TETRA TECH

FID # 267003880

BRRTS # 03-67-554753

October 17, 2012

Mr. Scott and Mrs. Sandra Tutas
P.O. Box 381
West Bend, WI 53095

RE: Sub-Slab Soil Gas Sample Results for 213/215 Linwood Terrace Property

Dear Mr. and Mrs. Tutas,

Thank you for allowing us to collect a sub-slab soil gas sample and indoor air samples from your 213/215 Linwood Terrace property on September 27 to September 28, 2012. This sampling was conducted on behalf of the City of West Bend as part of the environmental investigation of the former Gehl Co. West Plant property, which is part of the Tax Incremental Finance District No. 12 project. As mentioned in our previous correspondence, during our investigation, we identified some potential environmental issues associated with the past use of solvents at the site. These chemicals, known as volatile organic compounds (VOCs), often become gases or vapors, which can travel from contaminated soil or groundwater and enter buildings. The Wisconsin Department of Natural Resources (WDNR) requested that we conduct the testing on your property to determine if the VOCs impacts on and in the vicinity of the former Gehl Co. West Plant property could potentially move up through the soil and accumulate under your house. If the vapors reach a certain concentration, they can also move up through the basement floor and enter indoor air in a way very similar to radon gas.

On September 27th a Tetra Tech GEO environmental technician sealed the sump pump basin in the basement of the house in order to collect the sub-slab soil gas sample. A small Shop-Vac® was used to purge the headspace inside the sealed sump pump basin for several minutes to draw soil gas into the sump pump basin and the soil gas sample was then collected on September 28th over a 30-minute period. Indoor air samples were also collected over a 24-hour period from the basement, the first floor apartment and the second floor apartment of your property from September 27th to September 28th. The laboratory analysis of the indoor air samples was contingent on the results of the sub-slab soil gas sample.

The soil gas sample collected from the sealed sump pump basin was sent to a laboratory for analysis. A copy of the laboratory analytical report is enclosed. The test results indicate three VOCs were detected in the soil gas beneath the basement floor. The VOCs detected in the sample and the corresponding screening levels established by the WDNR for the parameters are listed below:

Parameter	Tetrachloroethene (PCE)	1,1,1-Trichloroethane (TCA)	Trichloroethene (TCE)
Units	ug/m^3	ug/m^3	ug/m^3
WDNR Screening Level	420	52,000	21
Soil Gas Sample Results	2.5	22.0	4.8

As shown on the Table, the three VOCs detected were tetrachloroethene (PCE), 1,1,1-

TETRA TECH GEO
175 North Corporate Drive, Suite 100, Brookfield, WI 53045
Tel 262.792.1282 Fax 262.792.1310 www.tetratechgeo.com www.tetratech.com

trichloroethane (TCA) and trichloroethene (TCE). The WDNR screening levels for the VOCs are listed on the third row of the table and the concentrations of the VOCs detected in the soil gas sample are listed on the fourth row of the table. The concentrations of PCE, TCA and TCE detected in the soil gas sample are well below the WDNR screening levels, which indicates the VOCs impacts found on and in the vicinity of the former Gehl Co. property do not pose a vapor inhalation health risk to the occupants of your house at 213/215 Linwood Terrace. Because the PCE, TCA and TCE concentrations in the soil gas sample were well below the WDNR screening levels, the indoor air samples were not sent to the laboratory for analysis.

The results of the soil gas testing were submitted to the WDNR for their review. They concurred with our assessment that there is no vapor inhalation health risk to your property from the VOCs impacts on and in the vicinity of the former Gehl Co. West Plant property and that testing of the indoor air samples was not necessary.

Ensuring the safety of the environment and the community is of the highest priority to the City of West Bend. If you have any questions, please do not hesitate to contact me at (262)792-1282, ext. 271 or Mark.Manthey@TetraTech.com or Christine Lilek with the WDNR at (920) 892-8756, ext. 3025 or Christine.Lilek@Wisconsin.gov.

