b>Client No.:</b> FT-2.1	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
PC 1.5	Chrysotile	None Detected	None Detected	PC 98.5

<b>Lab No.:</b> 5296808	<b>Description / Location:</b> Black/Yellow Mastic	<b>Layer No.:</b> 2		
<b>Client No.:</b> FT-2.1	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

<b>Lab No.:</b> 5296809	<b>Description / Location:</b> Yellow Mastic A/W Floor Tile; 12x12			
<b>Client No.:</b> FT-2.2	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

<b>Lab No.:</b> 5296809	<b>Description / Location:</b> Tan Mastic	<b>Layer No.:</b> 2		
<b>Client No.:</b> FT-2.2	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

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**Analysis Performed By:** L. Solebello

**Date:** 4/30/2014

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	699 South Wisconsin Ave	<b>Report No.:</b>	332197
	Gaylord MI 49735	<b>Project:</b>	West Branch Cleaners
		<b>Project No.:</b>	41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b>	5296810	<b>Description / Location:</b>	Black Mastic A/W Floor Tile; 12x12	
<b>Client No.:</b>	FT-2.3		Rear Area	
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

<b>Lab No.:</b>	5296811	<b>Description / Location:</b>	Green Floor Tile; 9x9	
<b>Client No.:</b>	FT-3.1		Rear Area	
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
PC 4.5	Chrysotile	None Detected	None Detected	PC 95.5

<b>Lab No.:</b>	5296811	<b>Description / Location:</b>	Black Mastic	<b>Layer No.:</b> 2
<b>Client No.:</b>	FT-3.1		Rear Area	
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	None Detected	None Detected	100

<b>Lab No.:</b>	5296812	<b>Description / Location:</b>	Black Mastic A/W Floor Tile; 9x9	
<b>Client No.:</b>	FT-3.2		Rear Area	
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
PC 3.5	Chrysotile	None Detected	None Detected	PC 96.5

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**Date:** 4/30/2014

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699 South Wisconsin Ave  
Gaylord MI 49735

**Report Date:** 4/30/2014  
**Report No.:** 332197  
**Project:** West Branch Cleaners  
**Project No.:** 41404

## BULK SAMPLE ANALYSIS SUMMARY

**Lab No.:** 5296813

**Description / Location:** Sample Not Analyzed

**Client No.:** FT-3.3

% Asbestos

Type

% Non-Asbestos Fibrous Material

Type

% Non-Fibrous Material

Sample Not Analyzed

Sample Not Analyzed

**Lab No.:** 5296814

**Description / Location:** Lt Green Floor Tile; 9x9  
Rear Area

**Client No.:** FT-4.1

% Asbestos

Type

% Non-Asbestos Fibrous Material

Type

% Non-Fibrous Material

PC 3.3

Chrysotile

None Detected

None Detected

PC 96.7

**Lab No.:** 5296814

**Description / Location:** Black Mastic  
Rear Area

**Layer No.:** 2

**Client No.:** FT-4.1

% Asbestos

Type

% Non-Asbestos Fibrous Material

Type

% Non-Fibrous Material

PC 3.4

Chrysotile

None Detected

None Detected

PC 96.6

**Lab No.:** 5296815

**Description / Location:** Sample Not Analyzed

**Client No.:** FT-4.2

% Asbestos

Type

% Non-Asbestos Fibrous Material

Type

% Non-Fibrous Material

Sample Not Analyzed

Sample Not Analyzed

**Accreditations:**

**NIST-NVLAP No. 101165-0**

**NY-DOH No. 11021**

**AIHA-LAP, LLC No. 100188**

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	Gaylord MI 49735	<b>Project:</b>	West Branch Cleaners
		<b>Project No.:</b>	41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b>	5296816	<b>Description / Location:</b>	Sample Not Analyzed		
<b>Client No.:</b>	FT-4.3				
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
	Sample Not Analyzed		Sample Not Analyzed		

<b>Lab No.:</b>	5296817	<b>Description / Location:</b>	Grey/Brown Fiberboard		
<b>Client No.:</b>	FBP-1.1		Rear Area Ceiling		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	90	Cellulose	10	

<b>Lab No.:</b>	5296818	<b>Description / Location:</b>	Grey/Brown Fiberboard		
<b>Client No.:</b>	FBP-1.2		Rear Area Ceiling		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	90	Cellulose	10	

<b>Lab No.:</b>	5296819	<b>Description / Location:</b>	Off-White/Brown Fiberboard		
<b>Client No.:</b>	FBP-1.3		Rear Area Ceiling		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	90	Cellulose	10	

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**Date:** 4/30/2014



## CERTIFICATE OF ANALYSIS

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699 South Wisconsin Ave  
Gaylord MI 49735

Report Date: 4/30/2014  
Report No.: 332197  
Project: West Branch Cleaners  
Project No.: 41404

## BULK SAMPLE ANALYSIS SUMMARY

Lab No.:	5296820	Description / Location:	Green/Brown Fiberboard		
Client No.:	FBP-2.1		Rear Area Wall		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	90	Cellulose	10	

Lab No.:	5296821	Description / Location:	Green/Brown Fiberboard		
Client No.:	FBP-2.2		Rear Area Wall		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	90	Cellulose	10	

Lab No.:	5296822	Description / Location:	Off-White/Brown Fiberboard		
Client No.:	FBP-2.3		Rear Area Wall		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	90	Cellulose	10	

Lab No.:	5296823	Description / Location:	Off-White/Tan Ceiling Tile; 2x4		
Client No.:	CT-1.1		Front Area		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	35	Cellulose	30	
		35	Fibrous Glass		

Accreditations: NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188

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**Report Date:** 4/30/2014  
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**Project:** West Branch Cleaners  
**Project No.:** 41404

## BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b> 5296824	<b>Description / Location:</b> White/Tan Ceiling Tile; 2x4			
<b>Client No.:</b> CT-1.2	Front Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	35	Cellulose	30
		35	Fibrous Glass	

<b>Lab No.:</b> 5296825	<b>Description / Location:</b> White/Tan Ceiling Tile; 2x4			
<b>Client No.:</b> CT-1.3	Front Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	35	Cellulose	30
		35	Fibrous Glass	

<b>Lab No.:</b> 5296826	<b>Description / Location:</b> White/Tan Ceiling Tile; 2x4			
<b>Client No.:</b> CT-2.1	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	35	Cellulose	30
		35	Fibrous Glass	

<b>Lab No.:</b> 5296827	<b>Description / Location:</b> White/Tan Ceiling Tile; 2x4			
<b>Client No.:</b> CT-2.2	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	35	Cellulose	30
		35	Fibrous Glass	

**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188

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		<b>Project No.:</b>	41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b>	5296828	<b>Description / Location:</b>	White/Tan Ceiling Tile; 2x4
<b>Client No.:</b>	CT-2.3		Rear Area
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	35	Cellulose
		35	Fibrous Glass

<b>Lab No.:</b>	5296829	<b>Description / Location:</b>	Grey Window Glazing
<b>Client No.:</b>	WG-1.1		South Side
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296829	<b>Description / Location:</b>	Grey Cementitious
<b>Client No.:</b>	WG-1.1		South Side
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296830	<b>Description / Location:</b>	Grey Window Glazing
<b>Client No.:</b>	WG-1.2		South Side
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

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		<b>Project No.:</b>	41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b>	5296831	<b>Description / Location:</b>	Grey Window Glazing
<b>Client No.:</b>	WG-1.3		South Side
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296832	<b>Description / Location:</b>	Off-White Window Caulk
<b>Client No.:</b>	WG-2.1		Front Windows
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296832	<b>Description / Location:</b>	Off-White Glazing	<b>Layer No.:</b>	2
<b>Client No.:</b>	WG-2.1		Front Windows		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	None Detected	None Detected	100	

**Accreditations:** **NIST-NVLAP No. 101165-0** **NY-DOH No. 11021** **AIHA-LAP, LLC No. 100188**  
*This confidential report relates only to those item(s) tested and does not represent an endorsement by NIST-NVLAP, AIHA or any agency of the U.S. government  
This report shall not be reproduced except in full, without written approval of the laboratory.*

**Analytical Method:** US EPA 600/R-93/116 by Polarized Light Microscopy, (ELAP 198.1 where applicable)

**Comments:** Quantification at <0.25% by volume is possible with this method. (PC) Indicates Stratified Point Count Method performed. (PC-Trace) means that asbestos was detected but is not quantifiable under the Point Counting regimen. Analysis includes all distinct separable layers in accordance with EPA 600 Method. If not reported or otherwise noted, layer is either not present or the client has specifically requested that it not be analyzed (ex. analyze until positive instructions). Small asbestos fibers may be missed by PLM due to resolution limitations of the optical microscope. Therefore, PLM is not consistently reliable in detecting asbestos in non-friable organically bound (NOB) materials. Quantitative transmission electron microscopy (TEM) is currently the only method that can pronounce materials as non-asbestos containing.

