

Ms. Greta Brunswick, Senior Planner  
Northwest Regional Planning Commission  
75 Fairfield Street  
St. Albans, VT 05478

November 10, 2017  
File No. 4091.00

Re: Work Plan and Budget Estimate  
Hazardous Building Materials Assessment Activities  
Future Retail/Commercial Canada St. and Merchants Row  
Municipal Lot at Merchants Row and 1-3-5 Canada Street  
Swanton, Vermont

Dear Greta:

Sanborn, Head & Associates, Inc. (Sanborn Head) is pleased to provide the Northwest Regional Planning Commission (NRPC) with this Work Plan and Budget Estimate for Hazardous Building Materials (HBM) activities at the Municipal Lot at Merchants Row and 1-3-5 Canada Street (the "site") in Swanton, Vermont (SMS Site #2016-4658).

We have prepared this budget estimate based on our understanding of project needs and communications with NRPC. Further, we understand that the HBM Abatement Work Plan to be prepared as part of these services will be included as a component of the Corrective Action Plan (CAP), which will be prepared under a separate authorization from NRPC. Sanborn Head has prepared the following documents for the site which will provide a basis for scoping corrective actions:

- *Phase I Environmental Site Assessment*, Municipal Lot at Merchants Row and 1-3-5 Canada Street, dated September 20, 2016 (Phase I ESA Report).
- *Work Plan and Site-Specific Addendum No.1 to USEPA Brownfields Quality Assurance Project Plan (SS-QAPP)* Swanton Municipal Lot, approved by NRPC, VTDEC, and USEPA on November 29, 2016.
- *Phase II Environmental Site Assessment*, Municipal Lot at Merchants Row and 1-3-5 Canada Street, dated February 23, 2017 (Phase II ESA Report). Note: Appendix F of the Phase II ESA report includes a report summarizing the results of initial Hazardous Building Materials (HBM) sampling.
- *Supplemental Phase II Environmental Site Assessment*, Municipal Lot at Merchants Row and 1-3-5 Canada Street, dated August 29, 2017 (Supplemental Phase II ESA Report).

Sanborn Head is currently in the process of reporting the results of additional soil gas sampling performed in September and October 2017. The findings of the additional soil gas sampling will also be used to inform the scope of corrective actions.

Corrective action planning will be performed consistent with the requirements of Subchapter 5 Corrective Action of the I-Rule<sup>1</sup>.

## OBJECTIVE AND SCOPE OF SERVICES

We understand the prospective purchaser intends to redevelop the site into mixed retail/commercial space, the draft plan of which is indicated on Attachment A. As part of the redevelopment, we understand the buildings along Canada Street will be removed, the eastern end of the Warehouse Building will be removed, and the Swanton Chamber of Commerce Building will be relocated or removed/reconstructed in a different location.

To support development of the site relative to the findings of Phase II ESA sampling, which included preliminary HBM sampling, we propose the following scope of corrective action planning services related to the HBM Abatement Work Plan:

- **HBM Sampling:** To supplement HBM sampling performed in 2016 as part of the Phase II ESA and reduce the uncertainty associated with estimating abatement costs, we have included the following scope of services for our subcontractor (RPF Environmental of Northwood, New Hampshire):
  - Conduct additional testing for suspect asbestos-containing building material (ACBM) in various exterior locations and roofing to be impacted by planned site development. Bulk samples will be extracted, and the samples will be submitted for asbestos analysis using polarized light microscopy (PLM) in accordance with current regulatory requirements. Based on our understanding of the site and redevelopment plans, we have assumed up to 100 standard PLM sample analyses.

Care will be used to minimize damage to surfaces, however, sampling does require small amounts (approximately 1" x 1") of material extraction at each sample location. Sampling will be limited to locations that can be safely accessed at the time of the inspection.

- Extract up to 10 composite samples of select materials found to have elevated lead during the 2016 screening. The samples will be submitted to the laboratory for Toxicity Characteristic Leaching Procedure (TCLP) testing for leachable lead.

**Note:** The sampling described above uses destructive methods of pre-demolition testing of the anticipated waste stream. Building surface and material repair is not included in the scope of services (refer to assumptions below).

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<sup>1</sup> "Investigation and Remediation of Contaminated Properties Rule" ("I Rule"), effective July 27, 2017. [http://dec.vermont.gov/sites/dec/files/wmp/Sites/07.11.2017.Adopted.Rule\\_for\\_SOS\\_filing.pdf](http://dec.vermont.gov/sites/dec/files/wmp/Sites/07.11.2017.Adopted.Rule_for_SOS_filing.pdf); downloaded on October 17, 2017.

We have assumed a Sanborn Head representative will be on-site for approximately a half-day at the initiation of HBM sampling to help coordinate access, communications with property owners, etc.

