General Proposal Information
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PART 1.0 PRIMARY LIST PROPOSAL

PM Environmental, Inc. (PM) is pleased to present to the Michigan Department of Technology, Management, and Budget (MDTMB) this proposal for the 2013 Expanded Environmental Remediation Indefinite Service, Indefinite Delivery (ISID) Contracts. This proposal has been prepared in response to the Request for Proposal (RFP) issued May 10, 2013, and Addendum No. 1 issued May 28, 2013.

Included within this proposal is information requested by MDTMB as part of its consideration and selection of a qualified environmental consultant. This includes the Professional Questionnaire for Part I (Appendix A).

For this opportunity, PM brings forward its dedicated team of multi-disciplinary staff who is familiar with all aspects of remedial investigations (RIs), Risk-Based Corrective Action (RBCA), and project/contract management. Summaries of PM’s capabilities and staff professionals designated for this opportunity are included in Section 1.3 of this proposal.

1.1 General Information and Project Team

**Company Name:** PM Environmental, Inc., A Michigan Corporation

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<tr>
<th>DETROIT AREA</th>
<th>MID-MICHIGAN</th>
<th>WEST MICHIGAN</th>
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<tr>
<td>4080 West 11 Mile Road</td>
<td>3340 Ranger Road</td>
<td>820 Monroe NW, Suite 433</td>
</tr>
<tr>
<td>Berkley, MI 48072</td>
<td>Lansing, MI 48906</td>
<td>Grand Rapids, MI 49503</td>
</tr>
<tr>
<td>248-336-9988 phone</td>
<td>517-321-3331 phone</td>
<td>616-257-8857 phone</td>
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<td>877-884-6775 fax</td>
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PM is a State of Michigan Licensed Corporation and is licensed to operate and practice in Michigan. PM’s corporate office is located in Lansing, Michigan. PM maintains a State of Michigan Certificate of Awardability. PM is an ISO 9001 registered, full-service environmental consulting company founded in 1992. PM is a Qualified Consultant (QC) with appropriate staff and equipment, including technical and project management staff, Geoprobe® drilling services, ground penetrating radar (GPR), remediation system and vapor control system pilot testing equipment, sampling pumps, and supplies to conduct remedial investigations, feasibility analyses, prepare corrective action plans, and perform comprehensive remediation, monitoring, and reporting activities in accordance with Parts 201 and 213 Regulations of the Michigan Natural Resources and Environmental Protection Act (NREPA), Public Act 451 of 1994, as amended (Parts 201 and 213).

PM maintains project management, scheduling, and budget tracking software systems; geographic information system (GIS) and data management systems; and ensures consistency, security, and integrity of project data and deliverables through in-house quality assurance/quality control procedures, staff training, and data storage system redundancy.
PM’s organization consists of the following departments:

- PM’s Site Investigation and Remediation Division completes and manages remedial investigations including soil, groundwater, and vapor-phase contaminants; conducts geophysical investigations using ground-penetrating radar and electromagnetics; prepares feasibility studies; designs, manages, implements, and oversees interim and final corrective/remedial actions, including remedial system pilot testing/design and installation, construction and field oversight, permitting, remedial system operation and maintenance (O&M), monitoring, and reporting; conducts environmental contract management and oversight; and environmental geoprobe drilling and field services;

- PM’s Due Diligence Division, is focused on completing Phase I ESAs using various client or regulatory assessment protocols including All Appropriate Inquiry (AAI), American Society for Testing and Materials (ASTM), United States Department of Housing and Urban Development (HUD), and the Michigan State Housing Development Authority (MSHDA);

- PM’s Building Services and Engineering Division, which provides physical condition and financial management and planning services for commercial real estate, financial redevelopment incentive consulting services for Brownfield projects; indoor air quality, asbestos, and lead management and abatement services; industrial hygiene, training, and safety consulting services; and

- PM’s Sustainability and Energy Consulting Services, which provides green building and Leadership in Energy and Environmental Design (LEED) consulting services, greenhouse gas inventory and assessments, building air and vapor exchange assessments, energy audits and assessments, green underwriting consulting, and corporate sustainability plans.

PM has over 100 employees that are made up of a diverse mix of engineers, geologists, scientists, hazardous materials managers, architects, planners, and industrial hygienists. Many of PM’s staff meet the requirements of a QC in accordance with the 2012 amendments to Part 201/213. PM has the technical staff and environmental equipment located in Michigan to complete and manage remediation projects contemplated by the State of Michigan in a cost-effective manner.

PM was incorporated in 1992 in Lansing, Michigan. PM’s Metro Detroit, Michigan regional office was opened in 1993. Between 1995 and 2005 various company expansion projects were complete, including the opening of a Western Michigan regional office in Grand Rapids, Michigan and the expansion of PM’s field services divisions throughout the Midwest. Between 2005 and the present, PM has continued to expand regional offices throughout the eastern and southern United States, and has continued to make technical advances throughout its field services divisions in all regions.

PM’s mission is to be the leader in servicing our client’s environmental needs. We provide common sense solutions to environmental problems without over analyzing and over complicating projects. We are committed to providing professional and ethical services. PM realizes that our customers are looking for the most cost-effective and timely solutions that are technically sound, meet regulatory approval, and minimize future liability.
1.2 Understanding of Projects and Tasks

PM has completed various professional environmental services at sites of environmental contamination consistent with those described in the Project Statement – Scope of Work within the RFP. Representative projects and associated client references are included in Section 1.5. PM staff have developed remedial investigation (RI) work plans and budgets in conjunction with the MDTMB, Michigan Department of Environmental Quality (MDEQ), Michigan Department of Transportation (MDOT), MSHDA, United State Environmental Protection Agency (USEPA) and various private-sector clients to investigate and address current risks related to soil, groundwater, and/or soil gas contamination at properties throughout Michigan. PM is an active member of the Michigan Petroleum Association (MPA) and works with numerous oil jobbers to conduct RI activities, the scopes of which are similar to that requested by the RFP. PM develops work plans to conduct RI activities at sites of environmental contamination in accordance with Parts 201 and 213. PM has expertise in collecting and processing data from the RI site assessment activities for comparison and evaluation to relevant exposure pathways using the MDEQ RBCA Process.

PM owns and operates the field equipment necessary to conduct geophysical and hydrogeological RI’s and to determine remedial alternatives, cost effectively and in a timely manner that is not dependent on the schedules of subcontractors. This equipment includes but is not limited to two Model 6610DT Geoprobe® track mounted direct push drill rigs (including one which is equipped with 4.0-inch hollow stem augers), a Model 5400 Geoprobe® direct push drill rig, three GPR systems, global positioning system (GPS) receivers, utility location equipment, remediation equipment (i.e., for soil vapor extraction, air sparging, dual phase extraction, pump and treat), photo-ionization detectors (PIDs), soil, groundwater, and soil gas/air sampling pumps, tools, pump and slug test equipment, survey and static water level equipment, free product measurement and recovery devices, sub-slab depressurization pilot test equipment, etc.