**Analysis Performed By:** L. Solebello

**Date:** 4/30/2014

## CERTIFICATE OF ANALYSIS

<b>Client:</b>	Sagasser & Assoc, Inc.	<b>Report Date:</b>	4/30/2014
	699 South Wisconsin Ave	<b>Report No.:</b>	332197
	Gaylord MI 49735	<b>Project:</b>	West Branch Cleaners
		<b>Project No.:</b>	41404

### BULK SAMPLE ANALYSIS SUMMARY

<b>Lab No.:</b>	5296833	<b>Description / Location:</b>	Off-White Window Caulk
<b>Client No.:</b>	WG-2.2		Front Windows
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296833	<b>Description / Location:</b>	Off-White Glazing	<b>Layer No.:</b>	2
<b>Client No.:</b>	WG-2.2		Front Windows		
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>	
None Detected	None Detected	None Detected	None Detected	100	

<b>Lab No.:</b>	5296834	<b>Description / Location:</b>	Off-White Window Glazing
<b>Client No.:</b>	WG-2.3		Front Windows
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	None Detected	None Detected
			100

<b>Lab No.:</b>	5296835	<b>Description / Location:</b>	White/Tan Sheetrock
<b>Client No.:</b>	DW-I.1		Rear Area
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>
None Detected	None Detected	12	Cellulose
			88

**Accreditations:** **NIST-NVLAP No. 101165-0** **NY-DOH No. 11021** **AIHA-LAP, LLC No. 100188**  
*This confidential report relates only to those item(s) tested and does not represent an endorsement by NIST-NVLAP, AIHA or any agency of the U.S. government  
This report shall not be reproduced except in full, without written approval of the laboratory.*

**Analytical Method:** US EPA 600/R-93/116 by Polarized Light Microscopy, (ELAP 198.1 where applicable)

**Comments:** Quantification at <0.25% by volume is possible with this method. (PC) Indicates Stratified Point Count Method performed. (PC-Trace) means that asbestos was detected but is not quantifiable under the Point Counting regimen. Analysis includes all distinct separable layers in accordance with EPA 600 Method. If not reported or otherwise noted, layer is either not present or the client has specifically requested that it not be analyzed (ex. analyze until positive instructions). Small asbestos fibers may be missed by PLM due to resolution limitations of the optical microscope. Therefore, PLM is not consistently reliable in detecting asbestos in non-friable organically bound (NOB) materials. Quantitative transmission electron microscopy (TEM) is currently the only method that can pronounce materials as non-asbestos containing.

**Analysis Performed By:** L. Solebello

**Date:** 4/30/2014

---

**CERTIFICATE OF ANALYSIS**

---

**Client:** Sagasser & Assoc, Inc.  
699 South Wisconsin Ave  
Gaylord MI 49735

**Report Date:** 4/30/2014  
**Report No.:** 332197  
**Project:** West Branch Cleaners  
**Project No.:** 41404

---

**BULK SAMPLE ANALYSIS SUMMARY**

---

<b>Lab No.:</b> 5296836	<b>Description / Location:</b> White/Tan Sheetrock			
<b>Client No.:</b> DW-1.2	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	12	Cellulose	88

---

<b>Lab No.:</b> 5296837	<b>Description / Location:</b> White/Tan Sheetrock			
<b>Client No.:</b> DW-1.3	Rear Area			
<u>% Asbestos</u>	<u>Type</u>	<u>% Non-Asbestos Fibrous Material</u>	<u>Type</u>	<u>% Non-Fibrous Material</u>
None Detected	None Detected	15	Cellulose	85

---

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**Accreditations:** NIST-NVLAP No. 101165-0 NY-DOH No. 11021 AIHA-LAP, LLC No. 100188

*This confidential report relates only to those item(s) tested and does not represent an endorsement by NIST-NVLAP, AIHA or any agency of the U.S. government  
This report shall not be reproduced except in full, without written approval of the laboratory.*

---

**Analytical Method:** US EPA 600/R-93/116 by Polarized Light Microscopy, (ELAP 198.1 where applicable)

---

**Comments:** Quantification at <0.25% by volume is possible with this method. (PC) Indicates Stratified Point Count Method performed. (PC-Trace) means that asbestos was detected but is not quantifiable under the Point Counting regimen. Analysis includes all distinct separable layers in accordance with EPA 600 Method. If not reported or otherwise noted, layer is either not present or the client has specifically requested that it not be analyzed (ex. analyze until positive instructions). Small asbestos fibers may be missed by PLM due to resolution limitations of the optical microscope. Therefore, PLM is not consistently reliable in detecting asbestos in non-friable organically bound (NOB) materials. Quantitative transmission electron microscopy (TEM) is currently the only method that can pronounce materials as non-asbestos containing.

---

**Analysis Performed By:** L. Solebello

**Date:** 4/30/2014

## Chain of Custody

– Bulk Asbestos –

### Contact Information

**Client Company:** Sagasser & Associates, Inc.  
**Office Address:** 699 South Wisconsin Avenue  
**City, State, Zip:** Gaylord, MI 49735  
**Fax Number:** 989-732-5825  
**Email Address:**

**Project Number:** 41404  
**Project Name:** West Branch Cleaners  
**Primary Contact:** Scot Egleston  
**Office Phone:** 989-732-5800  
**Cell Phone:**

### PLM Instructions:

- ☒ PLM: Bulk Asbestos Building Materials EPA 600 R-93/116, 1993
- ☐ PLM: Bulk Asbestos Building Materials EPA 600 M-4/82-020, 1982
- ☐ PLM: Bulk Asbestos Building Materials NIOSH 9002, 1985
- ☐ PLM: Bulk Asbestos Building Materials NYSDOH-ELAP 198.1, 2002
- ☐ PLM: Bulk Asbestos Building Materials NYSDOH-ELAP 198.6, 2010
- ☐ TEM: Bulk Asbestos Building Materials NYSDOH-ELAP 198.4, 2009

- ☐ PLM: Point Counting
  - ☐ PC: via ELAP 198.1
  - ☐ PC: 400 Points
  - ☐ PC: 800 Points \*
  - ☐ PC: 1600 Points \*

- ☒ PLM: Instructions for Multi-Layered Samples
  - ☐ Analyze and Report All Separable Layers per EPA 600
  - ☒ Report Composite for Drywall Systems per NESHAP
  - ☐ Report All Layers and Composite Where Applicable
  - ☐ Only Analyze and Report Specifically Noted Layer

- ☒ PLM: Analyze Until Positive (Positive Stop)
  - ☒ AUP: by Homogenous Area as Noted
  - ☐ AUP: by Material Type as Noted
- ☐ PLM: NOB via 198.6
  - ☐ PLM: Friable via EPA 600 2.3
  - ☐ If <1% by PLM, to TEM via 198.4 \*
  - ☐ If <1% by PLM, Hold for Instructions

- ☐ PLM: Non-Building Material \*\*\* (Dust, Wipe, Tape)
  - ☐ Soil or Vermiculite Analysis \*
  - ☐ CARB 435

### Special Instructions:

\* Additional charge and turnaround may be required

\*\* Alternative Method (ex: EPA 600/R-04/004) may be recommended by Laboratory

### Turnaround Time

Preliminary Results Requested Date: \_\_\_\_\_

☐ Verbal ☒ Email ☐ Fax

Specific date / time

☐ 10 Day ☒ 5 Day ☐ 3 Day ☐ 2 Day ☐ 1 Day\* ☐ 12 Hour\*\* ☐ 6 Hour\*\* ☐ RUSH\*\*

\* End of next business day unless otherwise specified. \*\* Matrix Dependent. \*\*\*Please notify the lab before shipping\*\*\*

### Chain of Custody

Relinquished (Name/Organization): Scot Egleston S&A, Inc. Date: 22 APR 14 Time: 1645  
Received (Name / iATL): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Sample Login (Name / iATL): \_\_\_\_\_ Date: 4/25/14 Time: \_\_\_\_\_  
Analysis (Name(s) / iATL): LS Date: 4/30/14 Time: \_\_\_\_\_  
QA/QC Review (Name / iATL): dlc Date: 4-30-14 Time: \_\_\_\_\_  
Archived / Released: \_\_\_\_\_ QA/QC InterLAB Use: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**RECEIVED**

APR 24 2014

iATL - By



# Sample Log

—Bulk Asbestos—

Client: Sagasser & Associates, Inc. Project: 41404-West Branch Cleaners

Sampling Date/Time: 21 APR 14

①

18 4/30/14

Bulk Asbestos Sample Log			
Client Sample #	iATL #	Location/Description	Notes
GA-1.1	5296802	REAR ROOM / GASKET	
GA-1.2	5296803	↓	
GA-1.3	5296804	↓	
FT-1.1	5296805	REAR AREA / 9x9 RED FLOOR MASTIC tile	
FT-1.2	5296806	↓	
FT-1.3	5296807	↓	
FT-2.1	5296808	REAR AREA / 12x12 Floor tile / Mastic	
FT-2.2	5296809	↓	
FT-2.3	5296810	↓	
FT-3.1	5296811	REAR AREA / 9x9 Green Floor tile Mastic	
FT-3.2	5296812	↓	
FT-3.3	5296813	↓	
FT-4.1	5296814	REAR area / 9x9 lt. green Floor tile / Mastic	
FT-4.2	5296815	↓	
FT-4.3	5296816	↓	