Best regards,

Tetra Tech GEO

Mark A. Manthey, P.G.
Senior Hydrogeologist

Enclosure

cc: T.J. Justice, City of West Bend, Department of Economic & Community Development
Christine Lilek, Wisconsin Department of Natural Resources
Washington County Health Department

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1700 Elm Street - Suite 200
Minneapolis, MN 55414
(612)607-1700

October 02, 2012

Mr. Mark Manthey
Tetra Tech GEO
175 N. Corporate Dr.
Suite 100
Brookfield, WI 53045

RE: Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Dear Mr. Manthey:
Enclosed are the analytical results for sample(s) received by the laboratory on September 29, 2012. The results relate only to the samples included in this report. Results reported herein conform to the most current TNI standards and the laboratory's Quality Assurance Manual, where applicable, unless otherwise noted in the body of the report.

If you have any questions concerning this report, please feel free to contact me.

Sincerely,

Scott Unze

scott.unze@pacelabs.com
Project Manager

Enclosures

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Minneapolis, MN 55414
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CERTIFICATIONS

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Minnesota Certification IDs
1700 Elm Street SE Suite 200, Minneapolis, MN 55414
A2LA Certification #: 2926.01
Alaska Certification #: UST-078
Alaska Certification #MN00064
Arizona Certification #: AZ-0014
Arkansas Certification #: 88-0680
California Certification #: 01155CA
Colorado Certification #Pace
Connecticut Certification #: PH-0256
EPA Region 8 Certification #: Pace
Florida/NELAP Certification #: E87605
Georgia Certification #: 959
Hawaii Certification #Pace
Idaho Certification #: MN00064
Illinois Certification #: 200011
Kansas Certification #: E-10167
Louisiana Certification #: 03086
Louisiana Certification #: LA080009
Maine Certification #: 2007029
Maryland Certification #: 322
Michigan DEQ Certification #: 9909
Minnesota Certification #: 027-053-137
Mississippi Certification #: Pace
Montana Certification #: MT CERT0092
Nevada Certification #: MN_00064
Nebraska Certification #: Pace
New Jersey Certification #: MN-002
New York Certification #: 11647
North Carolina Certification #: 530
North Dakota Certification #: R-036
North Dakota Certification #: R-036A
Ohio VAP Certification #: CL101
Oklahoma Certification #: 9507
Oregon Certification #: MN200001
Oregon Certification #: MN300001
Pennsylvania Certification #: 68-00563
Puerto Rico Certification
Tennessee Certification #: 02818
Texas Certification #: T104704192
Utah Certification #: MN00064
Virginia/DCLS Certification #: 002521
Virginia/VELAP Certification #: 460163
Washington Certification #: C754
West Virginia Certification #: 382
Wisconsin Certification #: 999407970

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SAMPLE SUMMARY

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Lab ID	Sample ID	Matrix	Date Collected	Date Received
10207178001	**SG-02**	Air	09/28/12 17:50	09/29/12 09:10

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SAMPLE ANALYTE COUNT

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Lab ID	Sample ID	Method	Analysts	Analytes Reported
10207178001	**SG-02**	TO-15	CJR	9

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PROJECT NARRATIVE

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Method: **TO-15**
Description: TO15 MSV AIR
Client: Tetra Tech GEO
Date: October 02, 2012

General Information:
1 sample was analyzed for TO-15. All samples were received in acceptable condition with any exceptions noted below.

Hold Time:
The samples were analyzed within the method required hold times with any exceptions noted below.

Initial Calibrations (including MS Tune as applicable):
All criteria were within method requirements with any exceptions noted below.

Continuing Calibration:
All criteria were within method requirements with any exceptions noted below.

Internal Standards:
All internal standards were within QC limits with any exceptions noted below.

Surrogates:
All surrogates were within QC limits with any exceptions noted below.

Method Blank:
All analytes were below the report limit in the method blank with any exceptions noted below.

Laboratory Control Spike:
All laboratory control spike compounds were within QC limits with any exceptions noted below.

Matrix Spikes:
All percent recoveries and relative percent differences (RPDs) were within acceptance criteria with any exceptions noted below.

Duplicate Sample:
All duplicate sample results were within method acceptance criteria with any exceptions noted below.

Additional Comments:

This data package has been reviewed for quality and completeness and is approved for release.