PM is experienced with the collection of soil and groundwater samples in accordance with the October 22, 2004 MDEQ Operational Memorandum No. 2: Sampling and Analysis. All samples are collected, handled, analyzed, and preserved in accordance with the October 22, 2004 MDEQ Operational Memorandum No. 2: Sampling and Analysis. Samples are placed in appropriately labeled new containers, placed in a cooler and maintained on ice, and transported under chain of custody procedures for laboratory analysis within applicable holding times. All soil samples are preserved in the field in accordance with United States Environmental Protection Agency (USEPA) Methods as applicable. PM has experience working with the State Laboratory and has established relationships with independent qualified laboratories. PM is experienced with collecting soil gas in accordance with the May 2013 MDEQ Guidance Document for the Vapor Intrusion Pathway, and collecting vapor samples in accordance with operation and maintenance manuals.

PM has completed work plans and provided construction oversight for the removal and/or in-place closure of hundreds of underground storage tanks (USTs) in accordance with Part 211 of the Michigan NREPA, P.A. 451 of 1994, as amended. PM has completed hundreds of Site Assessment Reports (SARs) at the conclusion of UST Removal and Closure site activities in accordance with Part 211.

PM staff has experience in conducting feasibility studies (FSs) that evaluate remedial options, developing costs for remedial alternatives to assist in FS analysis, and developing remedial...
PM staff has completed construction bid specifications for various private and governmental clients, including several under a former Michigan PSC contract. Specifications include precise remedial action design work plans, accurate construction drawings, and line item submittal specifications for various RI and remediation scopes of work to be conducted at sites of environmental contamination. In PM's experience, the accuracy and detail of bid specifications and the stated scheduling/phasing of project tasks establish the long-term success and efficiency of a project including budgetary, scheduling, and contract/contractor dispute considerations. PM considers bid specifications to be much more than a generic scope of work. At a minimum, detailed requirements for pre-bid meetings, project phasing/schedule expectations, thorough site diagrams/shop drawings, special contract terms/retainage terms, and bid sheets with an engineer's estimate of relevant units (i.e., total feet drilled, linear feet of piping, cubic yards of soil to be excavated, etc.), along with specific statements regarding any incidental items (e.g., weekly progress meetings/reports, benching and sloping, obtaining SESC permits, decontamination pads, etc.), and other project assumptions are included. When combined with a detailed schedule as described above, inclusion of these items ensures uniform bids, establishes certainty with regard to execution of required tasks, and circumvents potential pay item conflicts following completion of work. It also simplifies onsite management of contractors, due to the lack of ambiguity in scope/schedule, and leaves little opportunity for improper interpretation of scope/pay items that could otherwise result in a contract/contractor dispute.

PM staff has experience managing remediation contractors, has the ability to answer construction and bid package related questions, and completes a thorough review of construction bid submittals. PM provides expertise in the evaluation of bid submittals to ensure potential contractors provide proof of proper capabilities to minimize the potential for errors and omissions of the work plan and minimize the potential for construction delay based upon an under qualified contractor. PM has experienced staff to complete construction oversight and management during implementation of corrective actions, utilizes project management software to document and track project metrics/milestones and enforce project schedules, issue regular bulletins/updates/reports, and the necessary accounting systems to track expenses, forecast budgets, issue invoices/statements, and quickly compensate contractors/vendors following completion of work and submittal of the required backup documentation. Dispute resolution (although rarely required) hinges on accurate and thorough documentation of completed tasks/schedule relative to established project and contract metrics, milestones and the
completeness of deliverables from the contactor, and thorough communication from the project management team about issues as soon as they are identified. PM prides itself on maintaining thorough project documentation and regularly communicating progress, schedule, budget and other project considerations to the project team, client, and other relevant stakeholders to ensure all parties are well informed and to prevent/head off potential misunderstandings or disputes before they occur. State regulators are updated on project schedules including initial kick-off meetings, project progress meetings, and updates regarding evaluation of sample data and report preparation.

PM has experience with project specific health and safety, and considers health and safety plan (HASP) development a critical pre-project task requirement. Prior to the commencement of RI site activities, PM prepares a site specific HASP to address health hazard issues associated with the RI to be completed at the subject property. The HASP is site-specific in nature and is intended to address hazards associated with the sampling, removal, and/or disposal of regulated or hazardous substances involving the use of the appropriate level of personnel protection equipment (PPE). Preparation of a HASP is performed in accordance with applicable Michigan Occupational Safety and Health Administration (MIOSHA) and federal Occupational Safety and Health Administration (OSHA) requirements. In addition, all PM field and project management personnel have completed 40 hour OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) training as required under federal regulation 29 CFR 1910.120, and are qualified to work within a regulated/hazardous materials environment.

Uncommon among environmental consulting firms, PM is ISO 9001 registered and has a Quality Assurance/Quality Control (QA/QC) program that is regularly monitored to make sure that its staff is up to date with industry standards, procedures, regulations, etc. PM's QA/QC program includes the establishment of various project or intra-project metrics, and includes several stages of peer and senior management oversight and review intended to minimize errors and detect potential errors or omissions while a project is in progress, prior to completion of a project phase, issuance of contractor payments, project closeout, or issuance of a finished report. Perfection is the goal. There are standard operating procedures (SOPs) for all professional tasks; there is a QA/QC policy in effect for field work including chain of custody procedures; duplicate, split, and blanks for field sampling; State and federal guidelines are followed where applicable in accordance with the appropriate USEPA and MDEQ procedures, rules and regulations; ASTM standards are followed where applicable; corporate and site specific site safety plans are prepared; OSHA health and safety monitoring is completed. PM will maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality. Additionally, PM has U.S. EPA Region 4 and 5 approved Quality Assurance Project Plans (QAPPs), which are detailed documents describing SOPs and QA/QC procedures.

1.3 Personnel

The PM project team, all members of which are full time employees of PM, is presented below along with corresponding Position Classifications. An organization chart showing key PM personnel and departments is included in Appendix B. A Project Team Matrix of the proposed project team is also included as Appendix B of this submittal. Resume’s for members of PM’s project team are included in Appendix C.
PM Environmental, Inc. Proposal and Rate Schedule for 2013 Expanded Environmental Remediation ISID RFP  
June 12, 2013

PM employs dedicated and experienced Project Managers, Project Geologists, Professional Engineers, Field Scientists, and Technicians, specializing in remedial investigation, corrective action oversight/management, and contract management activities with safety, efficiency, and accountability as priorities. PM professional and field staff has the requisite certifications and training to conduct and oversee all aspects of site investigation and remediation projects at State project sites, including 40 hour HAZWOPER and annual 8-hour refresher training, American Red Cross CPR training, confined space entry training, etc.