# Sample Log

2

## -Bulk Asbestos -

Client: Sagasser & Associates, Inc. Project: 41404-West Branch Cleaners

Sampling Date/Time: 21 APR 14

LS 4/30/14

Bulk Asbestos Sample Log			
Client Sample #	iATL #	Location/Description	Notes
FBP-1.1	5296817	REAR Area / Thick Fiberglass panels	
FBP-1.2	5296818		
FBP-1.3	5296819		
FBP-2.1	5296820	REAR Area / Thin Fiberglass panels	
FBP-2.2	5296821		
FBP-2.3	5296822		
CT-1.1	5296823	Front Area / 2x4 ceiling tiles	
CT-1.2	5296824		
CT-1.3	5296825		
CT-2.1	5296826	REAR area / 2x4 ceiling tiles	
CT-2.2	5296827		
CT-2.3	5296828		
WG-1.1	5296829	WINDOWS Southside / WINDOW GLAZING	
WG-1.2	5296830		
WG-1.3	5296831		



ATTACHMENT D

**SUPPLEMENTAL PRE-DEMOLITION ASBESTOS AND  
HAZARDOUS MATERIALS SURVEY**

Conducted by TriTerra LLC

Date: 5/1/19



1375 S. Washington Avenue, Suite 300  
Lansing, Michigan 48910  
517-702-0470  
Fax 517-702-0477  
www.triterra.us

May 1, 2019  
(19-2122)

City of West Branch  
Attn: Ms. Kelli Collins  
121 N. 4<sup>th</sup> Street  
West Branch, Michigan 48661

**SUBJECT:      *Supplemental Asbestos-Containing Materials Inspection and Hazardous Materials Survey  
404 W. Houghton Avenue, West Branch, Michigan 48661***

Dear Ms. Collins,

Triterra completed a supplemental asbestos-containing materials (ACM) inspection and hazardous materials survey for the building located at 404 West Houghton Avenue in West Branch, Michigan (the Property). This inspection was conducted to verify quantities of ACM identified in a report previously completed for the Property, as well as to sample the roof for ACM and identify hazardous non-ACM therein. Greg Ross of Triterra completed the supplemental ACM inspection and hazardous materials survey of the structure on April 19, 2019. Mr. Ross is an accredited State of Michigan/EPA Asbestos Building Inspector, certificate number A52547.

#### **Hazardous Materials Survey**

Triterra conducted a hazardous materials survey of the Property to identify potential polychlorinated biphenyl (PCB) and mercury containing equipment as well as containers that may contain hazardous or regulated wastes. Any identified material was documented along with its approximate location within or around the structure. A summary of the hazardous materials identified at the Property is presented in Table 1 (attached).

#### **Supplemental ACM Inspection & Results**

The supplemental asbestos inspection was conducted in accordance with the requirements of the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) regulations. Suspect ACM were classified into two homogeneous areas (roofing materials and fire doors) for inspection purposes. A representative sample was collected from the roof for laboratory analysis, whereas the metal fire door was presumed to contain asbestos.

Details regarding the roofing sample are included in Table 2 (attached), and analytical results are presented therein. According to the laboratory analysis, the roofing materials did not test positive for asbestos. However, according to the previous asbestos survey completed for the Property by Sagasser & Associates, Inc. (Sagasser), flooring materials within the building do contain asbestos. Details regarding the asbestos-containing flooring materials are also included in Table 2. For the original asbestos survey completed for the Property, please refer to the report completed by Sagasser on May 7, 2014.



### **Conclusions**

Based on Triterra's understanding of the demolition activities planned at the Property, proper abatement of the metal fire door is required prior to demolition. Additionally, the removal of the asbestos-containing flooring materials (and hazardous non-ACM) is strongly recommended prior to demolition, as these materials may become friable (turned to powder) during these activities.

### **Disclaimer**

Due to the poor condition of the roof, only one roof sample was able to be collected on April 19, 2019. If additional roofing layers and/or suspect ACM are encountered during demolition activities for which no analytical data exists, Triterra recommends the materials remain undisturbed until the asbestos content of the materials is determined in accordance with USEPA and OSHA regulations. Quantities presented are meant as a guide and should not be used for bidding purposes without verification.

This supplemental report was prepared exclusively for the City of West Branch (the User) for the purposes stated. This report may be unsuitable for other uses, and reliance on its contents by anyone other than the User is done at the sole risk of the party. This report may not be reproduced, sold, or otherwise conveyed to another entity without prior written permission from Triterra.

Should you have any questions or comments regarding this report, please feel free to contact the undersigned at (517) 702-0470.

Sincerely,

The logo for Triterra, featuring the word "TRI" in a large, bold, brown font, followed by a stylized green and yellow square icon, and then the word "TERRA" in a smaller, bold, brown font.A handwritten signature in black ink, appearing to read "Greg Ross".


Greg Ross  
Environmental Technician  
Michigan/EPA Certified Asbestos Inspector #A52547

A handwritten signature in blue ink, appearing to read "Alan Snell".


Alan Snell  
Project Geologist  
Manager | Hazardous Materials  
Michigan/EPA Certified Asbestos Inspector #A47249

Attachments

***TABLES***

		<b>TABLE 1</b>  REGULATED HAZARDOUS MATERIALS		Project: 404 W. Houghton Avenue
				Location: West Branch, Michigan 48661
				Project Number: 19-2122
				Personnel: Greg Ross
Description of Material (hazardous component)	Container Size	Quantity	Location	
Detergent "Nu touch"	20 Gal	1	South end of building, next to the dry cleaner	
Detergent "Custom care finish"	5 Gal	1	South end of building near sump well	
Various chemical containers	-	15	Throughout building	
Fluorescent light ballast (PCBs, batteries, e-waste)	-	20	Throughout building	
Fluorescent light bulb (mercury)	-	40	Throughout building	
Fire extinguisher	-	1	Closet near west entrance	
Thermostat (mercury)	-	1	East rear area wall	
Paint Can (heavy metals)	1 Gal	3	Closet near west entrance	

Notes:  
e-waste = circuit boards

				<b>TABLE 2</b>  <b>ASBESTOS CONTAINING MATERIAL</b> <b>ANALYTICAL RESULTS</b>		<b>Project: 404 W. Houghton Avenue</b> <b>Location: West Branch, Michigan 48661</b> <b>Project Number: 19-2122</b> <b>Personnel: Greg Ross</b>	
Homogeneous Area (HA)	Sample/Material Description	Sample Identification		Location	% Asbestos Laboratory Result	ACM Classification	Approximate Quantity
1	Roofing Tar Membrane A Adhesive Membrane B	HA-1	M	Roof of building	ND	Non-ACM	NA
2	Metal Fire Door	HA-2	M	West Entrance	PACM	Category II	21 Sq. Ft
Asbestos-Containing Materials identified by Sagasser & Associates, Inc. - May 7, 2014							
NA	9x9" Red Floor Tile	FT-1.1	M	Rear area of building - east side	5.1	Category I	74 Sq. Ft
	Mastic				ND	Non-ACM	NA
NA	12x12" Light tan floor tile	FT-2.1	M	Rear area of building	1.5	Category I	139 Sq. Ft
	Mastic				ND	Non-ACM	NA
NA	9x9" Green floor tile	FT-3.1	M	Rear area of building - beneath 12x12" light tan floor tile	4.5	Category I	2,196 Sq. Ft
	Mastic				ND	Non-ACM	NA
NA	Black mastic A/W 9x9" floor tile	FT-3.2	M	Rear area of building	3.5	Category I	139 Sq. Ft
NA	9x9" Light green floor tile Mastic	FT-4.1	M	Rear area of building	3.3	Category I	139 Sq. Ft
					3.4	Category I	

Notes:

M = Miscellaneous building material
S = Surfacing material
TSI = Thermal system insulation

ND = None Detected
NA = Not Applicable
HA = Homogeneous Area

Asbestos Containing Material

PACM = Presumed ACM

An asbestos-containing material (ACM) is defined as a material containing greater than 1% asbestos. Laboratory results reported as 1% or greater indicate an ACM. ACM identified as friable are friable by definition. ACM identified as Category I and II non-friable ACM that have a high probability of becoming crumbled, pulverized, or reduced to a powder by the forces expected to act on the materials during the course of demolition or renovation, should be removed before demolition.