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ANALYTICAL RESULTS

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Sample: SG-02 **Lab ID: 10207178001** Collected: 09/28/12 17:50 Received: 09/29/12 09:10 Matrix: Air

Parameters	Results	Units	Report Limit	MDL	DF	Prepared	Analyzed	CAS No.	Qual
TO15 MSV AIR	Analytical Method: TO-15								
Vinyl chloride	ND	ug/m3	0.50	0.25	1.92		10/01/12 16:45	75-01-4	
1,1-Dichloroethene	ND	ug/m3	1.6	0.77	1.92		10/01/12 16:45	75-35-4	
1,1-Dichloroethane	ND	ug/m3	1.6	0.79	1.92		10/01/12 16:45	75-34-3	
cis-1,2-Dichloroethene	ND	ug/m3	1.6	0.29	1.92		10/01/12 16:45	156-59-2	
1,1,1-Trichloroethane	**22.0**	ug/m3	2.1	1.1	1.92		10/01/12 16:45	71-55-6	
1,2-Dichloroethane	ND	ug/m3	0.79	0.40	1.92		10/01/12 16:45	107-06-2	
Trichloroethene	**4.8**	ug/m3	1.1	0.52	1.92		10/01/12 16:45	79-01-6	
Tetrachloroethene	**2.5**	ug/m3	1.3	0.66	1.92		10/01/12 16:45	127-18-4	
trans-1,2-Dichloroethene	ND	ug/m3	1.6	0.77	1.92		10/01/12 16:45	156-60-5	

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QUALITY CONTROL DATA

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

QC Batch: AIR/15851 — Analysis Method: TO-15
QC Batch Method: TO-15 — Analysis Description: TO15 MSV AIR Low Level
Associated Lab Samples: 10207178001

METHOD BLANK: 1299608 — Matrix: Air
Associated Lab Samples: 10207178001

Parameter	Units	Blank Result	Reporting Limit	Analyzed	Qualifiers
1,1,1-Trichloroethane	ug/m3	ND	1.1	10/01/12 14:49	
1,1-Dichloroethane	ug/m3	ND	0.82	10/01/12 14:49	
1,1-Dichloroethene	ug/m3	ND	0.81	10/01/12 14:49	
1,2-Dichloroethane	ug/m3	ND	0.41	10/01/12 14:49	
cis-1,2-Dichloroethene	ug/m3	ND	0.81	10/01/12 14:49	
Tetrachloroethene	ug/m3	ND	0.69	10/01/12 14:49	
trans-1,2-Dichloroethene	ug/m3	ND	0.81	10/01/12 14:49	
Trichloroethene	ug/m3	ND	0.55	10/01/12 14:49	
Vinyl chloride	ug/m3	ND	0.26	10/01/12 14:49	

LABORATORY CONTROL SAMPLE: 1299609

Parameter	Units	Spike Conc.	LCS Result	LCS % Rec	% Rec Limits	Qualifiers
1,1,1-Trichloroethane	ug/m3	55.5	57.7	104	72-129	
1,1-Dichloroethane	ug/m3	41.2	41.6	101	67-132	
1,1-Dichloroethene	ug/m3	40.3	41.7	103	68-134	
1,2-Dichloroethane	ug/m3	41.2	41.1	100	70-131	
cis-1,2-Dichloroethene	ug/m3	40.3	41.9	104	73-130	
Tetrachloroethene	ug/m3	69	71.9	104	70-130	
trans-1,2-Dichloroethene	ug/m3	40.3	41.8	104	72-128	
Trichloroethene	ug/m3	54.6	58.1	106	72-131	
Vinyl chloride	ug/m3	26	26.3	101	70-131	

SAMPLE DUPLICATE: 1300035

Parameter	Units	10207178001 Result	Dup Result	RPD	Max RPD	Qualifiers
1,1,1-Trichloroethane	ug/m3	22.0	20.9	5	25	
1,1-Dichloroethane	ug/m3	ND	ND		25	
1,1-Dichloroethene	ug/m3	ND	ND		25	
1,2-Dichloroethane	ug/m3	ND	ND		25	
cis-1,2-Dichloroethene	ug/m3	ND	ND		25	
Tetrachloroethene	ug/m3	2.5	2.5	2	25	
trans-1,2-Dichloroethene	ug/m3	ND	ND		25	
Trichloroethene	ug/m3	4.8	4.3	10	25	
Vinyl chloride	ug/m3	ND	ND		25	

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QUALIFIERS

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

DEFINITIONS

DF - Dilution Factor, if reported, represents the factor applied to the reported data due to changes in sample preparation, dilution of the sample aliquot, or moisture content.