**Program Management**

**Peter S. Bosanic, P.E., Q.C. (Level 4)** - Mr. Bosanic is a Principal Engineer for PM. Mr. Bosanic will serve as PM’s Technical Program Manager and has substantive experience directly relevant to site investigation and remediation projects. He has worked on hundreds of projects involving hydrogeologic investigations, feasibility analyses, and remedial actions and thousands site investigations, including those where LNAPL and dense non-aqueous phase liquids (DNAPL) was identified. Mr. Bosanic also has extensive experience as an expert witness and providing associated litigation support.

Mr. Bosanic will act as a technical advisor for the other members of the team, and a contact with the MDEQ and MDTMB, as needed. He will also assist with investigation plans, remediation plans, and redevelopment plans, as needed, and will be a Senior Reviewer for submittals.

**Michael T. Kulka, P.E., Q.C. (Level 4)** - Mr. Kulka is a Principal Engineer for PM. Mr. Kulka has significant experience directly relevant to LUST site investigation and remediation projects. He has worked on over 350 LUST sites and thousands of hydrogeologic and similar investigations.

Mr. Kulka will act as a technical advisor for the other members of the team and will be a Senior Reviewer for submittals.

**Project Management**

**Adam Patton, CHMM, Q.C. (Level 3)** - Mr. Patton is Manager of Site Investigation Services and a Senior Project Manager for PM. He has over 11 years of experience in the environmental site investigation profession and has been involved with over 100 LUST/Corrective Action projects, including management of current and former PSC contract sites and industrial redevelopment projects. He has managed numerous remedial investigations, has significant experience with waste management/characterization, and contingency planning, management for remedial projects involving soil, groundwater, LNAPL, and vapor-phase contamination utilizing RBCA protocols, and regularly oversees and administers remedial contracts for redevelopment projects. Mr. Patton also oversees characterization, permitting, and remediation of stormwater and related discharges under Michigan Parts 31, including those that involve natural resources damages (sediments, wetlands, etc.).

Mr. Patton’s role will be the primary point of contact with the MDTMB and MDEQ. He will be involved with the preparation and senior review of project submittals and reports, and will provide technical assistance and communication. Mr. Patton will also act as a technical advisor and will oversee health and safety program management for the team.
Casey Armstrong, Q.C. (Level 3) - Mr. Armstrong is a Remediation Manager for PM and has 12 years of experience in the environmental site investigation profession, including involvement in over 75 LUST projects, hundreds of hydrogeological investigations, and has managed numerous remedial projects including Michigan Parts 201/213, and other federal (RCRA/TSCA) statues. He has significant experience with investigation and assessment of soil, groundwater, LNAPL, and vapor-phase contamination at various commercial and industrial properties throughout Michigan utilizing RBCA protocols; design, construction, and O&M of remedial systems and vapor mitigation systems; and performs personnel/contractor management, contract management, and regulatory reporting. His responsibilities will include cost proposal preparation, work plan/bid specification preparation, scheduling, communicating with State regulators, staff and contractor oversight, budget review, and report preparation.

Mr. Armstrong’s role will be the secondary point of contact with the MDTMB and MDEQ. He will be involved with developing and administering project work plans, communicating with State regulators, and other relevant parties pertaining to activities at the project sites. He will be involved with the preparation and senior review of project submittals and reports.

Project Staff

Stephen R. Zayko, P.E., Q.C. (Level 4) – Mr. Zayko is a Senior Project Engineer for PM with significant experience in management of remediation projects utilizing RBCA protocols; development of risk assessments, and environmental impact statements. He has performed feasibility studies, designed and managed the installation and O&M of numerous remedial systems, and developed and managed corrective actions using in-situ-chemical oxidation and related in-situ technologies. He has over 15 years of relevant experience, including providing expert witness testimony and litigation support. His role will be the QA/QC and Data Management Officer, and technical project management for Part 201/213 issues and those involving CERCLA or related federal statutes. This position will be responsible for geographic information system/database management and auditing, confirming that the technical aspects of projects and the data recovered from them are technically sound and conform to recognized standards.

Grant DeWitt, P.G., Q.C. (Level 4) - Mr. DeWitt is a Senior Project Geologist for PM. Mr. DeWitt has significant experience with remediation projects, including geophysical investigations, groundwater fate and transport modeling, risk assessments, and development of site specific target levels. He has worked on hundreds of LUST sites and thousands of site investigation projects.

Mr. DeWitt will act as a technical advisor for the other members of the team.

Jennifer Ritchie, C.P.G, Q.C. (Level 3) - Ms. Ritchie is a Senior Project Geologist for PM. Her responsibilities include but are not limited to program management and supervision of projects associated with LUST sites and RBCA-based remediation. These projects consist of evaluation and assessment of contaminated sites, feasibility analysis and work plan/development, preparation of bid specifications, bid evaluation, client/contractor management/communication, contract management, and preparation of reports. Her role will be technical review of data, development of work plans, bid specifications, and general contract/contractor management.
Christie Santiago, E.I.T. Q.C. (Level 3) – Ms. Santiago is a Senior Project Manager for PM and has 13 years of experience in the environmental site investigation profession, including management of hundreds of hydrogeological investigation and Part 201/213 remediation projects, and over 1,000 site investigation projects. She has significant experience with investigation and assessment of soil, groundwater, and LNAPL, contamination at various types of LUST properties throughout Michigan utilizing RBCA protocols. She also has significant project management experience involving UST and above-ground storage tank removal and waste characterization/transport/disposal tasks. Her responsibilities will include work plan preparation, scheduling, project/personnel management, communicating with State regulators, budget review, and report preparation.

Matt Piper (Level 2) – Mr. Piper is a Project Manager for PM and has 8 years of experience in the environmental site investigation profession, including management of hundreds of geophysical surveys, numerous remedial investigation and LUST projects. He has experience with investigation and assessment of soil, groundwater, and LNAPL/DNAPL contamination at various commercial/industrial properties, and has managed numerous ex-situ remediation projects throughout Michigan, including both non-hazardous and characteristically hazardous wastes. His responsibilities will include geophysical investigations and related technical/data evaluation, report preparation, and technical submittals.

Jamie Antoniewicz, E.I.T. (Level 2) – Mr. Antoniewicz is a Staff Engineer for PM and has 5 years of experience in the environmental site investigation profession, including involvement in numerous remedial investigation and LUST projects. He has experience with investigation and assessment of soil, groundwater, and LNAPL contamination at various LUST and contaminated redevelopment properties throughout Michigan, including those with vapor encroachment/intrusion issues and those requiring modeling, mitigation and related controls. He also has experience with geographic information systems and surveying using traditional and GPS technologies. His responsibilities will include report preparation, data evaluation, and technical submittals.