***ATTACHMENT 1***

***EMSL ANALYTICAL RESULTS AND  
CHAIN OF CUSTODY DOCUMENTATION***



# EMSL Analytical, Inc.

15111 Northville Rd Plymouth, MI 48170

Tel/Fax: (734) 668-6810 / (734) 668-8532

<http://www.EMSL.com> / [annarborlab@emsl.com](mailto:annarborlab@emsl.com)

EMSL Order: 081901089

Customer ID: TRIA25

Customer PO:

Project ID:

Attention: Greg Ross

Triterra

1375 S. Washington Avenue

Suite 300

Lansing, MI 48910

Project: 19-2122

Phone: (517) 702-0470

Fax:

Received Date: 04/26/2019 9:20 AM

Analysis Date: 04/30/2019

Collected Date:

## Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
HA-1 081901089-0001	Tar	Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
HA-1 081901089-0001A	Membrane A	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
HA-1 081901089-0001B	Adhesive	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
HA-1 081901089-0001C	Membrane B	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Analyst(s)

Waverly Ferguson (4)

Ryan Shannon, Laboratory Manager  
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method"), but augmented with procedures outlined in the 1993 ("final") version of the method. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. All samples received in acceptable condition unless otherwise noted. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. EMSL recommends gravimetric reduction for all non-friable organically bound materials prior to analysis. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Plymouth, MI NVLAP Lab Code 101048-4

Initial report from: 05/01/2019 13:46:25



EMSL ANALYTICAL, INC.  
LABORATORY PRODUCTS DIVISION

## Asbestos Chain of Custody

EMSL Order Number (Lab Use Only):

081901089

PHONE:

FAX:

Company Name: <b>Triterra</b>		EMSL Customer ID:	
Street: <b>1375 S. Washington Ave, Suite 300</b>		City: <b>Lansing</b>	State/Province:
Zip/Postal Code: <b>48910</b>	Country: <b>United States</b>	Telephone #: <b>517-702-0470</b>	Fax #: <b>517-702-0477</b>
Report To (Name): <b>Greg Ross</b>		Please Provide Results: <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email	
Email Address: <b>Greg.Ross@Triterra.US</b>		Purchase Order:	
Project Name/Number: <b>19-2122</b>		EMSL Project ID (Internal Use Only):	
U.S. State Samples Taken: <b>1</b>		CT Samples: <input type="checkbox"/> Commercial/Taxable <input type="checkbox"/> Residential/Tax Exempt	
EMSL-Bill to: <input type="checkbox"/> Same <input checked="" type="checkbox"/> Different - If Bill to is Different note Instructions in Comments**			
Third Party Billing requires written authorization from third party			
Turnaround Time (TAT) Options* -- Please Check			
<input type="checkbox"/> 3 Hour <input type="checkbox"/> 6 Hour <input type="checkbox"/> 24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/> 72 Hour <input checked="" type="checkbox"/> 96 Hour <input type="checkbox"/> 1 Week <input type="checkbox"/> 2 Week			
*For TEM Air 3 hr through 6 hr, please call ahead to schedule. There is a premium charge for 3 Hour TEM AHERA or EPA Level II TAT. You will be asked to sign an authorization form for this service. Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide.			
<b>PCM - Air</b> <input type="checkbox"/> Check if samples are from NY <input type="checkbox"/> NIOSH 7400 <input type="checkbox"/> w/ OSHA 8hr. TWA <b>PLM - Bulk (reporting limit)</b> <input checked="" type="checkbox"/> PLM EPA 600/R-93/116 (<1%) <input type="checkbox"/> PLM EPA NOB (<1%) Point Count <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1000 (<0.1%) Point Count w/Gravimetric <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1000 (<0.1%) <input type="checkbox"/> NYS 198.1 (friable in NY) <input type="checkbox"/> NYS 198.6 NOB (non-friable-NY) <input type="checkbox"/> NYS 198.8 SOF-V <input type="checkbox"/> NIOSH 9002 (<1%)		<b>TEM - Air</b> <input type="checkbox"/> 4-4.5hr TAT (AHERA only) <input type="checkbox"/> AHERA 40 CFR, Part 763 <input type="checkbox"/> NIOSH 7402 <input type="checkbox"/> EPA Level II <input type="checkbox"/> ISO 10312 <b>TEM - Bulk</b> <input type="checkbox"/> TEM EPA NOB <input type="checkbox"/> NYS NOB 198.4 (non-friable-NY) <input type="checkbox"/> Chatfield SOP <input type="checkbox"/> TEM Mass Analysis-EPA 600 sec. 2.5 <b>TEM - Water: EPA 100.2</b> Fibers >10µm <input type="checkbox"/> Waste <input type="checkbox"/> Drinking All Fiber Sizes <input type="checkbox"/> Waste <input type="checkbox"/> Drinking	
<b>TEM - Dust</b> <input type="checkbox"/> Microvac - ASTM D 5755 <input type="checkbox"/> Wipe - ASTM D6480 <input type="checkbox"/> Carpet Sonication (EPA 600/J-93/167)		<b>Soil/Rock/Vermiculite</b> <input type="checkbox"/> PLM EPA 600/R-93/116 with milling prep (<1%) <input type="checkbox"/> PLM EPA 600/R-93/116 with milling prep (<0.25%) <input type="checkbox"/> TEM EPA 600/R-93/116 with milling prep (<0.1%) <input type="checkbox"/> TEM Qualitative via Filtration Prep <input type="checkbox"/> TEM Qualitative via Drop Mount Prep <input type="checkbox"/> Cincinnati Method EPA 600/R-04/004 - PLM/TEM (BC only) Other: <input type="checkbox"/>	
<input type="checkbox"/> Check For Positive Stop - Clearly Identify Homogenous Group		Filter Pore Size (Air Samples): <input type="checkbox"/> 0.8µm <input type="checkbox"/> 0.45µm	
Samplers Name: <b>Greg Ross</b>		Samplers Signature:	
Sample #	Sample Description	Volume/Area (Air) HA # (Bulk)	Date/Time Sampled
HA-1	Roof	1	4/19/19
Client Sample # (s):		Total # of Samples: <b>1</b>	
Relinquished (Client):		Date: <b>4/19/19</b>	Time: <b>4:30 pm</b>
Received (Lab):		Date: <b>4/26/19</b>	Time: <b>9:20</b>
Comments/Special Instructions:			

**ATTACHMENT E**

**BASELINE ENVIRONMENTAL ASSESSMENT (BEA)**

Conducted by TriTerra LLC

Date: 5/3/19

# BASELINE ENVIRONMENTAL ASSESSMENT

404 W. Houghton Avenue  
West Branch, Michigan 48661

May 3, 2019



**PREPARED FOR:**

City of West Branch  
Attn: Ms. Kelli Collins  
121 N. 4<sup>th</sup> Street  
West Branch, Michigan 48661

**PREPARED BY:**

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Project No. 19-2122

# **Baseline Environmental Assessment**

404 W. Houghton Avenue, West Branch, Michigan 48661

May 3, 2019



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### **1.0 INTRODUCTION**

This Baseline Environmental Assessment (BEA) describes the known environmental conditions and concerns associated with the parcel of land located at 404 W. Houghton Avenue in the City of West Branch, Ogemaw County, Michigan (hereinafter referred to as the Property). Furthermore, this BEA, as defined by the Environmental Remediation, Part 201 of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended, and the Part 201 Rules promulgated thereunder, has been prepared for the purpose of establishing an exemption to liability pursuant to Section 20126(1)(c) for a new owner or operator of property that is a facility as defined by Section 20101(1)(r). Additionally, this BEA has been conducted within 45 days of the City of West Branch (the Submitter) purchasing the Property.

In order to maintain the exemption to liability, the owner/operator will also disclose this BEA to any subsequent purchaser or transferee before conveying interest in the property pursuant to Section 20126(1)(c). The owner/operator of the Property also understands and will comply with their due care obligations under Section 20107a with respect to any existing contamination to prevent unacceptable exposure; prevent exacerbation; take reasonable precautions; provide reasonable cooperation, assistance, and access to authorized persons taking response activities at the Property; comply with land use restrictions associated with response activities; and not impede the effectiveness of response activities implemented at the Property.

Triterra prepared this BEA on behalf of the Submitter and in general accordance with the Michigan Department of Environmental Quality (MDEQ) "Baseline Environmental Assessment Submittal Form" [Form EQP 4025 (July 2017)], and the MDEQ guidance document titled "Contents of a BEA Report." Triterra is providing this BEA to the MDEQ in accordance with Section 20126(1)(c)(ii) of Part 201. As of April 22, 2019, the MDEQ is known as the Michigan Department of Environment, Great Lakes, Energy (EGLE).

The Property Location and Property Orientation Diagrams are presented as Figure 1 and 2, respectively.

The Submitter acquired the Property on March 21, 2019 and plans to demolish the existing building.

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### **2.0 PROPERTY INFORMATION**

The Property is located at 404 W. Houghton Avenue in the City of West Branch, Ogemaw County, Michigan. The legal description of the Property, tax identification number 65-052-105-010-00, is included in Attachment 1.

The Property consists of approximately 0.073 acres developed with an approximately 4,000-square foot, vacant single-story commercial building.

Electrical services and natural gas services to the Property have been suspended. The City of West Branch provides potable water and sewer services to the Property.



### **3.0 SUMMARY OF PHASE I ESA**

Triterra completed a Phase I Environmental Site Assessment (ESA) of the Property in April and May 2019. The Phase I ESA was conducted according to the ASTM International (ASTM) Practice E 1527-13, which is accepted in the U.S. Environmental Protection Agency regulations as satisfying one component of the requirements of All Appropriate Inquiries (AAI) under the Comprehensive Environmental Response, Compensation and Liability Act, as amended (CERCLA). The historical and current uses of the Property were evaluated as part of Triterra's May 3, 2019 Phase I ESA, which is included as Attachment 2.