ND - Not Detected at or above adjusted reporting limit.

J - Estimated concentration above the adjusted method detection limit and below the adjusted reporting limit.

MDL - Adjusted Method Detection Limit.

PRL - Pace Reporting Limit.

RL - Reporting Limit.

S - Surrogate

1,2-Diphenylhydrazine (8270 listed analyte) decomposes to Azobenzene.

Consistent with EPA guidelines, unrounded data are displayed and have been used to calculate % recovery and RPD values.

LCS(D) - Laboratory Control Sample (Duplicate)

MS(D) - Matrix Spike (Duplicate)

DUP - Sample Duplicate

RPD - Relative Percent Difference

NC - Not Calculable.

SG - Silica Gel - Clean-Up

U - Indicates the compound was analyzed for, but not detected.

N-Nitrosodiphenylamine decomposes and cannot be separated from Diphenylamine using Method 8270. The result reported for each analyte is a combined concentration.

Pace Analytical is TNI accredited. Contact your Pace PM for the current list of accredited analytes.

TNI - The NELAC Institute.

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QUALITY CONTROL DATA CROSS REFERENCE TABLE

Project: 117-1321001.05 City of West
Pace Project No.: 10207178

Lab ID	Sample ID	QC Batch Method	QC Batch	Analytical Method	Analytical Batch
10207178001	**SG-02**	TO-15	AIR/15851		

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AIR: CHAIN-OF-CUSTODY / Analytical Request Document

The Chain-of-Custody is a LEGAL DOCUMENT. All relevant fields must be completed accurately.

10207178

10207178

Page: 1 of 1

Section A Required Client Information:

Company: Tetra Tech GEO
Address: 175 N. Corporate Dr., Suite 100, Brookfield, WI 53045
Email To: Mark.Manthey@tetratech.com
Phone: 262-791-1282 Fax: 262-792-1310
Requested Due Date/TAT: 2-Day TAT

Section B Required Project Information:

Report To: Mark A. Manthey
Copy To:
Purchase Order No.:
Project Name: City of West Bend former Gehl Co. TIF Disctrict #12 ESA
Project Number: 117-1321001.05

Section C Invoice Information:

Attention: Mark A. Manthey
Company Name: Tetra Tech GEO
Address: 175 N. Corporate Drive, Suite 100, Brookfield, WI 53045
Pace Quote Reference:
Pace Project Manager/Sales Rep. AARON FREDRIKSON
Pace Profile #:

Program: UST / Superfund / Emissions / Clean Air Act / ☑ Voluntary Clean Up / Dry Clean / RCRA / Other

Location of Sampling by State: WI

Reporting Units: ug/m³ mg/m³ PPBV PPMV Other

Report Level: II. III. IV. Other

Method: PM10, 3C-Fixed Gas (%), TO-3, TO-3M (Methane), TO-4 (PCBs), TO-13 (PAH), TO-14, TO-15, TO15 Short List*

Section D Required Client Information

AIR SAMPLE ID — Sample IDs MUST BE UNIQUE

Valid Media Codes: Sampling Bag SB; 1 Liter Summa Can 1LC; 6 Liter Summa Can 6LC; Low Volume Puff LVP; High Volume Puff HVP; Other PM10

ITEM #	Sample ID	MEDIA CODE	PID Reading (Client only)	COLLECTED Composite Start Date	Composite Start Time	Composite End/Grab Date	Composite End/Grab Time	Initial Field reading (-inches of Hg)	Final Field reading (-inches of Hg)	Summa Can Number	Flow Control Number	PM10	3C-Fixed Gas (%)	TO-3	TO-3M (Methane)	TO-4 (PCBs)	TO-13 (PAH)	TO-14	TO-15	TO15 Short List*	Pace Lab ID
1	SG-02	6LC		9-28-12	17:50			29.5	10	2030	SAMS								X		001
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					

Comments:
VOC List: 1,1-DCA, 1,2-DCA, 1,1-DCE, cis-1,2-DCE, trans-1,2-DCE, 1,1,1-TCA, TCE, PCE and vinyl chloride