Lisa Sullivan (Level 2) – Ms. Sullivan is a Senior Consultant for PM and has 8 years of experience in the environmental site investigation profession, including involvement in numerous remedial investigation projects. She has experience with investigation and assessment of soil, groundwater, surface water, and associated sediments throughout Michigan. Ms. Sullivan also has experience with stormwater and wastewater discharge permitting issues, wetland assessments, and associated surveys, including cataloging and sampling various wetland species. Her responsibilities will include report preparation, data evaluation, and technical submittals pertaining to surface water sediments, wetlands, and associated flora and fauna.

1.3.1 Employee Training

PM's project managers who work on remedial projects have attended the ASTM RBCA training. PM is on the MDEQ's email server to be kept up to date on MDEQ updates to regulations (i.e., recent implementation of Part 201/213 rules) and operational memorandums.

Project management staff attend regular continuing education events including technical and project management topics such as Part 201/213 program changes, vapor intrusion assessment and mitigation, LNAPL/effective solubility, permitting, lost-time incident prevention and
investigation, emerging remedial technologies, project accounting, contract management, and personnel management. Staff who are licensed professional engineers, certified/registered geologists, and certified hazardous materials managers are required to complete a certain amount of continuing education units per year. Additional in-house training events are also held including project health and safety analysis, effective use of PM’s project management software system, geographic information system/database, and project deliverable QA/QC.

PM Staff receives 40 hour OSHA HAZWOPER training, 8 hour refresher training, and some receive 8 hour OSHA HAZWOPER Supervisor training. Additional training and licensing for asbestos, lead, and mold is provided to those employees who perform these services. Additional health and safety training for employees using body harnesses, lift equipment, and other systems is provided to ensure a safe working environment.

PM strives to maintain consistent, high quality reports and project deliverables. Templates have been prepared for most types of reports, including Site Assessment/LUST reports, Response Activity Plans, No Further Action Reports, etc. These templates are reviewed and update on a regular basis to reflect changes in the industry, statutory changes, or to improve report quality. PM has strict technical review and editing procedures that include:

- Project staff meeting at the beginning of a project with the project managers and key team members to discuss the objectives and approach, scheduling, and coordination of the project.

- Weekly meetings are held with Project Managers and Division Managers to make sure project schedules and deadlines are being met, and to discuss project specific issues.

- Project Managers and field staff are in regular communication to discuss site specific conditions, review field notes and chain-of-custody forms prior to sample submittal to the lab.

- PM has standardized soil boring logs, well installation diagrams, tables, and figures to ensure a consistent, quality work product.

- Reports are reviewed by Project Managers, followed by Technical Operations Manager or Division Manager and/or Principal. Specific information on our SOPs, insurance, peer review, etc., can be provided upon request.

1.3.2 Safety Information

PM Environmental maintains an active Health and Safety Program (HSP) to protect its employees and its assets as well as those of our Clients. PM has completed investigation and remedial actions at thousands of sites, including hundreds of LUST sites. Aspects of PM’s HSP include:

- All PM Environmental employees, managers, supervisors, consultants, and subcontractors who conduct field activities at sites involving potential or known environmental contamination will have completed the initial HAZWOPER training course (OSHA 29 CFR 1910.120) along with annual refresher training.
• PM Environmental managers and supervisors directly responsible for site activities will also have been trained in accordance with a Supervisor Training course in addition to the initial HAZWOPER training course and annual refresher courses

• PM Environmental field employees are trained in first aid and CPR in order to provide immediate assistance until professional medical services provided.

• As part of our medical monitoring program, all PM Environmental employees who participate in field activities involving known or suspected hazardous materials are monitored through our medical surveillance program. Personnel performing site work receive a medical baseline or follow-up examinations.

• Prior to implementation of site investigation activities, a site-specific HASP is prepared for each site. HASP documents are available for use by both field and managerial employees associated with the conduct of the site investigations. As part of this HASP, daily safety meetings (i.e., “tailgate briefings”) are conducted at the work site by the designated site safety officer prior to each day’s activities to reiterate the health and safety requirements or to inform site personnel of upcoming operations and safety requirements.

• PM Environmental maintains an internal incident review program designed to evaluate health and safety incidents (should they occur) in order to learn from the experience and to then improve its safety programs and safety culture.

1.4 Management Summary, Work Plan, and Schedule

PM has staff that are well versed in properly evaluating the necessary tasks to complete work for this Project. This experience along with a clear understanding of the scope of work and appropriate procedures for coordination, regular meetings (i.e., pre-construction, problem solving, progress, etc.), the use of MDTMB required forms, and regular communication and reporting to the Agency Project Manager will identify and minimize potential cost overruns by PM.

Additionally, PM staff has extensive experience working with and managing subcontractors, including preparing bid specifications and unit quantities for various environmental contracting tasks, enforcing project schedules, and following project accounting procedures to identify and minimize potential schedule and cost overruns.

PM understands that a typical scope of work may address one or more of the following phases of a project, and may include any number of related sub-tasks, including litigation support:

• Remedial Investigation;
• Feasibility Study;
• Remedial Design;
• Construction Oversight;
• Remediation System O&M and/or oversight of O&M services;

All contracts will be based on a cost not-to-exceed basis. Any changes must be based upon a material change(s) to the scope of work and agreed to in writing by the State. PM will use detailed unit cost estimates, which is a proven construction estimating method that details the
various tasks and the labor, equipment, and materials to complete those tasks. Billable rates are summarized in Section 1.6.

Upon assignment of a specific project, PM will review the Project/Program Statement, contact the Agency Project Manager to discuss project details, and conduct a visit to the project site to gather pertinent information about the site. The site visit will include but is not limited to accessing the project site; interior and exterior access limitations; assessing availability of electricity and water; surface topography; whether permits are required; development, occupancy, and condition of surrounding properties, etc. Site features will be compared to existing maps and diagrams (if available) using GPS data generated using a hand-held GPS unit during the initial site visit to gauge their accuracy, and to determine if updates are required. Site photos will also be collected for future reference.

Following the site visit, additional correspondence will be had with the Agency Project Manager to discuss any items/issues identified during the site visit and a schedule for work plan submittal. A project work plan will then be developed that includes a detailed listing and descriptions of all tasks to be performed. All work plans or addendums (if required) will be provided the Agency Project Manager for acceptance prior to implementation. Each task will correlate to a master unit cost estimate, details the various tasks and the labor, equipment, and materials to complete those tasks.

Each work plan will include a project organization chart identifying the Agency Project Manager, names, titles, and responsibilities of the key professional and other staff, and specified subcontractors (if required). A listing of permits, licenses, and training/certifications (i.e., HAZWOPER, confined space entry, etc.) held by PM, key personnel, and/or subcontractors, will be included demonstrating that the necessary permits, licenses, and certifications/training have been obtained.