Based on Triterra's review of historical information, a two-story commercial building existed on the Property from at least 1893 until 1909. Occupants included a carpenter, restaurant, candy store, and diner. The commercial building was razed sometime prior to 1926. The current building was constructed in 1944. The Property has been utilized as a laundromat and dry cleaner since at least approximately 1960. The north half of the Property building was remodeled in 2011 to serve as a rental hall. The Property building is currently vacant.

The Phase I ESA revealed the following recognized environmental conditions (RECs) in connection with the Property:

- **The documented presence of contamination on the Property.** On April 19 2019, Triterra conducted a limited Phase II ESA subsurface investigation on the Property in order to assess potential for contamination from historical onsite dry-cleaning operations. Soil and soil gas were collected for laboratory analysis of one or more of the following chemical constituents: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), and Michigan 10 Metals (arsenic, barium, chromium, cadmium, copper, lead, mercury, selenium, silver, zinc). Concentrations of tetrachloroethene and selenium were detected in soil above the MDEQ Part 201 Generic Residential Cleanup Criteria (GRCC). Chemical constituents reported in soil gas were below screening levels.
- **The potential for contamination on the Property from a leaking underground storage tank.** On April 29, 2019, Mr. Jack Bulhman, under the direction of Triterra, removed an approximately 550-gallon heating oil underground storage tank (UST) from the Property. A tank bottom verification sample was collected and submitted for full list VOCs, PAHs, and Michigan 10 Metals. Concentrations of tetrachloroethene and phenanthrene were detected above the MDEQ Part 201 GRCC. Remaining chemical constituents were reported as non-detect or below the MDEQ Part 201 GRCC.
- **The documented migration of contamination on the Property from the north-adjointing site.** The Mobil gasoline station located approximately 100 feet north from the Property across W. Houghton Avenue is a leaking underground storage tank (LUST) site due to releases that were confirmed in 1994 and remains open. Groundwater analytical results from a 2012 sampling event identified concentrations of benzene, toluene, ethylbenzene, xylenes (BTEX) and trimethylbenzene in exceedance of the MDEQ Part 213 Non-Residential Risk-Based Screening Levels (RSBLs) and vapor intrusion screening levels. The groundwater contamination plume extends south beyond W. Houghton Avenue and into the parking lot adjoining the Property to the northwest.

Triterra identified no data gaps associated with the historical use of the Property and encountered no limitations that would impair the ability to identify RECs in connection with the Property.

#### **4.0 KNOWN CONTAMINATION**

Known Property contamination has been identified during the subsurface investigation completed by Triterra. No other subsurface investigations are known to have been conducted on the Property. The following subsections summarize the assessment.

##### **4.1 Subsurface Evaluation**

On April 19, 2019, Mr. Greg Ross on behalf of Triterra completed a subsurface investigation on the Property. Triterra advanced a total of six soil borings (B-1 through B-6) utilizing a hand auger to maximum boring depths of two to six feet below grade. Triterra collected soil samples for visual classification, field screening and for evidence of contamination. The soil boring locations were placed on areas of suspected impact from historical Property operations.

Triterra collected and submitted four soil samples to Merit Laboratories, Inc. (Merit) for chemical analysis of one or more of the following constituents: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), and Michigan 10 Metals (Arsenic, Barium, Cadmium, Chromium, Copper, Lead, Selenium, Silver, Zinc, and Mercury). The target parameters were selected to evaluate for petroleum and hazardous constituents reasonably expected to be present based on suspected historical Property operations and former operations on nearby sites of concern.

Triterra also installed two sub-slab vapor points (Vapor Pins®) (SG-1 and SG-2) within the Property building to evaluate VOC concentrations in the soil-gas below the building foundation. The soil-gas samples were obtained from sampling points using a laboratory prepared BottleVac. The soil gas samples were collected and submitted to Merit for laboratory analysis of VOCs using EPA Method TO-15.

On April 29, 2019, Mr. Jack Bulhman, under the direction of Triterra, removed an approximately 550-gallon heating oil underground storage tank (UST) from the Property. A tank bottom verification sample was collected and submitted for full list VOCs, PAHs, and Michigan 10 Metals.

##### **4.2 Subsurface Conditions**

The soil conditions generally consist of sandy fill material extending to approximately two to three feet below grade followed by sandy clay. No odors were noted nor staining observed. The PID screening results of soil samples were below the detection limit of the instrument (one part per million) except for B-1 and B-5. No groundwater was encountered during the subsurface investigations.

Soil Boring Logs are included in Attachment 3. Stratification lines on the logs indicate a general transition between soil types and are not intended to show an area of exact geological change.

##### **4.3 Summary of Contamination**

The environmental conditions at the Property have been evaluated during the course of environmental due diligence activities by Triterra. Soil at the Property contains constituents at concentrations above the MDEQ Part 201 GRCC.

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Triterra's soil and soil gas sample results are summarized in Table 1 and Table 2, respectively. The analytical laboratory reports prepared by Merit are included in Attachment 4. Soil Boring locations and analytical result exceedances are depicted in Figure 3.

The following table summarizes constituents in soil that exceeded the MDEQ Part 201 GRCC.

Soil Analytical Results Exceeding MDEQ Part 201 GRCC & Screening Levels			
CONSTITUENT/ CAS NUMBER	TRITERRA 2019 SAMPLE LOCATION	MAXIMUM CONCENTRATION	EXCEEDANCE
Tetrachloroethene 127184	B-3 3.5-4' B-4 4-6' B-6 2-4' TB-1 6'	31,800	DWP, GSIP, SVIIC
Phenanthrene 85018	TB-1 6'	2,700	GSIP
Selenium 7782492	B-3 3.5-4' B-6 2-4'	530	GSIP

Note: DWP = Drinking Water Protection Criteria, GSIP = Groundwater Surface Water Interface Protection Criteria, SVIIC = Soil Volatilization to Indoor Air Inhalation Criteria. Concentrations reported in ppb (parts per billion or µg/kg).

Various VOCs were detected in the soil gas samples collected from within the Property building. Laboratory analytical results were compared to the MDEQ Media-Specific Volatilization to Indoor Air Non-Residential Recommended Interim Action Screening Levels (RIASLs). Concentrations reported for each sample were below screening levels for each respective target parameter.

### 4.4 Abandoned Containers

Triterra encountered the following abandoned containers in the building at the time of the Property walkover:

- An approximately 20-gallon drum located next to the dry cleaning machine. Liquid was observed inside the drum. The label on the drum indicated it was a detergent.
- An approximately 10-gallon container also located near the dry cleaning machine. The label on the container indicated it was a multi-fabric supplement used for perchloroethylene.

An abandoned container form is included in Attachment 5. It should be noted the form was signed and dated after the BEA was prepared.

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### **5.0 LIKELIHOOD OF OTHER CONTAMINATION**

Based on the results of the subsurface investigation, some target parameters were detected at concentrations above respective laboratory method reporting limits but below the MDEQ Part 201 GRCC. Therefore, a potential exists that these constituents may be present at levels above the MDEQ Part 201 GRCC elsewhere on the Property.

Triterra cannot guarantee all potential contaminants or the extent of contamination has been identified or fully defined. Unknown and/or undetected contamination resulting from historical activities or off-site sources may be present on the Property.

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### **6.0 CONCLUSIONS**

The Property meets the definition of a “facility”, as defined by Section 20101 of PA 451, Part 201, as amended, due to the presence of tetrachloroethene, phenanthrene, and selenium in soil on the Property at concentrations greater than the MDEQ Part 201 GRCC.

Triterra performed the BEA based upon subsurface conditions identified on the Property during the April 2019 limited subsurface investigation completed by Triterra. In the process of obtaining information in preparation of this BEA report, procedures were followed that represent current reasonable and accepted practices and principles, in a manner consistent with the level of care and skill ordinarily exercised by members of these professions.

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### **7.0 IDENTIFICATION OF THE AUTHORS OF THE BEA**

This BEA was authored by Ruthie Doering (Project Geologist) and reviewed by JP Buckingham (COO | Principal Geologist). Professional qualifications are presented in Attachment 6.

