



February 22, 2023

John Bates, AIA, LEED AP
Project Manager
Colliers Project Leaders
160 Federal Street, 11th Floor
Boston, MA 02110

VIA EMAIL: john.bates@collierseng.com

**RE: Randall Library Renovations - Hazardous Materials Consulting Services Proposal
19 Crescent Street, Stow, Massachusetts
EFI Proposal No. 2023-0054**

Dear John:

In response to your Request for Proposal (RFP) dated February 15, 2023, EFI Global, Inc. (EFI) is pleased to provide this proposal to Colliers Project Leaders (CPL) to provide hazardous materials consulting services in support of the planned addition/renovation of the Randall Library located at 19 Crescent Street, Stow, Massachusetts (Site).

As described in the RFP, the existing building includes an original and subsequent 1970's addition. We understand that the proposed project scope may require renovations to both building structures. As outlined in the RFP, asbestos-containing materials (ACMs), lead containing paint and other hazardous materials may be present in the building(s) and require removal as part of the planned construction/renovation project. As requested, the following proposal describes our firm description, list of consultants, project approach and insurance coverage.

Introduction

EFI Global Inc. (EFI) is a full-service environmental consulting and industrial hygiene firm employing more than 800 professionals nationwide, with 65+ professionals in Massachusetts.

With Massachusetts offices in Wilmington and Fall River, EFI has earned a proven reputation for responsive, cost-competitive service and quality work anywhere in the Commonwealth. EFI serves a diverse client base including federal, state & municipal agencies, insurance companies, health care facilities, colleges/universities, real estate developers/managers, architects/engineers/contractors, industrial plants, utilities and more.

EFI has developed specialized expertise working as a team member on multi-disciplinary architectural and engineering design and construction projects. EFI professionals understand that the hazardous materials consulting aspects of large-scale design projects are often a small part of the whole and must be handled efficiently, cost-effectively and discreetly. The EFI project team has specialized expertise coordinating these scopes of work in tandem with architects, engineers, a variety of subcontractors, general contractors, client representatives, attorneys, and other pertinent parties to accomplish required tasks within the project schedule. EFI has internal systems in place to ensure that environmental project schedules are strictly adhered to support the overall A/E design and construction schedules for each project.

EFI Professionals

EFI professionals include a diverse team of experts, including: Certified Industrial Hygienists (CIH), MA-Registered Professional Engineers; MA Licensed Site Professionals (LSPs); Certified Safety Professionals (CSPs), MA-licensed Asbestos Inspectors, Designers/Management Planners & Project Monitors; Certified Microbial Investigators (CMI), Certified Hazardous Materials Manager, Professional Geologists (PGs) and environmental trainers. EFI's technical staff are licensed and cross-trained to provide our full breadth of service offerings for environmental, hazardous materials management and industrial hygiene projects.



With its diverse group of seasoned professionals and regional positioning, EFI can provide almost any building consultancy service to property owners to assist them in maximizing the value of their real estate asset regardless of its geographical location. Because of the wide range of services EFI offers, our clients have come to expect more than just timely, cost effective, quality services. EFI becomes part of its clients' team.

Experience Serving State & Municipal Government – PRF77

For more than a decade, EFI has served the Commonwealth of Massachusetts under long-term task order contracts through the **Operational Services Division (OSD) under contract PRF77** environmental consulting task order contracts. Under this contract vehicle, EFI is pre-qualified to provide full service environmental consulting to public agencies throughout the Commonwealth, including State agencies, municipalities, authorities, regional school districts, county offices and other political subdivisions. Through these contract vehicles, EFI has developed long-term valued relationships with several public agencies and their user agencies as well as numerous municipal clients.

Over the past 5 years, EFI has successfully completed more than 250 projects for public clients under PRF77 and private sector clients, including Massachusetts Public Schools, DCAMM and their user agencies, municipalities, housing authorities and commercial/industrial real estate owners and management firms.

Environmental Health & Safety - In-house Training Program

EFI maintains a strict **health and safety** program to ensure the safety and well-being of our employees and the public. All field personnel involved in hazardous materials investigation undergo the OSHA 40-Hour Training Course (HAZWOPER). Safety-training activities are documented and maintained in the

employees' personnel files. Employees who participate in hazardous waste work are medically monitored annually by a physician specialized in industrial health.

