



ASTI Environmental
 10448 Citation, Suite 100
 Brighton, MI 48116
 P: 800.395.ASTI F: 810.225.3800

Scope of Work

November 21, 2023

Client: **City of Rochester Hills**
 1000 Rochester Hills Drive
 Rochester Hills, MI 48309

Requested by.: **Ms. Sara Roediger**

Project Name:	<u>EGLE Grant Administration and Oversight</u>		
Project Location:	<u>Landfill Areas A and B</u>		
ASTI Project No.:	<u>12980</u>	ASTI Project Manager:	<u>TJW</u>

Professional Services

ASTI Environmental (ASTI) will complete the services described in this Scope of Work to assist the City of Rochester Hills (the City) with implementation of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Restoration and Remediation Grant (the Grant). The Grant (EGLE Tracking Code: 2023-2540) was awarded to the City on September 29, 2023 and will end on September 30, 2027. The Grant is for environmental assessment and remediation in two designated areas of the City. Services to assist the City will include, but not be limited to, grant administration, grant applicant oversight, and assessments on City owned property as described below.

Grant Administration: ASTI shall provide on-call administration services to assist the City on an as-needed basis for various grant assignments including, but not limited to, preparation of policies and procedures and associated documents, meeting with grant applicants, consultation with applicants, review of applications, review of work plans, review of redevelopment plans, review of Brownfield Plans and 381 Work Plans, review of reimbursement requests, coordination with the EGLE Project Manager, preparation of monthly progress reports, preparation of quarterly reports to City Council, assembly of quarterly reimbursement requests to EGLE, quarterly meetings with City Council, meetings with the City’s Brownfield Redevelopment Authority, public meeting support, associated reports, grant budget tracking and reporting, and research and analysis as requested by the City for various issues including, but not limited to, EGLE policy and procedures, regulatory compliance, incentives, and closure options. This will include preparation of the Grant Closeout Report to be submitted after the Grant period has ended.

Grant Oversight: ASTI shall provide on-call oversight services to assist the City on an as-needed basis for various grant assignments including, but not limited to, initial site visits, review of applicant progress, inspection and documentation of engineered controls, review of load tickets and landfill receipts, inspection of unanticipated response activities, field reconnaissance and verification of information provided or to be generated, consultation with applicants, coordination with the EGLE Project Manager, and associated reports.



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Assessment Services: ASTI shall provide on-call environmental services on City owned property to support of City grant activities including, but not limited to, preparation of work plans, site assessments, site inspections, contamination nature and extent assessments, verification sampling and analysis, soil and groundwater investigations, contamination mapping and modeling, evaluation of remediation alternatives, design and installation of groundwater and soils treatment systems, design and installation of engineered controls, removal actions, preparation of Baseline Environmental Assessments, preparation of Due Care Plans, EGLE liaison, meetings with City representatives, and associated reports and plans.

Schedule

Services will continue until all reimbursement requests under the grant have been reviewed and approved, and the final close-out report has been approved.

Costs

ASTI will invoice the City for time and materials actually incurred, based on the fee schedule provided below. Fees may be adjusted annually by no more than 5% for each staff category.

<u>Category</u>	<u>Fee Per Hour</u>
Principal	\$200/hr.
Director	\$180/hr.
Senior Associate (Level III)	\$140/hr.
Environmental Scientist (Level II)	\$99/hr.
Environmental Associate (Level I)	\$86/hr.
Technician	\$68/hr.
GIS/CAD Operator	\$83/hr.
Administrative Support	\$63/hr.

The following costs are not included in the fees above and will be invoiced separately: mileage for personal or company vehicles to and from meetings with the City or site inspections; outside reproduction; overnight mail or delivery; per diem; subcontractors; fees; equipment rental; disposables; construction materials; groundwater monitoring wells; gas monitoring wells; analytical services; or field monitoring equipment. All direct costs and subcontractors will be charged at cost plus 10%.

This Scope of Work assumes five projects with ten Work Plans each for administration and oversight, and three projects for site assessment. Based on the above, this Scope of Work will be completed for the not-to-exceed amounts below unless an amendment to this Scope of Work is approved.

<u>Task</u>	<u>Not To Exceed Amount</u>
• Grant Administration	\$800,000
• Project Oversight	\$1,000,000
• Assessment on City Owned Property	\$100,000

ASTI will invoice the City monthly for the services included in this Scope of Work. Invoices will be in the format required by EGLE for grant funded projects.



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Scope of Work Approval

By:	_____	By:	_____
Name:	_____		Thomas Wackerman
Title:	_____		President
For:	City of Rochester Hills		ASTI Environmental
Date:	_____		November 21, 2023
Email:	_____		twacker@asti-env.com