## ***Baseline Environmental Assessment***

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### **8.0 REFERENCES**

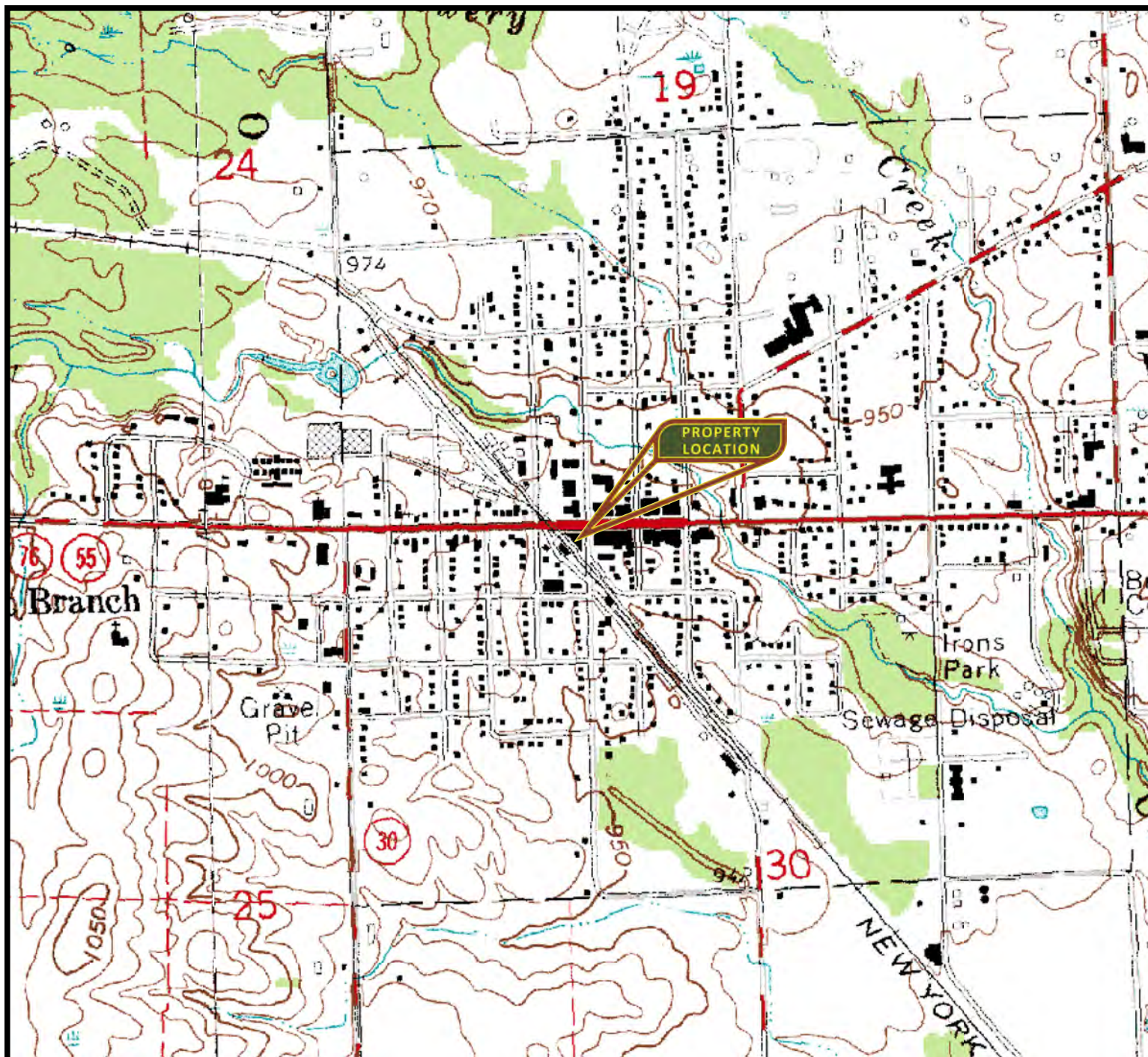
Phase I Environmental Site Assessment, 404 W. Houghton Avenue, West Branch, Michigan, completed by Triterra, dated May 3, 2019.

Michigan Natural Resources and Environmental Protection Act, 1994 PA 451, Part 201, as amended.

Michigan Department of Environmental Quality, Part 201 Generic Cleanup Criteria and Screening Levels, revised December 30, 2013. Michigan Administrative Code (MAC) R 299.44, Generic groundwater criteria, and R 299.46, Generic soil cleanup criteria for residential category.

***FIGURES***





## FIGURE 1 PROPERTY LOCATION

404 W. HOUGHTON AVENUE  
WEST BRANCH, MICHIGAN 48661

OGEMAW COUNTY  
T22N, R2E, SECTION 30

PROJECT NUMBER: 19-2122

ADAPTED FROM MI GEOGRAPHIC DATA LIBRARY DRG

TRI TERRA



500 0 500 1000 1500 ft



1:12000







**TRI TERRA**

**FIGURE 2**

**PROPERTY ORIENTATION DIAGRAM**

PROJECT NUMBER: 19-2122

**404 W. HOUGHTON AVENUE  
WEST BRANCH, MICHIGAN 48661**

DIAGRAM CREATED BY: DM

DATE: 4/18/19

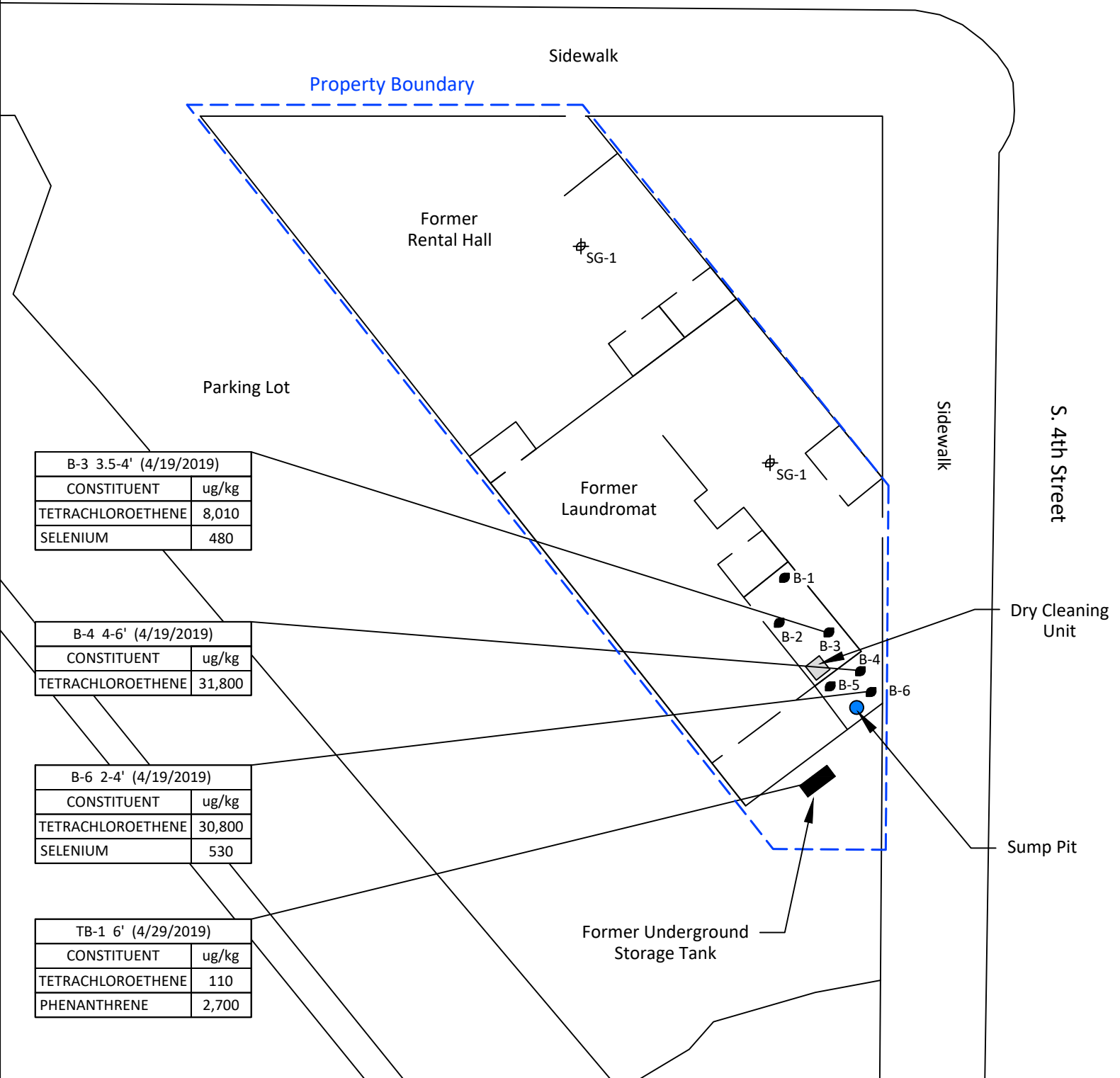
## LEGEND

- Approximate Soil Boring Location
- ⊕ Approximate Soil Gas Sample Location

Analytical results listed exceed one or more  
MDEQ Part 201 GRCC & Screening Levels

Scale: 1" = 20'

W. Houghton Avenue



**TRIOTERRA**

1375 S. Washington Avenue, Suite 300, Lansing, Michigan 48910  
Phone: 517-702-0470 Fax: 517-702-0477  
triterr.us

Drawn By: AMS

Date: 5/3/2019

Revised By: AMS

Date: 5/3/2019

## FIGURE 3

Boring Locations & Analytical  
Exceedances

Project Number: 19-2122

Property:

404 W. Houghton Avenue  
West Branch, Michigan 48661

***TABLES***

**TABLE 1**  
**SUMMARY OF SOIL ANALYTICAL RESULTS**  
**404 W. HOUGHTON AVENUE**  
**WEST BRANCH, MICHIGAN 48661**  
**Triterra Project No. 19-2122**