Under an online training provider, EFI employees at all levels of the organization are assigned safety modules designed for their specific job description. Project management and technical staff are tested for competency on the various training modules and participate in ongoing behavior-based safety practices, including observations at job sites, required reporting for unsafe practices observed and near miss accidents reported. Biannual safety meetings are held on-site at each EFI branch office where new health and safety policies are rolled-out and existing policies are reviewed. EFI project managers conduct random periodic safety audits at project sites staffed by EFI personnel to ensure compliance.

EFI's Comprehensive Service Offerings

For the past two decades, EFI's Massachusetts offices have provide the following services to our clients with *in-house* professionals specializing in environmental consulting, engineering, and hazardous materials management. These services summarize EFI's capabilities:

- Asbestos & Lead Consulting
- Hazardous Materials/PCBs Management
- Indoor Air Quality Evaluations
- Microbial Assessment/Remediation Oversight
- Industrial/Chemical Hygiene
- Groundwater/soil Assessment/Sampling
- LSP Services/Regulatory guidance under the MCP
- Phase I Environmental Site Assessment
- Phase II Subsurface Investigation
- Facility EH&S Auditing /Compliance
- Health & Safety Program Development
- Drinking Water Quality Testing/Program Management
- Environmental Spill Response
- UST/AST Management

Asbestos Consulting Services

EFI provides comprehensive asbestos management services with our full-service in-house team of trained and licensed consultants, including certified industrial hygienists, MA Department of Labor Standards (MA DLS) licensed asbestos inspectors, designers, management planners and project monitors.

Asbestos consulting projects generally begin with pre-renovation/demolition asbestos surveys to provide building owners, managers, and representatives with data for planning and phasing of abatement or mitigation measures. Applications for Regulatory Variances, Alternative Work Practice procedures and other regulatory interaction is a service EFI can provide to save clients time and money. Abatement design measures encompass building occupancy and use issues, construction Critical Path needs, and overall



project budget and schedule. Abatement Project Management emphasizes proper project documentation to verify work is performed in accordance with local, state, and federal regulations and to resolve occupant and building owner considerations.

EFI's MA-licensed Asbestos Project Monitors have completed their training for National Institute for Occupational Safety and Health (NIOSH) 582 and participate in quarterly American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) rounds. This certification enables our project monitors to read/analyze Phase Contrast Microscopy samples on-site, saving valuable time in the asbestos abatement clearance process.

Based upon individual project needs, EFI has the staff and resources to provide:

- Comprehensive facility surveys for renovation and demolition
- Design abatement work plans/specifications/CADD Drawings
- Emergency response for fiber-release events
- On-site asbestos PCM analysis
- AHERA Inspections/Re-Inspections / Operations and Maintenance in K-12 Schools
- Opinion of abatement cost estimates
- Contractor bidding/selection Services
- Abatement/construction administration services/contractor oversight
- Operations & Maintenance plans for the management of materials kept in-place
- 2-hour Asbestos Awareness training

Lead Consulting Services

Lead-Based Paint Management includes surveys and risk assessment to determine existing conditions which may provide exposure opportunities to the facility occupants and subsequent abatement. The survey/assessment utilizes laboratory analysis of bulk samples and/or XRF testing of painted surfaces. Lead paint consultation is provided for property renovations that must comply with the OSHA Lead Standard and the EPA's Lead Renovation, Repair and Painting Rule.

EFI regularly provides lead inspections of accessible representative painted or coated metal, wood, brick, concrete and plaster surfaces on exterior/interior surfaces of Site building for total lead analysis using atomic absorption spectrometry (AAS).

The purpose of determining the presence of lead in paint is to be able to provide this information to bidding contractors performing the demolition work and allow them to meet their OSHA and US EPA obligations in protecting the environment and their workers from exposure to lead during construction and demolition phases. Additionally, knowledge of the presence of lead in the paint will determine the proper construction and demolition procedures to comply with dust control and environmental protection requirements of Massachusetts and federal US EPA regulations.