RELINQUISHED BY / AFFILIATION	DATE	TIME	ACCEPTED BY / AFFILIATION	DATE	TIME	SAMPLE CONDITIONS			
[signature]	9-28-12	20:00	[signature]	9-29-12	0910	na	Y/N	Y/N	Y/N
							Y/N	Y/N	Y/N
							Y/N	Y/N	Y/N
							Y/N	Y/N	Y/N

SAMPLER NAME AND SIGNATURE
PRINT Name of SAMPLER: Todd M. Thomson
SIGNATURE of SAMPLER: [signature]
DATE Signed (MM / DD / YY): 09-28-12

Temp in °C | Received on Ice | Custody Sealed Cooler | Samples Intact

1700 Elm Street SE, Suite 200, Minneapolis, MN 55414

Pace Analytical	Document Name: Air Sample Condition Upon Receipt	Document Revised: 22Aug2012 Page 1 of 1
	Document No.: F-MN-A-106-rev.05	Issuing Authority: Pace Minnesota Quality Office

Air Sample Condition Upon Receipt

Client Name: Tetra Tech GEO

Project #: WO#: 10207178

10207178

Courier: ☒ Fed Ex ☐ UPS ☐ USPS ☐ Client ☐ Commercial ☐ Pace ☐ Other:

Tracking Number: 8007 0675 6446

Custody Seal on Cooler/Box Present? ☐ Yes ☒ No **Seals Intact?** ☐ Yes ☐ No

Optional: Proj. Due Date: Proj. Name:

Packing Material: ☐ Bubble Wrap ☐ Bubble Bags ☒ Foam ☐ None ☒ Other: Box

Temperature (TO17 and TO13 samples only): Amb **Thermometer Used:** ☐ B88A912167504 ☐ 80512447

Temp should be above freezing to 6°C

Date & Initials of Person Examining Contents: 10-1-12

				Comments:
Chain of Custody Present?	☒ Yes	☐ No	☐ N/A	1.
Chain of Custody Filled Out?	☒ Yes	☐ No	☐ N/A	2.
Chain of Custody Relinquished?	☒ Yes	☐ No	☐ N/A	3.
Sampler Name and/or Signature on COC?	☒ Yes	☐ No	☐ N/A	4.
Samples Arrived within Hold Time?	☒ Yes	☐ No	☐ N/A	5.
Short Hold Time Analysis (<72 hr)?	☐ Yes	☒ No	☐ N/A	6.
Rush Turn Around Time Requested?	☐ Yes	☒ No	☐ N/A	7.
Sufficient Volume?	☒ Yes	☐ No	☐ N/A	8.
Correct Containers Used?	☒ Yes	☐ No	☐ N/A	9.
-Pace Containers Used?	☒ Yes	☐ No	☐ N/A	
Containers Intact?	☒ Yes	☐ No	☐ N/A	10.
Media: AIR (CAN)				11.
Sample Labels Match COC?	☒ Yes	☐ No	☐ N/A	12.

Samples Received: 1 CAN, 1 GAVOC

Canisters		Flow Controllers		Stand Alone G	
Sample Number	Can ID	Sample Number	Can ID	Sample Number	Can ID
SL-02	2030				FC0547

CLIENT NOTIFICATION/RESOLUTION **Field Data Required?** ☐ Yes ☐ No

Person Contacted: _____ Date/Time: _____

Comments/Resolution: _____

Project Manager Review: _____ **Date:** 10/01/12

Note: Whenever there is a discrepancy affecting North Carolina compliance samples, a copy of this form will be sent to the North Carolina DEHNR Certification Office (i.e out hold, incorrect preservative, out of temp, incorrect containers)

Sheboygan River Area of Concern (AOC) Habitat Restoration Projects

Quality Assurance Project Plan Addendum No. 1 Section J: Construction Activities

DRAFT

Prepared for:

Wisconsin Department of Natural Resources (WDNR)
Plymouth Service Center
1155 Pilgrim Road
Plymouth, WI 53073

City of Sheboygan
Department of Public Works
2026 New Jersey Avenue
Sheboygan, WI 53081-4714

and

Sheboygan County
Land and Water Conservation Department
508 New York Avenue
Sheboygan, WI 53081