Analyzed Constituents  <i>(Refer to laboratory report for method reference data)</i>	Chemical Abstract Service Number	Statewide Default Background Levels	MDEQ Part 201 Generic Residential Cleanup Criteria and Screening Levels				Sample ID and Collection Date				
			Drinking Water Protection Criteria	Groundwater Surface Water Interface Protection Criteria	Soil Volatilization to Indoor Air Inhalation Criteria (SVIIC)	Direct Contact Criteria	B-1 1-2' 4/19/2019	B-3 3.5-4' 4/19/2019	B-4 4-6' 4/19/2019	B-6 2-4' 4/19/2019	TB-1 6' 4/29/2019
<b>Volatiles, VOCs ug/Kg</b>											
Chloroform	67663	NA	1,600	7,000	7,200	1,200,000	<RL	<RL	<RL	<RL	90
Tetrachloroethene	127184	NA	100	1,200	11,000	200,000	<RL	8,010	31,800	30,800	110
1,2,3-Trimethylbenzene	526738	NA	NA	NA	NA	NA	<RL	<RL	<RL	<RL	300
Various VOCs	Varies	NA	Vw/C	Vw/C	Vw/C	Vw/C	<RL	<RL	<RL	<RL	<RL
<b>Semivolatiles, PAHs ug/Kg</b>											
Acenaphthene	83329	NA	300,000	8,700	190,000,000	41,000,000	-	-	<RL	<RL	2,700
Anthracene	120127	NA	41,000	ID	1,000,000,000	230,000,000	-	-	<RL	<RL	800
Fluorene	86737	NA	390,000	5,300	580,000,000	27,000,000	-	-	<RL	<RL	3,700
Phenanthrene	85018	NA	56,000	2,100	2,800,000	1,600,000	-	-	<RL	<RL	2,700
Various PAHs	varies	NA	Vw/C	Vw/C	Vw/C	Vw/C	-	-	<RL	<RL	<RL
<b>Inorganics, Metals ug/Kg</b>											
Arsenic	7440382	5,800	4,600	4,600	NLV	7,600	-	1,810	-	2,630	1,980
Barium*	7440393	75,000	1,300,000	440,000	NLV	37,000,000	-	31,300	-	26,300	33,100
Cadmium*	7440439	1,200	6,000	3,300	NLV	550,000	-	240	-	<RL	780
Chromium III	16065831	18,000 (total)	1,000,000,000	3,300,000,000	NLV	790,000,000	-	2,860	-	3,210	4,030
Copper (B)	7440508	32,000	5,800,000	73,000	NLV	20,000,000	-	9,320	-	9,280	23,800
Lead, Total*	7439921	21,000	700,000	NA	NLV	400,000	-	12,000	-	6,590	75,400
Mercury, Total (B)	7439976	130	1,700	130	48,000	160,000	-	71	-	<RL	59
Selenium (B)	7782492	410	4,000	410	NLV	2,600,000	-	480	-	530	<RL
Silver	7440224	1,000	4,500	400	NLV	2,500,000	-	<RL	-	<RL	<RL
Zinc	7440666	47,000	2,400,000	170,000	NLV	170,000,000	-	22,600	-	15,400	82,700

**NOTES:**

- Analytical results compared to MDEQ criteria presented in Administrative Rules for Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, effective 12/30/2013.
- Concentrations reported in ppb (parts per billion or ug/kg).
- Detected results shown in **BOLD**. Exceedances are highlighted.
- \* = GSI Protection was calculated for the indicated metals using the MDEQ spreadsheet for calculating GSI. A default water hardness value of 150 mg/kg as CaCO<sub>3</sub> was used to calculate GSI.  
Results are presented for surface water receiving bodies that are protected as a drinking water source.
- <RL = Result was less than the laboratory reporting limits, - = Constituent was not analyzed, NLV = Not likely to volatilize under most conditions, ID = Insufficient data to develop criterion, Vw/C = Varies with constituent.
- B = Background, as defined in R 299.1(b), may be substituted if higher than the calculated cleanup criterion. Background levels may be less than criteria for some inorganic compounds.



TABLE 2  
SUMMARY OF SOIL GAS ANALYTICAL RESULTS  
404 W. HOUGHTON AVENUE  
WEST BRANCH, MICHIGAN 48661  
Triterra Project No. 19-2122

Analyzed Constituents  <i>Refer to detailed laboratory report for method reference data</i>	Chemical Abstract Service Number	Media-Specific Volatilization to Indoor Air Interim Action Screening Levels					Sample ID and Collection Date	
		Residential		Non-Residential			SG-1 sub-slab 4/19/2019	SG-2 sub-slab 4/19/2019
		RIASL	TS RIASL	RIASL	RIASL <sub>12</sub>	TS RIASL <sub>12</sub>		
<b>Volatiles, VOCs <math>\mu\text{g}/\text{m}^3</math></b>								
Acetone	67641	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	<RL	<b>120</b>
Tetrachloroethylene	127184	1,400	1,400	1,400	2,700	2,700	<b>20</b>	<b>41</b>
Various other VOCs	Varies	Vw/C	Vw/C	Vw/C	Vw/C	Vw/C	<RL	<RL

**NOTES:**

1. **RIASL**: Recommended Interim Action Screening Levels. Nonresidential RIASL for soil vapor, soil, shallow groundwater, and groundwater is based on a former residential structure that is now nonresidential use that has an unoccupied basement.
2. **RIASL<sub>12</sub>**: Nonresidential Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours.
3. **TS RIASL**: Time-Sensitive Recommended Interim Action Screening Levels.
4. **TS RIASL<sub>12</sub>**: Time-Sensitive Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours for structures that were not formerly residential houses.  
It may be appropriate to take expedited response actions at former residential structures when concentrations are less than those identified.
5. Results reported in microgram per cubic meter ( $\mu\text{g}/\text{m}^3$ ).
6. Vw/C = Varies with constituent.
7. Detections are bolded. Exceedances are highlighted.



***ATTACHMENT 1***

***PROPERTY DESCRIPTION INFORMATION***




Parcel Number: 65-052-105-010-00

Jurisdiction: CITY OF WEST BRANCH

County: Ogemaw

Printed on

04/18/2019

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.				
TRAVERSE GLOBAL HOLDINGS	CITY OF WEST BRANCH	25,000	03/21/2019	QC	MUNICIPAL	3152663	DEED	100.0				
SCHWEDER MICHALE J & JOHN	TRAVERSE GLOBAL HOLDINGS	12,250	11/05/2014	WD	ARMS LENGTH		MIKE	100.0				
BRINDLEY JEFFREY/LAURIE	SCHWEDER MICHALE J & JOHN	0	09/11/2007	LC	ARMS LENGTH	307/5996	MIKE	100.0				
WILBUR DONALD/EVELYN SMIT	BRINDLEY JEFFREY/LAURIE	74,360	01/13/1999	WD	NOT USED	3037915	MIKE	0.0				
Property Address		Class: COMMERCIAL - IMPR		Zoning:		Building Permit(s)		Date	Number	Status		
404 W HOUGHTON AVE		School: West Branch-Ro		REMODEL		02/16/2011		100119	PERMIT PUL			
Owner's Name/Address		P.R.E. 0%		MAP #:								
CITY OF WEST BRANCH 121 N FOURTH WEST BRANCH MI 48661		2019 Est TCV 83,562 TCV/TFA: 20.89										
		X Improved	Vacant	Land Value Estimates for Land Table 00014.HOUGHTON MAIN								
		Public Improvements		* Factors *								
				Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value	
				'A' FRONTAGE	48.00	66.00	0.9572	0.9203	900 60	TRIANGULAR LOT	22,831	
				48 Actual Front Feet, 0.07 Total Acres							Total Est. Land Value =	22,831
Tax Description												
CWB-A 09A-5 298/449 353-663 3037913-14 ORIGINAL PLAT BEG AT A PT ON S LINE OF HOUGHTON AVE 100 FT NE'LY MEASURED AT RT ANGLES FROM C/L OF R/R ALSO SAID PT BEING 49.35 FT W MEASURED ALONG S LINE OF HOUGHTON AVE FROM ITS INT WITH W LINE OF FOURTH ST TH SE'LY 79.31 FT TO W LINE OF 4TH ST TH S 59.48 FT TO A PT 63 FT NE'LY MEASURED AT RT ANGLES FROM C/L NW'LY PAR WITH SAID C/L 156.78 FT TO S LN OF HOUGHTON AVE TH E 48.21 FT TO POB BEING PT LOT 9 BLK 5.												
Comments/Influences		Topography of Site										
		Level										
		Rolling										
		Low										
		High										
		Landscaped										
		Swamp										
		Wooded										
		Pond										
		Waterfront										
		Ravine										
		Wetland										
		Flood Plain										
		Who	When	What	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value	
		JVW	10/31/2016	INSPECTED	2019	11,400	30,400	41,800			34,388C	
			08/01/1990	INSPECTED	2018	11,100	23,300	34,400			33,583C	
					2017	11,200	23,900	35,100			32,893C	
					2016	8,900	51,000	59,900			59,900S	
The Equalizer. Copyright (c) 1999 - 2009. Licensed To: City of West Branch, County of Ogemaw, Michigan												