Requirements for preparation of site-specific HASPs will be include in all project work plans. All HASPs will conform to 29 CFR 1910.120 and Section 24 of Act 154 PA 1974 as amended and corresponding rules and all federal, State and local statutes, regulations, ordinances, etc., regarding health and safety (40 CFR 35.6055(b)) and minimally include a description of past property uses/activities; chemical/physical hazards, including overhead and subsurface utilities; standard operating procedures; provisions for review and continual updates to the plan; required training and certifications; site safety officers and alternates; requirements for medical monitoring; minimum personal protective equipment requirement, triggers for changes in the level of PPE, and a listing of other physical hazards; procedures for ensuring site security and establishing/maintaining work zones; decontamination and waste handling procedures, and a contingency plan in the event of an emergency. A copy of each HASP will be provided to the Agency Project Manager for acceptance and inclusion into the work plan prior to any onsite work.

Preparation of a master project schedule will be included in all work plans. Detailed descriptions of work included in each project work plan task will be provided, which will reference key project schedule milestones outlined in the master project schedule. Metrics for determining whether substantial or final completion of project tasks (i.e., including submittal requirements, receipt of supporting documentation, etc.) or phases have been met will be defined and correlated to project schedule milestones and deadlines.
Within each work plan task, processes and procedures (i.e., means and methods) will be outlined using specific reference to PM’s Standard Operating Procedures and Work Instructions, which are regularly audited, evaluated, and updated as part of PM’s ISO-9001 certification. Work processes and procedures will also be specified using MDEQ Operational and/or Informational Memoranda, ASTM-standards/procedures, and other industry/regulatory procedures (i.e., USEPA sampling/sample preservation methods, manufacturer recommendations, etc.), with associated backup documentation and/or citations provided. PM SOPs referenced in the work plan will be provided to the Agency Project Manager.

Project task descriptions will also include a summary of waste handling, containerization, storage, and labeling procedures with references to applicable State and federal regulations; the need for site-specific waste contingency plan preparation (if applicable); and a description of onsite waste hauling/transfers, offsite transportation, manifesting/bills of lading, and final disposal methods (as applicable). Designated disposal facilities and their requirements for acceptance will also be specified. PM will sign all applicable manifests and disposal facility documentation as an agent of the State.

For tasks involving bid specifications, the bid specifications will describe the required scope of work, requirements for pre-bid meetings, and provide relevant site diagrams/shop drawings, and a bid sheet with an engineer’s estimate of relevant units (i.e., total feet drilled, linear feet of piping, cubic yards of soil to be excavated, etc.), along with specific statements regarding any incidental items (e.g., benching and sloping, obtaining SESC permits, decontamination pads, etc.), and other project assumptions. When combined with a detailed schedule as described above, inclusion of these items ensures uniform bids and circumvents potential pay item conflicts following completion of work. For tasks with unknown quantities such as the number of cubic yards of contaminated soil to be removed and properly disposed, a range of cubic yards would be provided (i.e., provide a cost for 0 to 50 cubic yards, 51 to 250 cubic yards, greater than 251 cubic yards, etc.). All bid specifications will contain a specific due date, time, and acceptable method, location, and title for submittal. Deadlines and directions for submittal of questions, and a schedule and method of response to address the questions received will also be specified. All bid specifications will be provided the Agency Project Manager for acceptance prior to release to a bidding group.

Review of contractor bid will be conducted by PM, with a focus on completeness, adherence to stated tasks/objectives, schedule, and any assumptions or special conditions specified by the contractor to ensure that the bid evaluation results in an “apples to apples” cost comparison. Bid evaluations and recommendations, including supporting documentation, will be summarized in writing and provided to the Agency Project Manager for acceptance prior to final contractor selection. Copies of all bid documents will be provided to the Agency Project Manager.

PM will organize a project kick-off meeting with the Agency Project Manager, MDEQ, and other relevant stakeholders, and provide regular project progress updates with reference to established metrics (i.e. yards of soil removed, number of wells installed, etc.), project scheduling/milestones, and budget items. The purpose of the meetings is to discuss project requirements, establish lines of communication, review and clarify any relevant documentation pursuant to the meetings, and any issues related to utility clearance. PM will notify Miss Dig to have utilities marked a minimum of 3 business days in advance of intrusive activities (i.e., drilling soil borings, installing monitoring wells etc.). Supplemental methods of utility clearance or location (i.e., utilizing GPR) may also be employed as specified in the project work plan.
All onsite work will be conducted under the supervision of a designated PM site safety officer, in conformance with the site-specific HASP, and in accordance with the project work plan. A minimum of one week’s notice will be provided to the Agency Project Manager and/or site contact prior to the completion of regularly scheduled task, and as soon as practicable in the event onsite tasks are required for incidental or emergency/contingency tasks. Notice of Onsite Work Activity or other similar forms will be prepared and submitted within the applicable timeframes, as specified in the project work plan.

PM or its sub-consultants/subcontractors shall follow the current edition of ASTM Standard D 5299-92 (Standard Guide for Decommissioning Ground Water Wells, Vadose Zone Monitoring Devices, Boreholes, and Other Devices for Environmental Activities) and other guidance as provided by the State as a performance standard for monitoring well, soil boring, and vadose zone monitoring device abandonment. Each well installed or abandoned under this Contract will have a record entered into Wellogic, or another designated State database program, by PM.

All samples, including QA/QC samples (as applicable), will be collected using MDEQ-laboratory supplied containers and preservation kits, and submitted to the MDEQ laboratory under chain of custody procedures for analysis. An alternate lab as deemed necessary by the State may be used at the direction of the Agency Project Manager. Each sample set will be scheduled with the MDEQ laboratory at least 14 calendar days prior to submittal, with requests for sample containers and preservation kits made at the time of laboratory scheduling. Electronic data deliverables (i.e., electronic lab data) received from the MDEQ laboratory will be formatted directly into current criteria and/or screening level comparison tables using Standard Operating Procedures and Work Instructions under PM’s ISO 9001 QA/QC program.

Daily field notes, including equipment and supply charges and personnel onsite, site photographs, equipment calibration documentation (when applicable), individual soil boring logs, geophysical survey logs, low-flow groundwater sampling logs, soil gas sampling logs, etc., will be prepared and for all onsite tasks, in accordance with the project work plan. All field notes will be maintained and submitted to the Agency Project Manager as an attachment to Monthly Progress Reports (see below).

All sample locations, including soil borings, monitoring wells, UST basin site assessment, verification of soil remediation, or other locations will be mapped using GPS coordinates corrected to Michigan GeoRef coordinates. Geophysical survey data will also be mapped and recorded with reference to GPS coordinates. All GPS data will be collected using a Trimble model GeoXH GPS receiver (or equivalent), capable of sub-foot accuracy. Other mapping and survey methods, including the use of Bluetooth-enabled rangefinders (i.e., for GPS units), total stations, etc., may also be employed, as specified in the project work plan. Whenever possible, locations of other relevant site features, excavation boundaries, piping runs, buildings, utilities, etc., will be mapped using GPS coordinates, as specified in a project work plan.

