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November 28, 2017

Project Reference #15772

Mr. Todd Schwartz
Director of Public Works
City of Chilton
42 School Street
Chilton, WI 53014

Subject: Proposal for Pre-Demolition Hazardous Materials Inspection, Abatement and Demolition Planning and Specifications, and Oversight
McNeely and Gordon Schneider Properties
Main Street, Chilton, Wisconsin

Dear Mr. Schwartz:

The Sigma Group, Inc. (Sigma) appreciates the opportunity to submit this proposal to perform a pre-demolition hazardous materials inspection, prepare abatement and demolition plans and specifications, review abatement and demolition contractor bids and provide periodic oversight during abatement for the demolition of the buildings located on the 420 and 476 E. Main Street properties. This proposal and cost estimate has been prepared in response to your request and is based on our knowledge of the property as well as our understanding of the applicable regulatory requirements.

PROJECT UNDERSTANDING

The City of Chilton is planning on demolishing the existing buildings for purposes of repositioning the property for sale and future development. Accordingly, hazardous materials and asbestos-containing building materials (ACBMs) must be identified and properly defined in order to develop plans for the proper management of demolition materials in accordance with federal, state, and local regulations.

More specifically, pre-demolition asbestos inspections are required by the United States Environmental Protection Agency (USEPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) provided in 40 CFR 61 and State of Wisconsin Department of Natural Resources (WDNR) Control of Asbestos Emissions defined in Chapter NR 447. OSHA also requires that materials containing asbestos be identified prior to initiating demolition activities.

SCOPE OF SERVICES

Sigma proposes to assist the City of Chilton by completing a pre-demolition inspection, development of regulated material abatement plans and specifications, and providing bidding assistance and abatement oversight.

HAZARDOUS MATERIALS EVALUATION

The hazardous materials evaluation will include an initial scope review meeting, performing an inspection and evaluation for ACBMs, LBP, and other items of environmental concern associated with the structure, and a presentation of findings. Sigma proposes to complete the following tasks:

Task 1 – Pre-demolition/renovation asbestos inspection
Task 2 – Lead-based paint inspection
Task 3 – Hazardous materials assessment
Task 4 – Prepare hazardous materials reports

Task 1 – Pre-Demolition Asbestos Inspection

Sigma will perform an asbestos inspection in reasonably accessible areas of the structures. The asbestos inspection will be completed in substantial compliance with the USEPA NESHAP and WDNR NR 447 requirements for building demolition and management of associated demolition debris. The asbestos inspection will be performed by a State of Wisconsin certified asbestos inspector and will include the following activities:

- A review of building floor plans and mechanical system documents made available by the buildings' owner to identify and locate suspect ACBM.
- A review of any documentation of asbestos inspections, abatement activities, and operation and maintenance provided to Sigma for the subject site.
- A visual inspection of reasonably accessible areas within the above referenced structure. Destructive investigation methods will be employed to identify additional materials not readily visible.
- The roofs are not included in this assessment and all suspect materials associated with the roof will be assumed to contain asbestos unless material is observed to be in poor condition that would require abatement in which case, samples will be collected assuming access is feasible.
- The collection of bulk samples of identified suspect asbestos-containing materials using appropriate sampling protocols. Samples will be submitted to a National Voluntary Laboratory Accreditation Program (NVLAP) and American Industrial Hygiene Association (AIHA) approved laboratory for asbestos content analysis by USEPA polarized light microscopy (PLM) methodology. Samples identified as having less than 10 percent asbestos using PLM analysis may be further analyzed by point counting in accordance with USEPA analysis methodology. [The quantity of samples to be collected and analyzed will be determined in the field; however, it is estimated that a total of 200 samples (approximately 100 sample layers) will be collected.]
- The physical assessment and documentation of the area of inspection including the type, location, condition, and general quantities of identified ACBM.