Prepared by:

Short Elliott Hendrickson, Inc. (SEH)
5395 North 118th Court
Milwaukee, WI 53225

September 28, 2012

Quality Assurance Project Plan (QAPP) Identification and Approval Form

Sheboygan River AOC Habitat Restoration Projects QAPP

Approval:

Thomas R. Sear, PE
SEH Project Manager
Date

Douglas J. Bach, PE
SEH Quality Control Coordinator
Date

Stacy Hron
Sheboygan River AOC Coordinator
Date

Donalea Dinsmore
Great Lakes Funding and Quality Assurance Coordinator
Date

T. Kevin O'Donnell
EPA-GLNPO Project Officer
Date

Louis Blume
EPA-GLNPO Quality Assurance Manager
Date

Scott G. Isaacs, PE
City of Sheboygan Project Manager
Date

Aaron Brault
Sheboygan County Planning and Conservation Director
Date

DRAFT

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2. Contractor Selection
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   b) Bidding Period
   c) Bid Evaluation and Contract Award
3. Pre-Construction Activities
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   b) Pre-Construction Meeting
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   a) Construction Oversight Team
   b) Document Sharing
   c) Progress Meetings
   d) Contractor Payments
   e) Change Management
5. Submittals and Reviews
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   a) Resident Project Representatives (RPR's)
   b) Field Measurements and Testing
7. Substantial / Final Completion

DRAFT

F. Construction Activities

1. Contract Documents

As presented in Section G (Design Documents), the specifications developed for the construction of the Sheboygan River Area of Concern (AOC) Habitat Restoration (HR) Projects were created using standards and technical specifications prepared by the Engineers Joint Contract Documents Committee (EJCDC), which is supported jointly by the American Council of Engineering Companies (ACEC), the American Society of Civil Engineers (ASCE), the Association of General Contractors of America (AGCA), and the National Society of Professional Engineers (NSPE). Also, EJCDC specifications are endorsed by the Construction Specifications Institute (CSI).

Accordingly, the procedures and methodologies defined below, as related to construction management and oversight activities to be directed by the City of Sheboygan, are consistent with these standard EJCDC documents. Of particular importance is Division 0, Standard General Conditions of the Construction Contract, which addresses issues such as: (1) pre-construction matters; (2) the intent, amending and reuse of Contract Documents; (3) subsurface and physical conditions; (4) bonds and insurance, (5) Contractor and Owner responsibilities, (6) Engineer's status during construction; (7) changes in work and contract price; (8) cost of work; (9) tests and inspections, corrections, and removal or acceptance of defective work; (10) and Payments to Contractor and Completion.

2. Contractor Selection

a) Pre-Qualification Requirements

As stated in Document 00100 (Advertisement for Bids), the Contractor was required to comply with the following requirements in order to be eligible for contract award.

- Bid security in the amount of five percent of the Bid must accompany the Bid in accordance with the Instructions to Bidders.
- Not less than 6 days prior to the bid due date submit to the City of Sheboygan a completed Bidders Proof of Responsibility document.
- Pay not less than the prevailing wage rates established by the U.S. Department of Labor and the State of Wisconsin. The highest wage rate for each trade or occupation applies.
- Comply with the "Notice of Requirement for Affirmative Action to insure Equal Employment Opportunity", contained in the bid documents, which set forth, in part, goals and timetables for the employment of women and minorities in the project area.
- Allow minority business enterprises to have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. It was noted that this project is being funded through a Great Lakes Restoration Initiative (GLRI) grant obtained from the U.S. Environmental Protection Agency (EPA).
- Insure that employees and applicants for employment are not discriminated against because of their race, color, sex, religion or national origin. The attention of the bidders is particularly called to the federal requirements for equal opportunity (Executive Order 11246, Segregated Facilities, Section 109, and Section 3) and the conditions of employment to be observed and minimum wage rates to be paid under the contract.

The Contractor was also required to hire one of three vegetation sub-contractors that were pre-approved by the City of Sheboygan for this project, as related to the vegetation installation and maintenance work specified in Section 02832 (Watercourse Plantings and Seeding). Activities to be completed by the pre-approved vegetation sub-contractor include placement of all Seed, Live Stakes, Containerized Plants, Herbaceous Plants, and Ball & Burlap Plants in the designated areas shown on the Drawings, and the three-year post-construction vegetation maintenance and management.

