

June 19, 2020

Mr. Stephen A. Brayman  
Director of Public Works  
Town of Cheverly  
6401 Forest Road  
Cheverly, MD 20785

RE: Technical and Cost Proposal for UST Removal Oversight and Closure Reporting at  
Town of Cheverly Public Works Yard, 6401 Forest Road, Cheverly, Maryland 20785  
MDE OCP Case No. 2020-0399-PG  
EA Proposal No. 0752285

Dear Mr. Brayman:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to provide you with this proposal to support the Town of Cheverly with third-party UST removal oversight and environmental engineering support to include closeout reporting to MDE. EA's proposal response consists of two elements: Scope of Work and Price Schedule. In summary, EA proposes to perform the requested services as outlined in the attached documents on a **Lump Sum** basis of \$16,384.

Under EA's Consulting Services Contract format, this project will be identified with an EA Contract Number (0752285). If additional projects/services are desired, follow-on work can be added by simply forwarding a proposal that references the Consulting Services Contract, which will serve as a Basic Ordering Agreement. Follow-on projects will contain the same basic identifying number followed by a dash and a numerically increasing number. This will facilitate expedited proposal preparation, project setup, and execution.

EA understands that the Town of Cheverly will issue a Contract to EA for review and acceptance. Therefore, EA's standard terms and conditions are not included in this letter proposal.

EA greatly appreciates the opportunity to serve the Town of Cheverly on this project. If I can be of any further assistance, please do not hesitate to contact me at 410-329-5105.

Sincerely,



Nelson C. Brooks, P.E., P.G.  
Senior Project Manager

Attachments

## **Exhibit A-1: Scope of Work (Contract No. 0752285)**

This Scope of Work is incorporated into the Consulting Services Contract referenced above between EA Engineering, Science, and Technology, Inc., PBC and the Town of Cheverly.

### **BACKGROUND**

The Town of Cheverly owns and operates the Public Works Yard located at 6401 Forest Road, Cheverly, MD 20785. There are currently one (1) 10,000-gal diesel underground storage tank (UST) in use and one (1) 10,000-gal gasohol UST that is temporarily out of service. According to the Maryland Department of the Environment (MDE) database, the diesel tank (MDE ID No. 002) was installed in 1990 and is constructed of steel with a fiberglass reinforced plastic (FRP) coating to reduce external corrosion. The same record indicates the gasohol tank (MDE ID No. 001) was installed in 1990 and is also constructed of steel with a FRP coating. Two mechanical dispensers pull fuel from the USTs via suction through single-walled fiberglass reinforced plastic (FRP) piping. They are located under a two (2) column canopy and are authorized for dispensing by a Fuel Master Unit (FMU). The tanks are currently monitored by a Veeder-Root TLS-350R.

Significant work has occurred to date since EA was brought on as an environmental engineering consultant in December 2019. EA has completed three (3) of the original five (5) tasks including the formal written response to MDE OCP to achieve compliance case closure, preparation and submittal of the Limited Subsurface Investigation Work Plan, and performance of the Limited Subsurface Investigation, and subsequent submittal of the summary report. The two remaining tasks include a fuel system evaluation report and a performance specification for the path forward. This proposal is intended to be a stand-alone bid and construction phase support task including development of the performance specification for removal of the UST systems, advertisement phase support, UST removal oversight, and a case closure request.

### **SCOPE OF WORK**

#### **Task 1: Performance Specification Development**

EA understands that the Town of Cheverly has elected to remove the UST systems. EA will develop a performance specification for a UST removal invitation for bid (IFB) package that could be put out for public bid. This package would be a complete package that includes removal documents, permits, testing, and construction services.

The RFP scope of work will include a background section describing the existing systems; tasks, including descriptions of work and performance specifications as necessary to complete the work; a site figure; and a request for a design and construction schedule. The bid summary form will be developed as a lump sum item for each task or as specified by the Town of Cheverly.

Three tasks have been identified for the IFB:

- *Task 1: Permitting*—This task will include acquiring permits and approvals necessary to complete the work.
- *Task 2: Construction Management*—This task will include construction submittals, stakeout, construction oversight, and as-built documentation.

- *Task 3: UST Documentation and Approvals*—This task will include the activities necessary for the closure and removal of existing USTs.

#### Deliverable

The documents provided at the conclusion of this project will include:

- Draft IFB Package
- Final IFB Package

#### Assumptions

- The site figure will be an 11”x17” drawing that indicates the proposed work.
- The Draft IFB Package will be submitted via email as a PDF. Up to 10 hard copies of the Final IFB Package will be prepared for individual bidders.
- No meetings are proposed with this proposal. It is assumed that up to one conference call with the Town of Cheverly will be included.
- EA will address one round of comments from the Town of Cheverly.

#### Task 2: Advertisement (AD) Phase Support

EA will support development of Advertisement (AD) Phase documents in accordance with the Town of Cheverly’s milestone submission recommendations. EA will attend and participate in a pre-bid meeting and site walk at the Town of Cheverly’s Public Works Facility. EA will present the technical aspects of the bid requirements and project to potential bidders. EA will prepare the Agenda, record the information for meeting attendees, and prepare the pre-bid meeting minutes for Town of Cheverly’s distribution to the appropriate parties. In addition, EA will reach out to potential bidders/vendor after advertisement to increase potential responses to the IFB. To document the outreach efforts, we will provide a written record of the effort for submission to the Town of Cheverly.

