



January 31, 2018

Tom Verstegen
Department of Natural Resources
625 East County Road Y, Suite 700
Oshkosh, WI 54901

Re: Change Order Request – Monitoring Well Installation, Groundwater Sampling
Winner's Circle Auto (Fmr. Tim's Auto), 115 W. Ormsby Street, Oxford, WI
BRRTS # 03-39-168015, PECFA # 53952-0150-15

Dear Tom:

MSA Professional Services, Inc. (MSA) is submitting this change order request in response to our phone conversation on January 19, 2018. It is my understanding that after submittal of the January 10, 2018 change order request for approval of the costs to prepare a closure request for the site, you had the opportunity to review the site data with members of the DNR's closure committee, who indicated that they did not believe the site was ready for a case closure request submittal. This change order includes the scope of work developed during our January 19, 2018 phone conversation.

The scope of work includes:

1. Installation of a water table well in the vicinity of well MW-10P (new well to be named MW-10). Due to a desire to minimize further damage to the pavement of South Oxford Street, MSA will submit a request to the Village of Oxford for access to the right of way on the east side of South Oxford Street, just off the edge of the pavement. Based on water levels at MW-7, it is estimated that the depth of this well will be approximately 22 to 25 feet. I have included 25 feet of drilling, but will only invoice for actual depth of the well as installed.
2. Soil samples will be collected during drilling and will be screened for petroleum vapors with a PID. Soil will be containerized in a drum and stored at the source property if vapors are detected. I have included costs for one drum, and disposal if required. Clean soil cuttings will be taken to a clean fill location in the Village of Oxford that we have previously utilized, assuming the Village approves this.
3. I have included the cost to submit two soil samples for laboratory analysis for PVOCs plus naphthalene from MW-10. If no organic vapors are detected in the soil samples with the PID and there are no indicators of petroleum contamination in the soil during drilling, no soil samples will be submitted for laboratory analysis.
4. I have included one access request for permission to install the well to be submitted to the Village of Oxford.
5. I have included one monitoring well development for the new well, and one well elevation survey to determine the top of casing elevation in respect to the existing well network.

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6. I have included one year of groundwater sampling, as outlined below. This will include four mobilizations:
 - a. Quarterly groundwater samples (3 month frequency) will be collected at wells MW-6P, MW-8P, MW-10 (the new well), and MW-10P. (16 samples plus four trip blanks)
 - b. Semi-Annual groundwater samples (6 month frequency) will be collected at wells MW-2, MW-3, MW-4, MW-6, MW-7P, and MW-13P. (12 samples)
 - c. No sampling will be conducted at the remaining portion of the monitoring well network which currently has no NR 140 enforcement standard exceedances, including wells MW-1, MW-5, MW-7, MW-8, MW-9P, MW-11P, and MW-13P. I have not included measuring groundwater levels at these wells as the groundwater flow direction at the site has been well documented and has been consistent throughout the history of this project.
 - d. I have not included sampling the well points adjacent to Neenah Creek.
7. I have included one U&C Letter Report (LRA05) to compile the sampling results with earlier results and submit a status report at the end of the one year of groundwater sampling.
8. I have included one U&C change order request for the time to develop this scope of work and prepare and submit this change order request.

The U&C Spreadsheet outlining these items is attached. The total amount of this change order request is \$11,087.48.

Please contact me with questions or if you need additional information.

Sincerely,

MSA Professional Services, Inc.



Jayne Englebert, P.G.
Senior Hydrogeologist, Project Manager

Cc: Terry Berndt, owner

Attachments