As provided below, the Contractor awarded the construction contract was Lee and Ryan Environmental Consulting, Inc., who hired Applied Ecological Services as the pre-approved vegetation sub-consultant.

b) Bidding Period

The construction contract associated with the SR AOC HR Projects was advertised twice, with bid openings occurring on May 24, 2012 and again on June 26, 2012. A Pre-Bid Conference was held on May 17, 2012, which was following by an optional tour of the three project sites. The Pre-Bid Conference included a presentation by the SEH Project Team that provided an overview of proposed project improvements and highlighted key portions of the technical specifications and design, specifically as related to vegetation and geomorphic improvements.

A total of four contract addendums were issued during the two advertising periods, which allowed the provision of additional information and design clarifications to be provided by the City of Sheboygan, Sheboygan County, the Wisconsin Department of Natural Resources (WDNR) and the SEH Project Team.

c) Bid Evaluation and Contract Award

Bids were received on June 26, 2012, which were subsequently tabulated by SEH. Following negotiations between the City of Sheboygan and Lee and Ryan (lowest responsible bidder), the construction contract was awarded on XXXXXXXX.

3. Pre-Construction Activities

a) Pre-Construction Submittals

Prior to issuing a Notice to Proceed, the Contractor (Lee and Ryan) was required to develop the pre-construction submittals required by the contract documents and the project permits / approvals summarized on Table 3. The pre-construction submittals developed by Lee and Ryan are summarized on Table 4.

b) Pre-Construction Meeting

A pre-construction meeting, directed by the City of Sheboygan, was held on August 8, 2012 that was attended by the Sheboygan County, WDNR, U.S. Environmental Protection Agency (EPA), the SEH Project Team, project stakeholders (utilities, property owners, UW Sheboygan), and the Lee and Ryan Team, which included AECOM, Schneider Excavating, and Applied Ecological Services (AES). Topics addressed at this meeting included:

- Construction Management and Oversight: Discussion led by Scott Isaacs, City of Sheboygan Project Manager.
- Overview of the Constructed Improvements: Discussion led by Tom Sear, SEH Project Manager.

- Description of Material Sources and Shop Drawing Submittals: Discussion led by Brian Morgan, Lee and Ryan Project Manager.
- Construction Procedures, Schedules and Milestones: Discussion led by Brian Morgan.
- Submittal and Review of Pay Requests: Discussion led by Scott Isaacs

4. Construction Management

a) Construction Oversight Team

Key members of the City of Sheboygan construction oversight team, and their principal project assignments, are provided below.

(1) Project Management: Individuals that manage daily activities and project team resources.

- *Scott Isaacs, City of Sheboygan Project Manager* - Directs daily activities pertaining to the provision of appropriate construction oversight. Mr. Isaacs is the City of Sheboygan's principal point-of-contact with the Contractor.
- *Tom Sear, SEH Project Manager* - Supports construction oversight activities, as related to interpretation of final design drawings and specifications, assistance in the management of SEH Project Team activities, and the development of necessary design modifications as related to variable field conditions. Mr. Sear reports directly to Mr. Isaacs.

(2) Resident Project Representatives (RPR): Individuals that provide daily on-site oversight of construction activities, including necessary communications with the Contractor and development of related observation records.

- *Jordan Sucha, City of Sheboygan, Civil Engineering Technician* - Provides oversight of all construction activities, but primarily focusing on general site / civil improvements.
- *Dan Pedersen, SEH, Civil Engineer* - Provides oversight of all construction activities, but primarily focusing on general site / civil improvements.
- *Scott Horzen, Oneida Total Integrated Enterprises (OTIE), Senior Ecologist* – A member of the SEH Project Team, who provides oversight pertaining to the management of invasive vegetation species and the installation of native vegetation plantings.
- *Marty Melchior, Inter-Fluve, Senior Geomorphologist* - A member of the SEH Project Team, who provides oversight pertaining to the installation of bio-engineering and geomorphic improvements, including boulders, gravel bars, fabric encapsulated soil (FES) lifts, log jams, and log benches. Other Inter-Fluve staff members provide similar oversight services.