All maps and shop drawings will be generated using AutoCAD 2012 or newer, and reviewed in conformance with PM’s Standard Operating Procedures and Work Instructions under its ISO 9001 QA/QC program. As-built drawings will be field-verified prior to issuance to the Agency Project Manager and/or inclusion in project reports or similar deliverables.

Project reports, remedial investigation technical memoranda, or other written deliverables, will be prepared utilizing the most up-to-date formats required by the MDEQ and will include current
cover sheets, tables, of contents, or submittal forms required under the Part 201/213, or related statutes. All reports will be prepared in accordance with PM’s Standard Operating Procedures and Work Instructions under its ISO 9001 QA/QC program, which include internal peer and senior reviews prior to issuance. All Project reports will begin with an Executive Summary, which will briefly outline the conditions encountered at the site, work performed at the site, conclusions drawn from this work, a list of the recommended alternatives for site remediation (as applicable).

All draft documents and communications with the State regarding guidance, input, acceptance, and approval shall be marked “DRAFT” and “Deliberative Process – FOIA Exempt.” PM will provide electronic copies of all final reports, plans, specifications, drawings, and other significant deliverables in Microsoft Word, Excel, and AutoCAD, as applicable, as well as in separate PDF format, provided on one (1) portable media device. In addition, PM will provide one unbound, reproducible copy of each deliverable for each of the assigned projects or as specified in the assigned project scope of work.

PM will submit monthly Invoice Reports. Each invoice that includes labor will include a one-page summary sheet that lists by date the name of the individual providing the professional service, the individual’s position/classification, hours worked that day, and hourly billing charge. Each invoice that includes reimbursable expenses will include a one page summary with the following categories: Meals, Lodging, Travel, Shipping, Equipment Rental, Field Supplies/Equipment Purchase, sub-consultants, and Miscellaneous. Under Meals and Lodging categories, the date, name of the individual and total daily cost will be included. Under Travel category, PM will include the date, name of the individual, total mileage (above the allowed amount specified in the Contract), mileage rate, and total daily cost. Under Shipping, PM will include the date shipped, description of item shipped (e.g., tech memo, etc.) and the cost to ship the item. Under Equipment Rental, PM will include the range of dates equipment rented, description of equipment rented and rental cost. Under Field Supplies/Equipment Purchase and Miscellaneous categories, PM will include the date purchased, description and purpose of the item purchased and the cost. Under sub-consultants/subcontractors, PM will list the date of the sub-consultant/subcontractor work, name of the sub-consultant/subcontractor, description of work conducted, and the cost. The cost for each category will be totaled.

Monthly Progress Reports (MPRs) will be prepared and submitted to the Agency Project Manager by the 10th day of each month. Each MPR will include a summary of the work accomplished during the reporting period including basis for significant decisions; work to be accomplished during the subsequent reporting period; daily field activity logs; problems, encountered or anticipated; notification of any significant deviation from the approved work plans; and budget/expenditure information including: project budget, cumulative expenses, projected expenses, and explanations of budget deviations for each major task.
1.5 References

The project summaries below are reflective of PM’s experience at projects similar to that contemplated in this RFP. References and contact information are provided for each.

Recent State of Michigan and Municipal Projects

Recent projects completed under the supervision of State and municipal agencies including the MDTMB and MDEQ include ongoing LUST investigations at the former Michigan State Police Headquarters in East Lansing, Michigan and the former Ackel’s Car Care facility in Bath, Michigan. Additionally, PM has completed remedial system installation, O&M, and is currently performing ongoing monitoring reporting on behalf of the MDNR, for the former Gaylord Repair Facility in Gaylord, Michigan.

PM also completes a wide-variety of due diligence and site investigation activities pertaining to property re-use and redevelopment under the City of Lansing’s USEPA Site Assessment Grants for properties impacted by petroleum and hazardous substances.

Project: Michigan State Police Headquarters, 714 Harrison, East Lansing, Michigan

Contact: Mr. Bruce Hassen, P.E., CHMM
Project Director
MDTMB
Stevens T. Mason Building
530 West Allegan Street
Lansing, Michigan 48933
517-241-2292
hassenb@michigan.gov

In May 2011, PM was retained under an existing Discretionary Contract to provide professional services for the excavation, removal, and disposal of one (1) 8,000-gallon gasoline underground storage tank (UST), product dispenser, and product piping at the former Michigan State Police Headquarters property. Additionally, PM was responsible for the collection of clean closure soil and groundwater samples, data evaluation, and reporting in accordance with Part 211 of Michigan P.A. 451 of 1994, as amended. As a result of the sampling and data evaluation completed for the subject property, PM recommended a confirmed release be reported for the former UST system. Upon approval of the MDTMB project director, PM submitted the appropriate documents to the MDEQ, and a confirmed release was opened. PM subsequently completed subsurface investigations and corrective actions including, subsurface site investigation using Geoprobe® soil boring advancement and monitoring well installation, source mass remediation using ex-situ (i.e., excavation and enhanced fluid recovery) remedial measures, groundwater monitoring, and LUST reporting. PM is currently completing LUST Closure reporting for the subject property prepared pursuant to the Part 213 LUST regulations of the Michigan NREPA, Public Act 451 of 1994, as amended.
Project: Former Ackel's Car Care, 13636 Main Street, Bath, Michigan

Contact: Ms. Barbara Cowles
Michigan Department of Environmental Quality
Constitutional Hall
525 West Allegan Street
Lansing, Michigan 48933
517-335-6235
cowlesb@michigan.gov

At the former Ackel's Car Care site, PM was originally retained as a Professional Services Contractor (PSC) under the State of Michigan Clean Michigan Initiative (CMI) contract to Clayton Group Services (Clayton), the Project Management firm for the subject property. During that time it conducted remedial investigation, feasibility analysis/corrective action plan development, bid specification preparation, contractor/remediation oversight (in-situ and ex-situ methods), and reporting activities. In addition, PM was the PSC on 15 other LUST sites across lower Michigan in various MDEQ districts.

Once the PSC contract expired, PM was retained directly by the MDEQ-Remediation and Redevelopment Division (RRD) to continue Corrective Action activities at the former Ackel's Car Care site. PM has completed tasks under existing ISID contracts including initial subsurface site investigation using Geoprobe® and hollow stem auger (HSA) soil boring advancement and monitoring well installation, source mass remediation using ex-situ (i.e., enhanced fluid recovery) and in-situ (i.e., oxidant placement and injection) remedial measures, LNAPL recovery, groundwater monitoring, and LUST reporting prepared pursuant to Part 213. Additionally, PM designed and completed the installation, sampling, and maintenance of multi-interval soil gas monitoring points in accordance with the MDEQ’s Guidance Document for the Vapor Intrusion Pathway, including areas at the former gasoline dispensing station where LNAPL is intermittently present and adjacent and down gradient utility corridor and right-of-way locations. Monitoring is ongoing, and additional assessment has been authorized to further evaluate potential indoor air exposures, vapor intrusion control alternatives, and remediation. All soil, groundwater, soil gas, and indoor air samples collected at the property have been submitted to the MDEQ Laboratory for chemical analysis, and electronic data deliverables provided by to the State Laboratory are used to generate reports and other project submittals.
Project Name:  City of Lansing USEPA Site Assessment Grant Project

Contact:  Lansing Economic Area Partnership
          Mr. Steve Willobee
          500 E. Michigan Avenue, Suite 202
          Lansing, Michigan  48912
          517-388-1947
          steve@purelansing.com

PM was selected as one of only two contractors to provide environmental investigation and consulting services under the City of Lansing’s $400,000 USEPA Site Assessment Grant (SAG) for 2010. The purpose of the grant project is to facilitate characterization of soil, groundwater, vapor, and building materials conditions at properties contaminated with petroleum or hazardous substances, to determine feasibility of redevelopment and re-use.