Deliverable (Task 4)
Upon completion of the asbestos inspection activities, Sigma will provide a report which can be used as part of the demolition and materials management planning process. The asbestos inspection report will include the following information:

- Floor plans for each floor and roof indicating rooms/areas;
- Tables summarizing the location, type, condition, and asbestos content of ACBM materials;
- Estimated quantities of identified ACBM;
- Recommendations relative to the abatement and material management of identified ACBM; and
- Additional recommendations regarding further evaluation of materials or building systems relative to asbestos necessary to facilitate proper building abatement, demolition, and material management planning.

Task 2 – Lead-Based Paint Inspection
According to the Wisconsin Department of Natural Resources (WDNR), contractors may demolish structures coated with LBP or remove their architectural components without actually removing the paint from the substrate. The WDNR does not typically consider it necessary to make a hazardous waste determination on these structural materials if the paint is not separated from the structural materials. The generator of these wastes must, however, follow the State's solid waste regulations and dispose of debris in a WDNR approved disposal facility. Loose paint chips or dust generated during demolition must be managed as if they had been mechanically removed by blasting or other means.

Additionally, OSHA may require specific work practices, personal protective equipment, monitoring, and jobsite engineering controls to reduce lead exposure when conducting activities involving cutting, grinding, and shot blasting of LBP. The proposed work practices and intended material management where potential LBP could be encountered should be evaluated.

The limited LBP inspection will include a general paint condition assessment of readily accessible painted surfaces. The inspection will include field performed lead analysis using an X-ray Florescence (XRF) instrument of up to 10 painted surfaces. The limited LBP inspection will provide a general evaluation of the presence of LBP by various coated media. This inspection is not intended to comply with the US Department of Housing and Urban Development and to identify and sample every painted surface but rather to characterize interior finishes and painted concrete and masonry materials that have the potential to be recycled.

Deliverable (Task 4)
The LBP inspection will be summarized in a report which will include the following:

- Floor plans for each floor and roof indicating rooms/areas;
- Tables summarizing lead analysis results;
- Recommendations relative to the abatement and material management of identified LBP-coated concrete; and
- Additional recommendations regarding further evaluation of materials or building systems relative to LBP necessary to facilitate proper building abatement, demolition, and material management planning.

Task 3 – Hazardous Material Assessment

Hazardous material management and disposal is required by the USEPA and WDNR as defined in NR Chapters 100, 400, 500, and 600. The WDNR publication WA-651-03, "Pre-Demolition Environmental Checklist" provides guidance regarding potential hazardous materials which must be identified and properly managed prior to building demolition.

In conjunction with the pre-demolition asbestos and LBP inspections, Sigma will complete a hazardous material assessment of the structure for the presence of other potential hazardous/regulated materials in general accordance with the WDNR publication WA-651-03, "Pre-Demolition Environmental Checklist". The hazardous material assessment will consist of a visual evaluation of reasonably accessible areas and general inventory of batteries, electrical transformers, fire extinguishers, fluorescent light bulbs, high intensity discharge light bulbs, hydraulic fluids/oils, lighting ballasts and other PCB-containing devices, mercury-containing devices, pesticides, pits/sumps/catch basins, radioactive devices (smoke alarms/exit signs), refrigerants, and solvents/cleaners. The intent of the assessment is to develop a general inventory of hazardous materials present in the structure that should be appropriately managed prior to the demolition/renovation process. The assessment does not include characterization, sampling/analysis of the items identified in the assessment.

Deliverable (Task 4)

The findings of the hazardous material assessment will be summarized in a separate report which will include the following elements:

- Floor plans for each floor and roof indicating rooms/areas;
- Tables summarizing and approximating the location, type, and quantity of materials identified by the hazardous materials assessment;
- Recommendations relative to the material management of identified hazardous materials; and
- Additional recommendations regarding further evaluation of materials or building systems relative to hazardous materials necessary to facilitate proper building abatement, demolition, and material management planning.