Polychlorinated Biphenyls (PCBs) Assessments

EFI has extensive experience providing guidance on the assessment and disposal of PCBs in building materials. Our team of experts has experience evaluating these common building materials, which include materials such as caulking/sealants, industrial paints, and weatherproofing. We provide guidance as a result of experience working with Regional EPA regulators and local requirements to design and manage the proper removal, handling and disposal of the impacted building materials. EFI assists clients in achieving the most economical disposal strategy for PCB-containing building materials.



Hazardous Materials, Wastes, Tanks and Other Hazardous Materials

EFI provides a wide variety of services under the category of hazardous materials management and environmental consulting associated with wastes and tanks including UST/AST Management Consulting Services, surveys for Universal Waste & Other Hazardous Materials (OHMs) and Lead-Based Paint surveys/remediation monitoring.



Insurance Coverage

EFI offers comprehensive insurance coverage by an A-rated carrier. EFI's coverage includes all the required coverages including general/commercial liability as well as pollution coverage. A proof of insurance certificate is provided as an attachment to this proposal. Following project award, EFI will provide an actual certificate of insurance naming the required parties as additional insured upon request. A copy of EFI's proof of insurance is contained in Attachment A.

List of Consultants

All of the services relating to the asbestos and hazardous materials survey, project monitoring and technical oversight will be provided by EFI's in-house licensed staff. All bulk samples collected during the site inspection will be analyzed by our subcontract laboratory, EMSL Analytical of Woburn, Massachusetts. In addition, EFI will subcontract with The Aulson Company to provide professional patch and repair of roof sampling areas. During the abatement phase of the project, all area and PCM clearance air samples will be collected and analyzed on-site by EFI's Asbestos Monitor(s). In the event that other types of sampling and analysis are needed during the project, EFI will subcontract with EMSL Analytical of Woburn, Massachusetts. Rates for analytical services other than asbestos bulk analysis are provided in our cost section.

This project will be managed by Principal-In-Charge, Jennifer Archacki, with more than 30 years of experience in the asbestos consulting field. Sr. Project Manager, Michael McCarter, will oversee EFI's assigned project monitors and maintain tight budget control and coordination with Colliers representatives and the abatement contractor. Project monitors will be assigned for full coverage of all shifts required.

Project Approach / Scope of Work

Task 1: Asbestos and Hazardous Building Materials Survey

Asbestos Survey

The asbestos survey will be performed by Massachusetts Department of Labor Standards (MA DLS) licensed asbestos inspectors and will include the following activities:

- A review of previous asbestos/hazardous materials survey reports for the Site building, as well as, project drawings, and as-built drawings, if available.
- An inspection of accessible interior and exterior areas of the Site building(s) to record the type, quantity, and condition of suspect ACM present. Due to occupancy, the use of destructive sampling methods to inspect for suspect ACMs within concealed areas such as multi-layered floor systems, pipe chases, wall and ceiling cavities or other concealed areas will not be performed. If ground cover warrants EFI to inspect below grade on the foundation, EFI will use hand tools to expose the foundation in 2-3 locations per building to an approximate depth of 1 foot to inspect for suspect coatings. Once the building is vacant but prior to the start of renovation activities, additional inspection using destructive methods will be required. A separate proposal to perform additional inspections using destructive methods will be submitted.
- EFIs roofing material inspection and sampling will include readily accessible roof areas if safe access is provided. EFI will retain the services of a professional roofing contractor to patch and repair roof sample locations. The cost to carry a professional roofer is included in our budget estimate.
- EFI anticipates collecting up to 120 bulk samples of suspect ACM for asbestos analysis by EMSL, a Massachusetts licensed laboratory, using polarized light microscopy (PLM) with a five (5)-day turnaround time. EFI may employ the positive first stop methodology for asbestos analysis to reduce analytical costs. If the first sample of a sample set is identified as containing greater than or equal to one percent asbestos, the remaining samples will not be analyzed by the laboratory. As requested in the RFP, the sample analytical protocol will include point count of all friable ACM samples reported to contain less than 5% asbestos and all non-friable organically bound (NOB) samples reported to contain less than 5% asbestos will be analyzed by means of ashing (PLM-EPA 600/R-93/116 with gravimetric preparation).
- EFI will prepare not-to-scale .pdf drawings indicating locations of identified ACM.
- A final report of survey findings will be provided within 2 weeks of receipt of all laboratory results. The report will include a description of the type, location, condition, and approximate quantity of identified ACM, along with limitations and recommendations, as appropriate.