Under the SAG PM conducts due-diligence and Due Care related activities such as Phase I ESAs, Phase II ESAs, geophysical surveys, hazardous materials surveys, waste characterization sampling, contaminant delineation, and associated reporting. All activities are conducted in accordance with PM’s QAPP, which outlines field, analytical, QA/QC, data evaluation and related processes and procedures, and was approved by USEPA Region 5 staff. PM’s QAPP is updated annually. Prior to completion of activities at a given project site, PM also prepares Sampling and Analysis Plans (i.e., a detailed workplan in accordance with the QAPP) for every project, for submittal to the MDEQ and USEPA staff.

PM currently acts as the prime contractor for this SAG, with responsibility for budget tracking and quarterly reporting to the USEPA, in addition to management and reporting of project progress and findings to the USEPA’s ACRES database system. In 2013, PM was selected to continue work under a new SAG awarded to the City of Lansing.

Recent Private Sector Projects

Recent private-sector projects similar to the tasks outlined in the RFP include Remedial investigation and oversight activities at two former industrial properties in Troy and Sterling Heights for Maple Road Holdings and BAE Systems, and remedial investigation and oversight activities for a former gasoline service station property in West Bloomfield, Michigan for Maple Orchard Associates.
Project: BAE Systems Redevelopment, 34201 Van Dyke, Sterling Heights, Michigan

Contact: Mr. Mike Bocek
BAE Systems Land and Armaments
100 Bairs Road
York, Pennsylvania 17405
(717) 225-8005
Michael.Bocek@baesystems.com

BAE Systems, a military contractor and Fortune 100 company, retained PM to complete environmental due diligence for the purposes of purchasing an 80 acre property from TRW Automotive Systems in Sterling Heights, Michigan.

PM’s initial site assessment activities consisted of the completion of Phase I ESAs, geophysical survey, Phase II ESA, Baseline Environmental Assessments, and Due Care Plans for the eastern and western portions of the property. Additionally, PM completed a pre-demolition inspection for asbestos containing materials, lead based paint, and hazardous materials characterization prior to demolition of the building. Oversight of all demolition activities, including soil erosion and sediment control (SESC) permit oversight/operations, was conducted by PM personnel.

Based on the long term industrial usages of the property, PM completed additional RI activities on the eastern and western portions of the property including over 200 soil borings, and the collection of soil, groundwater, particulate, and vapor-phase samples. Analytical results documented that both parcels were contaminated with petroleum compounds and chlorinated solvents above MDEQ cleanup criteria.

Subsequent to delineation a feasibility analysis was conducted for remedial activities designed to abate hazards associated with dermal contact and indoor inhalation exposures, and facilitate reuse/redevelopment of the property in accordance with the client’s Due Care requirements. Remedial alternatives were evaluated, and bid specifications prepared by PM, bids solicited, contractors selected, and contracts signed with provisions for liquidated damages for schedule overruns. Between 2009 and 2012 PM oversaw UST removal, and the excavation, transport and disposal of over 15,000 cubic yards of contaminated soils in multiple phases, including over 3,250 cubic yards of characteristically hazardous soils, under Level B and Level C PPE. During that time PM prepared and continually updated site-specific HASPs, conducted health and safety monitoring, prepared soil and groundwater management plans, hazardous waste management and contingency plans, and transport route/contingency plans, and oversaw SESC permit compliance. Data generated at the property was mapped using global positioning satellite survey equipment and referenced/maintained using geographic information systems modeling software. PM also performed contract management and oversight, including weekly budget reviews/updates/reporting, contractor invoice reviews/approvals, schedule analysis, and project phase completion analysis.

Development of the site was completed in 2012, prior to which PM prepared a post-remediation Due Care Plan to ensure continued compliance with Section 20107a of Part 201.
Automotive Performance Industries (API), supplier of high performance vehicles and custom parts, retained PM to complete environmental due diligence for the purpose of purchasing a 15 acre property with a 175,000 square foot industrial building containing a specialized paint line.

PM’s initial site assessment activities consisted of the completion of Phase I ESAs, geophysical survey, Phase II ESAs, Baseline Environmental Assessments, and Due Care Plans for the property. Additionally, PM completed a USEPA Toxic Substance Control Act (TSCA) cleanup that included completion of a Polychlorinated Biphenyl (PCB) Self-Implementing Cleanup Work Plan and a PCB Self-Implementing Cleanup Closure Report. A site-specific HASP was included in the PCB Self-Implementing Cleanup Work Plan. The PCB Self-Implementing Cleanup Work Plan was approved by the USEPA and the Due Care Plan was approved by the MDEQ prior to initiating remedial activities.

Based on the long term industrial usages of the property, PM completed additional remedial investigation activities on the property including over 100 soil borings and the collection of approximately 200 soil samples. Analytical results documented that both parcels were contaminated with PCBs above current MDEQ Part 201 Residential and Nonresidential Soil Direct Contact (SDC) cleanup criteria and above the federal TSCA direct contact criterion.

Remedial options were evaluated, and bid specifications prepared by PM, bids solicited, contractors selected, and contracts signed. Remediation activities were conducted between January and May 2013. PM oversaw the excavation, transport and disposal of approximately 1,000 cubic yards of PCB contaminated soils from interior and exterior excavation areas. Remediation activities were conducted during evening hours to avoid disrupting production. The interior excavation areas were carefully monitored for dust, fumes, and noise to prevent exposure to API employees and damage to inventory. Data generated at the property was mapped using global positioning satellite survey equipment and referenced/maintained using geographic information systems modeling software.