The Equalizer. Copyright (c) 1999 - 2009.  
Licensed To: City of West Branch, County  
of Ogemaw, Michigan

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*



Desc. of Bldg/Section: Calculator Occupancy: Warehouses - Storage				<<<<< Calculator Cost Computations >>>>>																																																																																																																				
Class: C Floor Area: 4,000 Gross Bldg Area: 4,000 Stories Above Grd: 1 Average Sty Hght : 10 Bsmnt Wall Hght				Construction Cost				Class: C      Quality: Average Stories: 1      Story Height: 10      Perimeter: 0  Base Rate for Upper Floors = 43.12  (10) Heating system: Space Heaters, Gas with Fan      Cost/SqFt: 3.74      100% Adjusted Square Foot Cost for Upper Floors = 46.86  Total Floor Area: 4,000      Base Cost New of Upper Floors = 187,440  Reproduction/Replacement Cost = 187,440 Eff.Age:58      Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 40 /100/100/100/40.0 Total Depreciated Cost = 74,976  ECF (COMMERCIAL)      0.810 => TCV of Bldg: 1 = 60,731 Replacement Cost/Floor Area= 46.86      Est. TCV/Floor Area= 15.18																																																																																																																
Depr. Table : 2.25% Effective Age : 58 Physical %Good: 40 Func. %Good : 100 Economic %Good: 100				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">High</td> <td style="width:10%;">Above Ave.</td> <td style="width:10%;">Ave.</td> <td style="width:10%;">X</td> <td style="width:10%;">Low</td> </tr> <tr> <td colspan="5" style="text-align: center;">** ** Calculator Cost Data ** **</td> </tr> <tr> <td colspan="5">Quality: Average</td> </tr> <tr> <td colspan="5">Heat#1: Space Heaters, Gas with Fan 100</td> </tr> <tr> <td colspan="5">Heat#2: Space Heaters, Gas with Fan 0%</td> </tr> <tr> <td colspan="5">Ave. SqFt/Story: 4000</td> </tr> <tr> <td colspan="5">Ave. Perimeter</td> </tr> <tr> <td colspan="5">Has Elevators:</td> </tr> <tr> <td colspan="5" style="text-align: center;">*** Basement Info ***</td> </tr> <tr> <td colspan="5">Area:</td> </tr> <tr> <td colspan="5">Perimeter:</td> </tr> <tr> <td colspan="5">Type: Finished Basement</td> </tr> <tr> <td colspan="5">Heat: No Heating or Cooling</td> </tr> <tr> <td colspan="5" style="text-align: center;">* Mezzanine Info *</td> </tr> <tr> <td colspan="5">Area #1:</td> </tr> <tr> <td colspan="5">Type #1: Office (No Rates)</td> </tr> <tr> <td colspan="5">Area #2:</td> </tr> <tr> <td colspan="5">Type #2: Office (No Rates)</td> </tr> <tr> <td colspan="5" style="text-align: center;">* Sprinkler Info *</td> </tr> <tr> <td colspan="5">Area:</td> </tr> <tr> <td colspan="5">Type: Low</td> </tr> </table>				High	Above Ave.	Ave.	X	Low	** ** Calculator Cost Data ** **					Quality: Average					Heat#1: Space Heaters, Gas with Fan 100					Heat#2: Space Heaters, Gas with Fan 0%					Ave. SqFt/Story: 4000					Ave. Perimeter					Has Elevators:					*** Basement Info ***					Area:					Perimeter:					Type: Finished Basement					Heat: No Heating or Cooling					* Mezzanine Info *					Area #1:					Type #1: Office (No Rates)					Area #2:					Type #2: Office (No Rates)					* Sprinkler Info *					Area:					Type: Low												
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(1) Excavation/Site Prep:				(7) Interior:				(11) Electric and Lighting:				(39) Miscellaneous:																			
(2) Foundation:				(8) Plumbing:				Outlets:				Fixtures:																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">X</td> <td style="width:10%;">Poured Conc</td> <td style="width:10%;">Brick/Stone</td> <td style="width:10%;">Block</td> </tr> </table>				X	Poured Conc	Brick/Stone	Block	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Many Above Ave.</td> <td style="width:10%;">Average Typical</td> <td style="width:10%;">Few None</td> </tr> </table>				Many Above Ave.	Average Typical	Few None	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">X</td> <td style="width:10%;">Few Average</td> <td style="width:10%;">X</td> <td style="width:10%;">Few Average</td> </tr> </table>				X	Few Average	X	Few Average	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Many Unfinished Typical</td> <td style="width:10%;">Many Unfinished Typical</td> </tr> </table>				Many Unfinished Typical	Many Unfinished Typical			
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(4) Floor Structure:				(9) Sprinklers:				(13) Roof Structure: Slope=0				(40) Exterior Wall:																			
(5) Floor Cover:				(10) Heating and Cooling:				(14) Roof Cover:				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Thickness</td> <td style="width:10%;">Bsmnt Insul.</td> </tr> </table>				Thickness	Bsmnt Insul.														
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65-052-105-010-00  
BRINDLEY JEFFREY/LAURIE  
404 W HOUGHTON AVE  
WEST BRANCH MI 48661

Manwaring Aaron L  
47 Court St.  
West Branch 48661

Evelyn Smith



Revenue  
Camp

-663 80,000

Verified  
Sale Price

Map No.	Book No.	Page No.	Parcel Code No.

Property Address 404 W Houghton St. Ave.

Building or Alteration Permit	Date	Amount
		\$

#### LAND IMPROVEMENTS

Dirt	X	Sidewalk	X	Gas
Gravel	X	Water	X	Electric
X Paved	X	Sewer		Fence
X Curb				

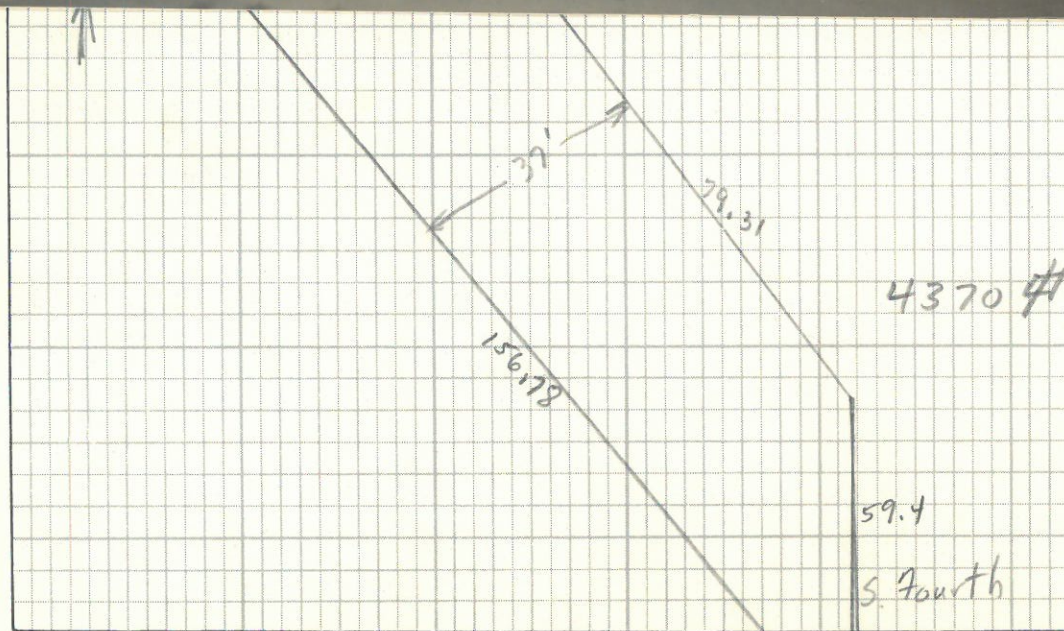
#### LAND VALUE COMPUTATIONS

Lot Size	Depth Factor	Equiv. Front	Rate	Base Value
48x118		46	\$50	\$16100

Rx 41  
10-3-11 J

TOTAL LAND	\$ 16100
TOTAL LAND IMPROVEMENTS	\$ -
TOTAL BUILDING	\$ 49600
TOTAL APPRAISED VALUE	\$ 65700

Year	Assessed Valuation	Board of Review	Tax Commission
83	\$ 32,900	\$	\$
87	32,900		





***ATTACHMENT 2***

***TRITERRA'S MAY 3, 2019 PHASE I ESA***

# PHASE I ENVIRONMENTAL SITE ASSESSMENT

404 W. Houghton Avenue  
West Branch, Michigan 48661

May 3, 2019



**PREPARED FOR:**

City of West Branch  
Attn: Ms. Kelli Collins  
121 N. 4<sup>th</sup> Street  
West Branch, Michigan 48661

**PREPARED BY:**

Triterra  
1375 S. Washington Avenue, Suite 300  
Lansing, Michigan 48910  
517.702.0470

Project No. 19-2122