PROJECT DESIGN, PLANS AND SPECIFICATIONS PREPARATION, AND BIDDING

Sigma can assist in moving the project from the inspection phase through bidding and pre-demolition hazardous materials abatement. Anticipated services include the following:

Hazardous Materials Removal Planning & Design
Sigma will develop plans and specifications that define the scope of work for the pre-demolition asbestos removal activities consistent with the requirements of Wisconsin Administrative Code Chapter NR 447. Sigma will prepare an Asbestos Removal Project Manual that includes the following elements:

- Invitation to bid and instructions to bidders
- Bid forms and unit pricing
- Bonding and insurance requirements
- Project milestones and schedule
- General conditions and special provisions
- Contractor Health and Safety Plan requirements
- Asbestos removal specifications
- Project Closeout

If requested, Sigma will include project manual sections using specific language or contract requirements specified by the City of Chilton.

Bidding Administration
Sigma will secure contractor bids for pre-demolition hazardous materials removal by performing the following elements:

- Participate in a pre-bid meeting and site walk-through with potential bidders.
- Answer questions of potential bidders relative to the project specifications.
- Prepare a summary of submitted bid information and bid tabulation forms and review for contractor selection.
- Arrange a contract between you and the selected abatement contractor to complete the work.

SERVICES DURING ABATEMENT
Sigma proposes to assist the City by performing services during asbestos removal.

Task 1 – Services During Asbestos Removal Activities
Sigma can provide a scope of services during abatement which may include the following work activities:

- Review contractor submittals as defined in the contract documents.
- Conduct progress/coordination meetings with contractor. It is assumed that in addition to an initial project kick-off meeting, one meeting will take place on-site for

one to two hours at a biweekly frequency during the course of the asbestos removal work.

- Conduct on-site project observation during asbestos abatement to verify that the abatement contractor is conducting abatement activities in accordance with general industry accepted practices.
- Conduct sampling and laboratory analysis of potential suspect ACBM identified by the contractor's competent person that may become revealed during the abatement and/or demolition/renovation process.
- Conduct visual inspection and final air clearance sampling of containments to verify that the removal of ACBM at a specific area has been completed and that the atmosphere in that area meets the clearance levels established in the contract specifications..
- Maintain project documentation such as waste manifests, disposal quantities, etc.
- Administer project, including review pay applications, change order requests, updating schedule and project documentation.

As the scope and duration of asbestos removal activities has not yet been defined, Sigma is not able to provide a cost estimate. A budgetary cost range which will be refined once the actual site conditions and asbestos removal schedules have been defined.

It is assumed that the abatement/demolition contractor(s) will be required per the project specifications to provide a "competent person" as defined in the specifications throughout the abatement and demolition process. Sigma's suggested scope of services is not intended to replace the demolition contractor's competent person or relieve the demolition contractor of their obligation to provide the competent person for the project as required by the project specifications

ADDITIONAL SERVICES

In addition to conducting initial pre-demolition facility inspection services during abatement, Sigma provides a comprehensive scope of services for demolition and redevelopment projects such as preparing detailed demolition plans and specifications including land surveying, administrating contracts, facilitating asset liquidation (equipment, furnishing and fixtures), and implementing demolition and site restoration. In this regard, Sigma works closely with the Owner and other stakeholders to tailor the scope of services to fit the specific project goals and objectives. As this project moves forward, we are available to discuss in detail our capabilities and the value of providing such additional future services on this important project.

COST ESTIMATE AND SCHEDULE

The estimated cost to complete the above scope of work is described below.

PHASE I – HAZARDOUS MATERIALS EVALUATION

Task 1 – Pre-Demolition/Renovation Asbestos Inspection ..... $ 6,500
Task 2 – Lead-Based Paint Inspection..... $ 500

Task 3 – Hazardous Material Assessment	***$ 500***
Task 4 - Prepare Hazardous Materials Reports	***$ 2,000***
	$ 9,500

PHASE II – PROJECT DESIGN AND BIDDING

Task 1 – Project Design, Plans and Specifications	***$ 4,500***
Task 2 – Bidding Administration Assistance	***$ 2,000***
	$ 6,500

PHASE III –SERVICES DURING ABATEMENT AND RENOVATION

– Services During Asbestos Removal Activities..... (cost TBD)

Actual invoicing will be on a time and materials basis. Additional services beyond the scope of services presented herein would be immediately identified as the need arises and would be invoiced on a time and materials basis consistent with the billable rate table and typical reimbursable expenses provided in Attachment A. The anticipated project schedule for completion of the proposed Phase I scope of work is three to five weeks from the date Sigma receives a purchase order or the executed Agreement provided in Attachment B.