During the bid phase, EA’s project team will address questions and provide clarifications as they arise within one (1) business day of the question submission, including an acknowledgment of the inquiry within one (1) day. EA has assumed 8 hours for review and response to Contractor’s questions. As required, EA will prepare up to three Addenda to respond to Contractor’s questions.

The Addenda, meeting minutes, and pre-bid agenda will be provided to the Town of Cheverly for review and distribution to potential bidders.

After the Town of Cheverly receives bids from the prospective Contractors, EA will review the low bid to ensure bidder is responsible and responsive in accordance with the Contract Documents. EA will provide its review summary to Town of Cheverly in a technical memorandum that summarizes the review of the lowest bidder’s proposal. Should EA observe that the bid contains omissions or does not include requirements in accordance with the Contract Documents or industry standards, EA will notify the Town of Cheverly.

#### Associated Task Meeting / Onsite Support

- Pre-Bid Meeting and Site Walk

### Deliverables

- Outreach Documentation
- Pre-Bid Agenda
- Pre-Bid Meeting Minutes
- Two addenda – the addenda responses will be provided in Draft form to the Town of Cheverly for review; upon receipt of the Town of Cheverly’s comments, EA will update and finalize for distribution
- Bid evaluation and determination

### **Task 3: UST Removal Oversight**

During the excavation and removal of the UST systems to include the USTs, dispensers, piping, and canopy structure, EA will provide an experienced geologist or an engineer for full-time onsite support. Their roles will include the following:

- Utilize a photoionization detector (PID) and other means such as visual and olfactory to provide guidance on limits of excavation and collect photographs.
- Coordinate with the MDE OCP remediation inspector throughout the process to ensure that the Department’s requirements are met and the remedial endpoint is agreed upon.
- EA will collect up to six soil samples as part of the UST Closure process. Soil samples will be analyzed by a fixed analytical laboratory for the following analyses:
  - U.S. Environmental Protection Agency (EPA) Method 8260B - volatile organic compounds (VOCs) including fuel oxygenates (Encores for preservation)
  - U.S. EPA Method 8015C – total petroleum hydrocarbons (TPH) – gasoline range organics (GRO)
  - U.S. EPA Method 8015C TPH – diesel range organics (DRO)

### **Task Assumptions**

- The Contractor is responsible for the waste characterization sampling, and transport and disposal of excavated material deemed unacceptable for reuse.
- A total of six (6) ten hour days (total of 60 hours) are included in this proposal for onsite support by the geologist/engineer. This estimate includes a total of six (6) round trips between EA Hunt Valley offices and the project site.
- EA will have complete access to the site.
- Level D Personal Protective Equipment is sufficient for this effort.
- EA is not responsible for the health and safety of the Contractor’s employees.
- This proposal includes a standard 10-day turn-around time on laboratory analyses.

- No other field services are included in this task; however, if the Town of Cheverly requests additional support, EA will provide a proposal modification to expand the contracted services.

#### **Task 4: UST Closure Report**

In accordance with COMAR 26.10.10.03, Assessing the Site at Closure or Change-in-Service, EA will prepare a UST System Closure Report to satisfy the regulatory requirements. EA will ensure that the documentation requirements of the UST System Closure Report are captured during both the planning process and the actual removal work. The UST System Closure Report shall include the following minimum information and supporting documents:

- Narrative of closure activities including soil sampling analytical results, and conclusions and recommendations.
- Site Sketch
- Photographic Log
- Receipts (if applicable)
  - Soil Disposal Receipts
  - Liquid Disposal Receipts
  - Flowable Fill Receipts
- Amended Registration Form

EA understands the importance of completing an accurate and thorough UST System Closure Report. EA will submit a draft report to the Town of Cheverly for review and comment. EA will then revise the draft report as necessary and submit a draft final report for review by the Town of Cheverly. Once the report is approved, EA will submit the report to the local MDE inspector for their review and approval.

## Exhibit B-1: Price Schedule (Contract No. 0752285)

The following project pricing applies to the services provided by EA Engineering, Science, and Technology, Inc., PBC for the project and contract referenced above. Based on the above scope of work and assumptions, EA proposes to conduct these activities on a **Lump Sum** basis of \$16,384 as detailed in Table A.

**TABLE A - TOTAL COST SUMMARY**  
**UST Removal Oversight and Closure Reporting**  
**Town of Cheverly**  
**Cheverly, Maryland**  
**June 18, 2020**

	Labor Hours	Labor Cost	Subcontractor	Direct Costs	Analytical	TOTAL
TASK 1: Performance Specification for Invitation for Bid Package	30	\$2,739	\$0	\$0	\$0	\$2,739
TASK 2: Advertisement Phase Support	25	\$2,496	\$0	\$0	\$0	\$2,496
TASK 3: UST Removal Oversight	74	\$6,286	\$0	\$911	\$1,059	\$8,256
TASK 4: Reporting	35	\$2,893	\$0	\$0	\$0	\$2,893
<b>TOTALS</b>	<b>164</b>	<b>\$14,414</b>	<b>\$0</b>	<b>\$911</b>	<b>\$1,059</b>	<b>\$16,384</b>

EA proposes to use the following personnel categories to bill the services included in this Scope of Work.

<b>Labor Category</b>	<b>Class Code</b>	<b>Unit Rate</b>
Project Manager	PM	\$135.36
Geologist II	GE2	\$79.60
Engineer III	EN3	\$113.21
Engineer V	EN5	\$189.85
CADD/GIS Operator	CDD	\$82.55