(3) Supplemental Stakeholder Support: Various individuals representing key project stakeholders provide on-going construction oversight support, as provided below.

- *Chad Pelishek, City of Sheboygan, Development Director* - Member of the City support team, who assist Mr. Isaacs in management of the construction contract, record keeping and in document sharing.
- *Stacy Hron, WDNR, Sheboygan River AOC Coordinator* – Member of the local stakeholder team, who facilitates compliance with environmental permit conditions and provides critical feedback pertaining to project design objectives, as related to on-going AOC delisting requirements.

- *Victor Pappas, WDNR, title???* - Member of the local stakeholder team, who facilitates communications with on-going dredging activities located downstream of the Wildwood Island site and adjacent to Kiwanis Park.
- *Aaron Brault, Sheboygan County, Director of Planning and Conservation* – Member of the local stakeholder team, who facilitates Sheboygan County oversight and design review activities.
- *Patrick Miles, Sheboygan County, County Conservationist* - Member of the local stakeholder team, who participates in the management of invasive vegetation species and the installation of native vegetation plantings.

b) Document Sharing

The City of Sheboygan has developed a Sharepoint Site, accessible to all construction oversight team members, that is being used to distribute a variety of project documents, including: Contractor plans and shop drawing submittals, RPR inspection reports, project photographs, and quantity estimates.

The Contractor has developed a file sharing "drop box" to facilitate document sharing with the City of Sheboygan and the construction oversight project team.

c) Progress Meetings

Construction progress meetings are held every Thursday, from approximately 2:00 to 3:00 PM, at the City of Sheboygan Public Works Department conference room, which are directed by Scott Isaacs, City of Sheboygan Project Manager, and attended by the construction oversight team and Contractor (Lee and Ryan) team members.

d) Contractor Payments

Contract quantities are continually monitored in the field by the RPR team, with quantity estimates recorded in daily logs. Scott Isaacs and the RPR team discuss quantity estimates with the Contractor on an approximately weekly basis, with the intent to avoid significant discrepancies at the end of the month when the Contractor is developing the monthly pay request. Prior to the end of the construction project, the City of Sheboygan will conduct a field survey in order to determine final pay quantities.

e) Change Management

Changes due to variable field conditions, or revised approaches negotiated between the City of Sheboygan and the Contractor, are discussed at the weekly progress meetings referenced above. Change requests are routed through the SEH Project Design Team, as managed by Tom Sear.

5. Submittals and Reviews

a) Shop Drawings and Requests for Information (RFI's)

As needed, the Contractor will develop Requests for Information (RFI) that addresses an interpretation of the Contract Documents by the City and/or the SEH Design Team. The RFI may be generated due to a perceived field condition change, an alternative approach offered by the Contractor, and /or the need for further information pertaining to the original design. The RFIs are submitted to Scott Isaacs (City Project Manager) who manages the necessary response from the City, County, WDNR, SEH, Inter-Fluve or OTIE. Tom Sear, SEH Design Team Project Manager,

assists with identifying the individual who will provide the appropriate response. Contractor shop drawing submittals are handled in a manner similar to RFIs.

In regard to RFIs and shop drawing submittals, the City of Sheboygan and SEH address those related to site / civil improvements; Inter-Fluve addresses those related to the geomorphic design; and OTIE addresses those related to invasive species management, and native plantings.

b) Permit Compliance

Stacy – Can you add a paragraph here regarding how the environmental permit conditions are being reviewed / enforced in the field?

6. Construction Oversight

a) Resident Project Representatives (RPR's)

The RPRs identified previously provide continual oversight of construction activities. *Scott Isaacs – Can you provide more detail here, including hours per week providing oversight, and their role in developing the quantities that backup the pay estimate determination?*

b) Field Measurements and Testing

The Contractor is providing on-site field survey and compaction testing, with oversight provided by the City of Sheboygan RPR team. *Scott Isaacs – Can you provide more detail here, including the role of the City Surveyor, and Miller Engineering (working for the Contractor)?*

7. Substantial / Final Completion

Substantial and Final Completion of constructed improvements are determined per the requirements defined in Section 01700, CONTRACT CLOSEOUT, and will be conducted by the City of Sheboygan, Sheboygan County, WDNR and the SEH Design Project Team.

DRAFT