During remediation activities, PM continually evaluated sample data, conducted health and safety monitoring, updated work plan/remedial action design, and communicated with the client, MDEQ, and USEPA. PM oversaw the engineering design and installation of a steel plate in the new exposure barrier concrete cap within the property building. PM also assisted with the completion of the boundary survey required to determine areas that will be restricted and/or capped to ensure continued compliance with MDEQ Section 20107a of Part 201 and TSCA regulations.
Project: Maple/Orchard Plaza Redevelopment, 6490 Orchard Lake Road, West Bloomfield, Michigan

Contact: Mr. Doraid Marcus
Maple Orchard Associates
6750 Oakhills Drive
Bloomfield Hills, Michigan 48301
(248) 892-2222
dmarkus@yahoo.com

PM was contracted to complete remedial investigation, UST removal, and response activities services in association with the redevelopment of a former gasoline dispensing station located in West Bloomfield, Michigan. PM’s activities included the completion of Phase I ESAs to identify historical property uses and Recognized Environmental Conditions (RECs); completion of a geophysical survey to identify potential orphan USTs and a Phase II ESA to investigate the RECs, followed by the preparation of a Baseline Environmental Assessment and Due Care Plan on behalf of a new purchaser. A pre-demolition asbestos containing building materials inspection and hazardous materials inspection was also conducted in preparation for building demolition activities.

Following those activities, a redevelopment plan was approved by the City of West Bloomfield, and existing soil and groundwater contamination was determined incompatible with the proposed commercial development. Therefore, PM completed RI activities to further characterize the extent and magnitude of soil and groundwater contamination exceeding the applicable Part 213 Direct Contact, Groundwater Contact, Groundwater Volatilization to Indoor Air Inhalation, and Soil Volatilization to Indoor Air Inhalation RBSLs within the bounds of the subject property. PM then completed or oversaw the following activities:

- Conducted a feasibility analysis of response activity alternatives;
- Prepared a workplan and bid specification package;
- Made recommendations for selection of a qualified contractor;
- Reviewed pre-construction submittals and prepared a HASP;
- Conducted pre-construction kick-off, health and safety meetings;
- Removal of five-inground hoist pins, five UST (gasoline, used oil, and fuel oil), and all associated dispenser islands/product piping;
- Building footing demolition;
- Excavation, transport, and of 3,160 cubic yards of petroleum impacted soils and 22,176 gallons of total liquids;
- Excavation of existing utility infrastructure;
- Engineered backfill and compaction testing;
- Installation of utility corridor migration barriers;
- Site Assessment and verification of soil remediation sampling;
- Site Assessment reporting;
- Remedial Actions Summary reporting;
- Post-remediation Due Care Plan preparation;
- Post-remediation soil gas sampling and reporting;
In addition to the activities above, PM also completed contractor invoice reviews/approvals. Regular updates were provided to the developer and City of West Bloomfield regarding remedial progress. PM also attended pre-construction meetings with the City of West Bloomfield, members of the City Council, and the Oakland County Road Commission to ensure community stakeholders were kept informed on progress and findings.

Construction activities at the property will be complete during the fall of 2013. PM is currently working with the Oakland County Road Commission to conduct Due Care and site characterization activities related to roadway expansion and the construction of a roundabout in the adjoining right of ways impacted by historical contaminant migration.

1.6 Instructions and Information – Billable Rate

In accordance with the 2013 Expanded Environmental Remediation ISID RFP, PM has prepared and attached the Position, Classification and Employee Billing Rate Table as Appendix D. The table includes hourly billing rates for employees completing tasks on assigned projects by year based upon the estimated contract duration (i.e., 2013 through 2018).

1.7 Identification of Personnel and Estimated Compensation

Compensation information for the PM staff and Sub-consultant information is outlined in Sections A through D below.

A. Primary Professional and Sub Consultant(s) – Position, Classification & Employee Billable Rate Information

As presented in Section 1.3, members of the project team are full time employees of PM. An organization chart showing key PM staff and departments is included in Appendix B. Resume’s for members of PM’s project team are included in Appendix C. PM has prepared and attached the Position, Classification and Employee Billing Rate Table as Appendix D.

Although operates a full-service field services division and operates three Geoprobe® drill rigs all environmental drilling work will be bid to at least three drilling contractors as specified in the RFP. In addition to environmental drilling work, subcontractors will be used for underground storage tank removal, soil removal, and demolition activities; and transportation and disposal of associated waste materials, including investigation derived wastes. As with environmental drilling, the aforementioned services will be bid to at least three contractors. PM understands that Sub-consultant fees will be included in individually assigned project contracts as not-to-exceed reimbursable amounts. PM also understands that no markup of subcontractor fees or reimbursable expenses is allowed.

PM has included subcontractor information, including letters of intent, under Article 6, Subsection 6.1 of the attached Phase I Questionnaire (Appendix A).

PM understands that for individual assigned projects, any proposal submitted by PM will identify the estimated cost for each task using the format of Form II-2-A, and that the total of all phases/tasks shall become the maximum not-to-exceed cost for the assigned project.
B  Fee with Anticipated Hours by Phase – for Individual Assigned Projects

Although no submittal was required for this item under the RFP, PM understands that for each phase of assigned projects, proposals submitted by PM will include the estimated hours for each employee using the format of Form II-2-B and will and include the billable rate for each employee. Totals must also be provided.

C  Reimbursable Expenses – for Individual Assigned Project

No submittal was required for this item under the RFP. However, for proposals submitted by PM, the phase number, firm name, and description of sub-consulting services expressed as a not-to-exceed amount must be presented using the format of Form II-2-C. Additionally, the phase number, firm name, and description of all reimbursable direct expenses expressed as a not-to-exceed amount (travel over 100 miles one-way, printing, tests, etc.) must be identified. Markup values for reimbursable expenses and category totals must also be identified.

D  Total, Summarized by Phase – for Individual Assigned Projects

No submittal was required for this item under the RFP. However, for proposals submitted by PM, a total of the fees and reimbursable expenses, by phase, as outlined in items B and C above must be provided using the format of Form II-2-D. PM understands that the total of all phases shall become the maximum not-to-exceed contract for the assigned project.

PART 2.0  SPECIALTY SUB-LIST PROPOSALS

PM is submitting proposals for the following Remediation Technologies:

- Indoor Air/Vapor Intrusion
- Excavation, Dewatering, and Offsite Disposal

Part II - Professional Questionnaires for each remedial technology and associated Experience Summary Forms are included in Appendix E. Professional Resume’s for staff referenced in the Part II - Professional Questionnaires and associated Experience Summary Forms are included in Appendix C.
If you have any questions or require additional information, please contact me at 517-321-3331.

Sincerely,
PM Environmental, Inc.

Casey Armstrong, Q.C.
Manager of Remediation Services

J. Adam Patton, CHMM, Q.C.
Manager of Site Investigation Services
If your company is interested in participating in the MiDEAL program, please sign below and return to this letter to the letterhead address, Attention: Melissa Sambiagio

FOR THE STATE OF MICHIGAN

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

FOR THE PROFESSIONAL

PM Environmental agrees to extend the terms, conditions, and pricing of our 2013 General ISID Environmental Expanded Triage Services contract, No. 00419, to MiDEAL members and will remit the one percent (.01) administrative payment fee along with the quarterly report as outlined.

Signature

Date

Casey Armstrong - Program Director
Print Name/Title