Lead Paint Chip Sampling

Based upon the age of the Site building(s), EFI anticipates that paint containing lead may be present on the interior or exterior surfaces. Specifically, the US EPA RCRA regulations and the OSHA Lead in

Construction Standard 29 CFR 1926.62 require the proper handling and disposal of lead containing materials based upon the potential exposure to workers and the environment.

EFI will collect paint chip samples from representative painted or coated surfaces on the interior and exterior of the Site buildings for total lead analysis using atomic absorption spectrometry (AAS). EFI proposes to collect up to 20 paint chip samples for analysis with a standard 3-day turnaround time.

The purpose of determining the presence of lead in paint is to be able to provide guidance to bidding contractors performing the renovation/construction work to assist them with OSHA and US EPA obligations in protecting the environment and their workers from exposure to lead during construction and demolition phases. Additionally, knowledge of the presence of lead in the paint will assist in determining the proper construction and demolition procedures to comply with dust control and environmental protection requirements of Massachusetts and federal US EPA regulations.

EFI's lead testing findings will be presented in our Final Report, indicating the locations of identified lead painted or coated materials and recommendations for safe handling and disposal during construction/demolition work.

Other Hazardous Materials/Universal Waste ("OHM") Assessment

As part of our building survey, EFI's staff will visually inventory building-related hazardous materials requiring special handling or disposal prior to or in conjunction with the planned renovation/construction project. This inventory will include Universal Waste (i.e., light bulbs, ballasts), and Other Hazardous Materials (OHM) such as above ground storage tanks (AST), underground storage tanks (UST), mercury-containing thermostats/switches, PCB-containing switches, breakers, building materials, stored chemicals and other items.

EFI will visually assess accessible interior and exterior building components and provide an inventory of suspect PCB containing bulk product materials. These materials may include waterproofing sealants such as window and door frame caulk, glazing compound, building expansion joint caulk or other suspect coatings. Note that bulk sampling of the observed items may be requested by the landfill prior to acceptance of any construction/demolition debris, however, bulk sampling and analysis will not be performed at the time of the survey.

Task 2: Abatement Specifications

An EFI MA DLS licensed Asbestos Designer will prepare an asbestos abatement technical specification section for asbestos removal that will include the type, location, and estimated quantity of ACM designated for abatement as well as ACM location drawings. Technical specifications will be prepared in accordance with applicable state and federal regulations governing asbestos abatement.

EFI will prepare and OHM specification section for OHM removal that will include the type, location, and estimated quantity of OHM designated for abatement. Technical specification will be prepared in accordance with applicable state and federal regulations governing OHM removal and disposal. Note that the OHM specification section will not include technical guidance on the proper removal disposal of USTs or PCB bulk product waste as these are very much driven by the owner's approach during

renovation/demolition. If additional services are required based on the initial findings of presumed PCB bulk product waste and or USTs, a separate proposal will be submitted for those services.

EFI will prepare a lead paint specification section summarizing the requirements for lead paint compliance during the disturbance/removal of paint containing lead. This information will specify the responsibilities of the abatement contractor with respect to lead paint, including employee notification, training, medical monitoring, engineering controls, ambient air monitoring, and classification of lead waste prior to disposal

Task 3: Project Monitoring Services

EFI understands that the Owner (Town of Stow) will retain the services of a Massachusetts licensed Asbestos Contractor to perform asbestos abatement and hazardous building materials removal activities at the site. EFI will provide an in-house Massachusetts Department of Labor Standards (MA DLS) licensed Asbestos Monitor to perform full time, on-site monitoring and oversight during the abatement phase. EFI's monitoring services will include:

- On-site project monitoring during asbestos and hazardous building materials abatement activities. Our project monitor(s) will observe the contractor's work practices and engineering controls and make recommendations as needed for compliance with applicable regulations and technical specifications.
- EFI's Project Manager will provide regulatory oversight/technical guidance during the project. EFI's Project Manager can review project submittals, attend project meetings, answer any technical questions that may arise during the work and prepare correspondence as needed.
- As required for release of the asbestos abatement areas to the construction and demolition trades, EFI's project monitor will provide full-time oversight of the abatement contractor's activities, perform final visual inspections and air sampling. All area and final clearance air samples collected at the site will be analyzed on-site by EFI's project monitor using phase contrast microscopy (PCM) in accordance with National Institute of Occupational Safety and Health (NIOSH) 7400 Method. Note that optional analytical services can be performed if requested/required including but not limited to dust/wipe sampling and air sampling by TEM analysis.
- At the completion of the project, EFI will prepare a project close-out report that includes field narratives, final visual inspections and air clearance sign-offs, and analytical results of all samples collected during the project.

Fee Schedule/Unit Costs

The scope of work described above for survey and abatement specifications will be performed in accordance with the following Lump Sum fees. Note that invoicing for analytical fees will reflect the actual number of samples analyzed. If greater than the estimated number of samples provided below are necessary based on site conditions, we will notify you for the additional authorization. Abatement monitoring services are provided as daily rates, with a supplemental budget to be provided following the determination of the abatement contractor's actual schedule.

Task 1: Asbestos & Hazardous Materials Survey

Asbestos & Hazardous Materials Survey & Report (Labor and Report, Fixed Fee)	\$2,800
<i>Reimbursable expenses</i>	
a. Professional Roofing Contractor (Unit Rate)	\$1,000
b. Asbestos Bulk Samples – PLM (Unit Rate) est. 120 samples at \$10/sample (5 day TAT)	\$1,200
c. Asbestos Bulk Samples – PLM Point Count (Unit Rate) Est. 6 samples @ \$25/sample	\$150
d. Asbestos Bulk Samples – PLM NOB (Unit Rate) Est. 6 samples @ \$25/sample	\$150
Sub Total:	\$5,300

Task 2: Specification Sections

Asbestos Abatement Specification	\$800
Lead Containing Paint Considerations Specification	\$800
OHM Specification Section	\$800
Sub Total:	\$2,400

Estimated Project Total \$7,700.00

Task 3: Project Monitoring Services

Our proposed shift rate for asbestos abatement project monitoring services includes on-site labor, travel expenses and air sample analysis by Phase Contrast Microscopy (PCM). Costs will be reflective of the actual abatement schedule as determined by Colliers and the selected abatement contractor. As requested in the RFP, the following rates for services are outlined below:

- Asbestos Project Monitoring (8-hour shift, normal work hours) \$650/shift
- Overtime Project Monitoring (off-shift hours and weekends) \$650/shift
- PCM Air Sampling Analysis No Charge (Included in Shift Rates)
- PLM Bulk Sampling Analysis, if needed \$8/sample
- PLM Dust/Wipe Sampling Analysis (qualitative), if needed \$18/sample
- TEM Air Sampling Analysis, if needed \$50/sample
- Abatement Monitoring Close-out Report \$500

Rates for Optional Services

- Project Management, as needed for meetings, submittal review, etc. \$115/hour
- Principal Consultant, as needed \$135/hour
- Asbestos Inspector, as needed \$95/hour
- Asbestos Monitor (hourly rate if greater than 8 hours are required on-site) \$65/hour
- Administrative Services, as needed \$50/hour

AUTHORIZATION

Work will be completed in accordance with the Contract terms and conditions provided in the RFP. To authorize EFI to proceed, please provide written authorization and we will finalize the provided contract.

If you have any questions or require additional information regarding this proposal, please contact Michael McCarter or Jennifer Archacki. We thank you for this opportunity and look forward to working with you.

Sincerely,
EFI Global, Inc.



Michael McCarter
Senior Project Manager
Cell: 978-604-7662
michael.mccarter@efiglobal.com



Jennifer L. Archacki
Principal, Environmental Services
Cell: 978-447-3122
jennifer.archacki@efiglobal.com

AUTHORIZATION

ACCEPTED in accordance with the terms of this proposal (2023-0054):

By: _____
(Signature)

(Print Name)

(Date)

ATTACHMENT A
PROOF OF INSURANCE



ADDITIONAL REMARKS SCHEDULE

AGENCY *Marsh USA Inc.		NAMED INSURED EFI Global Inc. and subsidiaries 8125 Sedgwick Way Memphis, TN 38125	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

INSURERS AFFORDING COVERAGE/NAIC #

INSURER G: Hartford Accident & Indemnity Co. (22357)