Sigma will work with the City to develop a schedule for completion of the Phase II scope of work that meets the City's desired timeline. The cost estimate for Phase III activities will be further defined once Phase I and II activities have been completed.

Actual invoicing for these activities and any additional activities not included as part of this scope of work (i.e. project meetings, additional monitoring locations/events) will be submitted on a time-and-materials basis consistent with the enclosed fee schedule provided in Attachment A.

Sigma looks forward to assisting you with this important project. We welcome the opportunity to present our qualifications and proposed Scope of Services in person. Please call us at (414) 643-4200 should you have any questions or require additional information.

Respectfully submitted,

THE SIGMA GROUP, INC.

Jonathan L. Mader
Senior Engineer

Randy E. Boness, P.G.
Geosciences Group Leader

Enclosures

This document contains proprietary and confidential information which is the sole and exclusive property of The Sigma Group, Inc. This document may not be used or duplicated in any manner without the express written consent of The Sigma Group, Inc.
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Attachment A
Additional Services Fee Schedule

Pre-Demolition Hazardous Materials Inspection/Abatement Plans & Specifications/Bidding Assistance
City of Chilton

Site Location: McNeely and Gordon Schneider Properties
420 and 476 E. Main Street
Chilton, Wisconsin

Proposal #: **15772**

Additional Services:
Additional services beyond the scope of work presented above would be immediately identified as the need arises. Additional services would be provided on a time and materials consistent with the rates provided below.

Additional Services Rate Table:

Staff Classification	Rate/hr.
Principal	$175
Senior Project Manager	$125 to $150
Senior Engineer/Senior Scientist	$115 to $150
Project Engineer	$85 to $110
Staff Engineer	$65 to $80
Environmental Specialist/ Asbestos Inspector	$60 to $70
Cadd Tech	$65 to $80
Clerical	$55

Typical Reimbursable Expenses:

Item	Rate
Mileage	$0.75/mile
Film/Photo Reproduction	At Cost
Printing/Copying	$0.10/page
Analytical, PLM analysis, per sample after 150	$30
Analytical, PLM point count, per layer	$35
XRF Analysis, per sample after 10	$20

Subconsultants and other outside services provided through Sigma's contract would be marked up 10% for Sigma administration.
I have read and understand the terms and conditions state above.

Signature: _____

Name (please print): _____

Title (please print): _____

Firm: _____

Date: _____

Attachment B
Sigma Environmental Services, Inc.
Agreement and Work Authorization

Pre-Demolition Hazardous Materials Inspection/Abatement Plans & Specifications/Bidding Assistance
City of Chilton

Site Location: McNeely and Gordon Schneider Properties
420 and 476 E. Main Street
Chilton, Wisconsin

Proposal #: **15772**

EXHIBIT A
WORK AUTHORIZATION NO. 2

Project Reference No.: 15772

This Work Authorization is entered into by and between The Sigma Group, Inc. ("Sigma") and City of Chilton ("Client"). This Work Authorization incorporates by reference the Agreement entered into by the Parties dated November 22, 2017 (the "Agreement"). The Agreement is hereby amended and supplemented as follows:

Site: McNeely and Gordon Schneider Properties, Main Street, Chilton, Wisconsin

General Description of Basic Services.

Client hereby authorizes Sigma to perform and complete the following Service(s):

1. Those Services contained in Sigma's proposal dated November 28, 2017, which is attached hereto and incorporated herein by this reference# 15772 .

2. Pre-Demolition Hazardous Materials Inspection, Abatment Plans and Specifications

Compensation.

1.	Phase 1	$9,500
2.	Phase 2	$6,500
3.		
4.		

Other Terms. [Insert any other terms specific to the work authorization, i.e., dates of performance.]

1.

Firm: City of Chilton

Signature:

Name (please print):

Title (please print):

Date:

THE SIGMA GROUP, INC.

Signature:

Name (please print):

Title (please print):

Date: