



December 14, 2018

Amy Gilson, P.E.
Director of Public Works
City of Charlotte
111 E. Lawrence Avenue
Charlotte, Michigan 48813

Re: Professional Services Fee Estimate
Underground Storage Tank Removal
City of Charlotte, Wastewater Treatment Plant and Tirrell Street Lift Station

Dear Ms. Gilson:

Wood Environment & Infrastructure Solutions Inc. (Wood) is pleased to present this Scope of Services and corresponding Professional Services Fee Estimate regarding the removal of two underground storage tanks (USTs) at the City of Charlotte's Wastewater Treatment Plant and Tirrell Street Lift Station. Wood understands that the City desires to remove the 1,000-gallon diesel fuel USTs to facilitate changing to natural gas emergency generators at both locations.

Wood has developed this Scope of Services based on information obtained during our recent telephone conversations.

Scope of Services

Wood proposes to complete the following Scope of Services:

- Develop a site-specific health and safety plan to be used by Wood staff during field activities.
- Conduct site walks with a representative of the City and develop a work task list for removal of the USTs and site restoration.
- Complete *Intent of Removal, Closure, or Change-in-Service of Underground Storage Tanks* (BFS-3824) forms for each site and submit to Michigan's Department of Licensing and Regulatory Affairs (LARA) Bureau of Fire Services, Storage Tank Division (BFS) at least 30 days prior to start of work.
- Prepare one set of bid specifications for removal of both USTs. The bid specifications will include alternative costs for removal of the USTs or for closure-in-place if site conditions are not suitable for tank removal. Costs for completion of soil borings for site assessment soil samples should the USTs require closure in place are not included in this estimate.

Wood Environment & Infrastructure Solutions, Inc.
46850 Magellan Drive
Suite 190
Novi, MI 48377

www.woodplc.com

Tel (248) 926-4008
Fax (248) 926-4009

The City of Charlotte will provide "front end contracting" language that Wood will incorporate into the specifications as the City will be hiring the contractor directly.

- Assist the City in assembling a qualified list of environmental contractors and conduct one pre-bid meeting for the contractors to view each UST site. Provide bid support for the UST removal bid package by assisting with questions regarding the bid specifications and tallying the bids from up to three contractors.
- Provide up to four days of field observation to document the removal of both USTs, and for collection and laboratory analyses of environmental site assessment soil samples for "clean closure". Per Michigan Underground Storage Tank Rules (MUSTR), 2012 AACS R 29.2101 et seq., one soil sample will be collected from beneath each end of each tank. In addition, one sample per every 30 linear feet of underground piping (outside of building footprint) will be collected as required by the rules. A maximum of 8 soil samples will be laboratory analyzed for polynuclear aromatic (PNA) compounds in accordance with the rules.

Should a suspected release be observed during the removal activities, Wood will immediately notify the City and discuss the site conditions, strategies for completing remedial actions, and make recommendations to the City for completion of the project. If appropriate, Wood will provide additional services including additional oversight of remedial actions, collection of additional soil samples per the Michigan Department of Environmental Quality (MDEQ) *Sampling Strategies and Statistics Training Material for Part 201 Cleanup Criteria* (2002), and additional laboratory analyses of the soil samples. Costs for additional site oversight, soil sampling, and analyzing of additional soil samples are not included in this Scope of Services. If a suspected release is encountered, Wood will provide an estimate of any additional fees prior to initiating any additional field activities.

- Prepare and submit a Site Assessment Report for each site to LARA BFS within 45 days after the date of tank closure if a release is not suspected or confirmed. As discussed above, if a release is suspected, Wood will provide recommendations and discuss strategy for proceeding with closure of the UST sites.

Schedule

Wood is prepared to begin this work immediately upon authorization by the City of Charlotte. Wood proposes to have the draft UST Removal Specifications completed for the City's review within two weeks of receiving authorization to proceed.

Fee Estimate

Wood estimates our fee for the above work will not exceed \$17,620. This cost breakdown is based on time and materials in accordance with the attached Fee and Rate Schedule.

UST Removal Project

| | |
|---|-----------------|
| Project Management | \$1,300 |
| Development of Scope of Services and Bid Specs | \$2,900 |
| Pre-Bid Meeting and Bid Support | \$2,100 |
| 30-Day Notice and HASP | \$1,400 |
| UST Removal Observation & Sampling (4-days) | \$5,350 |
| Laboratory Soil Sample Analyses (up to 8) | \$900 |
| UST Site Assessment Reports (2) | \$3,050 |
| Reimbursable Expenses (mileage, field equip., etc.) | \$620 |
| TOTAL COST | \$17,620 |

TOTAL ESTIMATED COSTS: \$17,620

Wood has based the above described costs on the following assumptions:


- The UST removals for both sites are bid together within one set of bid specifications and one prebid meeting.
- Hazardous conditions are not encountered, and Level D protection is sufficient.
- The City of Charlotte will retain the UST removal contractor directly.
- One soil sample will be collected from each end of each tank (4) and up to 4 additional soil samples will be collected from beneath piping (outside of building footprint) for PNA analyses.
- Costs for completion of soil boring and soil samples are not included in estimated costs, if USTs are closed-in-place.

This work will be completed in accordance with Wood's existing Master Services Agreement with the City dated June 11, 2018 and the attached Fee and Rate Schedule. If the City of Charlotte agrees with this proposed scope of work, please sign the attached Work Order No. 2 and return to us.

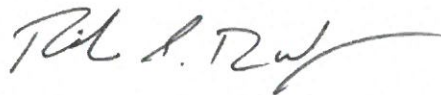
Wood appreciates this opportunity to assist the City of Charlotte with this important project and is available to answer any questions you may have.

Sincerely,

Wood Environment & Infrastructure Solutions, Inc.



John W. Marsh, CPG
Senior Hydrogeologist



Robin S. DeWyre
Senior Project Manager

Attachments: Work Order No. 2
Fee and Rate Schedule

Work Order No. 2

wood.

CLIENT: City of Charlotte
Agreement Work Order Number : 2

Project Name: UST Removal – WWTP and Lift Station
Project Number: TBD

This Work Order ("Work Order"), when approved and signed by both parties, is issued under and amends that certain Master Services Agreement between the parties dated June 11, 2018 ("Agreement"). Except as expressly modified herein, all terms and conditions of the Agreement remain in full force and effect.

SCOPE OF SERVICES:

Wood shall perform the following services ("Services"):

- ☒ As set forth in the attached document entitled Professional Services Fee Estimate Underground Storage Tank Removal – WWTP and Tirrell Street Lift Station, dated December 14, 2018.
- ☐ As described as follows: {Insert description here}.

The Services are ☒ are not ☐ in support of a U.S. Government contract.

SCHEDULE:

Time to complete performance of the Services is approximately three months from authorization date.

COMPENSATION:

The CLIENT's payment obligation under this Work Order is as follows:

- ☐ The Firm Fixed Price for the Services is {Insert amount} Dollars (\${Insert number})
- ☒ The Estimated Cost for the Services is \$17,620. Applicable billing rates are set forth in the document attached hereto entitled Michigan Fee Schedule for Professional Services.

By their signatures below, the parties acknowledge that they shall be bound by the terms of this Work Order, including the attachments hereto, and that the undersigned are authorized to enter into this Work Order.

CLIENT: City of Charlotte

Date: _____

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Wood Environment & Infrastructure Solutions, Inc.:

Signature:  _____

Date: December 14, 2018

Name: Robin S. DeWyre, CPG
(Printed Name)

Title: Senior Associate Geologist

Exhibit "1"