- **HBM Abatement Work Plan Preparation:** RPF will have a licensed project designer<sup>2</sup> prepare the work plan or specification for asbestos abatement in accordance with state and federal regulations. Asbestos-related regulatory requirements will be clearly detailed in the specification for regulatory compliance and asbestos related safety. Draft plans will be provided for review and comment.

Our budget estimate assumes that the HBM Abatement Work Plan will be included as a component of the CAP. The HBM Abatement Work Plan will be submitted to VTDEC/USEPA as an electronic draft, with a limited level of effort for revisions and issuance of the final version. The report will be provided to NRPC in electronic format once finalized.

## KEY ASSUMPTIONS

Sanborn Head has made the following assumptions:

- Site development will be consistent with the plan provided by the prospective property purchaser on September 21, 2017 (Attachment A).
- Access for HBM sampling will be made into safely accessible and exposed areas. If difficult or unsafe to access locations (e.g., portions of roofs, etc.) are encountered, assumptions will have to be made regarding the potential presence of HBMs in these areas.
- Please note that repair to sample locations to restore surfaces to existing conditions is not included in the Scope of Services. A suitable encapsulant or temporary covering will be applied to each sample location of friable material; however, for roofing and exterior sealants, based on our September 21, 2017 conference call, we understand the prospective property purchaser will engage a roofing contractor to make necessary repairs. We will communicate the sampling schedule with the prospective property purchaser and have assumed the roofing contractor will be available on the same day RPF performs the sampling.
- The apartments in the 1,3,5 Canada Street Building are unoccupied and NRPC will assist in arranging site access to all site buildings.
- All areas will be readily accessible for HBM sampling by RPF, and HBM are not present in concealed or reasonably inaccessible locations.

## BUDGET ESTIMATE AND BASIS OF BILLINGS

Our budget estimate for the aforementioned scope of services is \$13,638. This budget includes \$1,978 for Sanborn Head's planning/coordination activities, and \$11,660 for RPF's

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<sup>2</sup> An RPF Industrial Hygienist who is certified by the American Board of Industrial Hygiene, and a Certified Safety Professional (Board of Certified Safety Professionals).

HBM sampling and development of HBM Abatement plans/specifications. The budget summary is included in Attachment B.

For the services described herein, our billings to NRPC will not exceed the above budget amount without your prior approval. Sanborn Head will invoice for our services on an accrued time and expenses basis in accordance with the 2016 Schedule of Fees and our May 8, 2014 Contract with the NRPC. Should additional services be requested by the NRPC, Sanborn Head will prepare a separate scope of work for the NRPC's approval.

## SCHEDULE

We are prepared to begin work on this scope of services based on the receipt of a Task Order from NRPC. The anticipated schedule is summarized below. Changes to this schedule, if encountered, will be communicated to NRPC.

<b>Anticipated Dates</b>	<b>Activity</b>
Nov. 17	Receive Task Order indicating regulatory approval to begin work. Confirmation from NRPC/Village of assistance regarding site access.
Week of Nov. 27 or Dec. 4	<u>Field activities:</u> <ul style="list-style-type: none"><li>• HBM sampling (dependent upon weather [building surfaces must be free of snow], site access, and coordination with roofing contractor)</li></ul>
Dec. 18	HBM data reported by laboratory
Dec. 29	Draft HBM Abatement Work Plan (plans and specs) prepared by RPF for inclusion in draft CAP

## SITE ACCESS

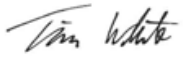
We understand NRPC will provide copies of this Work Plan to the property owners and notify them of our planned site activities. Sampling activities will be performed pursuant to the site access agreements for these properties signed by Sanborn Head on July 27, 2016.

## TERMS OF ENGAGEMENT

We understand that NRPC will request these services be funded by Chittenden County Regional Planning Commission (CCRPC). We have assumed CCRPC will approve the same Terms and Conditions provided in our Contract with NRPC executed on May 8, 2014, and CCRPC will indicate their authorization for the work by providing a Task Order to Sanborn Head to initiate work.

Thank you for the opportunity to provide our services to NRPC. Should you require further information, please contact us.

Very truly yours,  
SANBORN, HEAD & ASSOCIATES, INC.



Timothy M. White, P.G.  
*Senior Project Manager*



Charles A. Crocetti, Ph.D., P.G.  
*Senior Vice President/Principal*

TMW/CAC: tmw

### **Attachments**

Attachment A – Draft Site Redevelopment Plan  
Attachment B – Budget Summary Table

P:\4000s\4091.00\Project Control\HBM Work Plan\20171110\_HBM\_Work\_Plan.docx

**ATTACHMENT A**

**Draft Site Redevelopment Plan**



**DRAFT**  
**Not for Distribution**

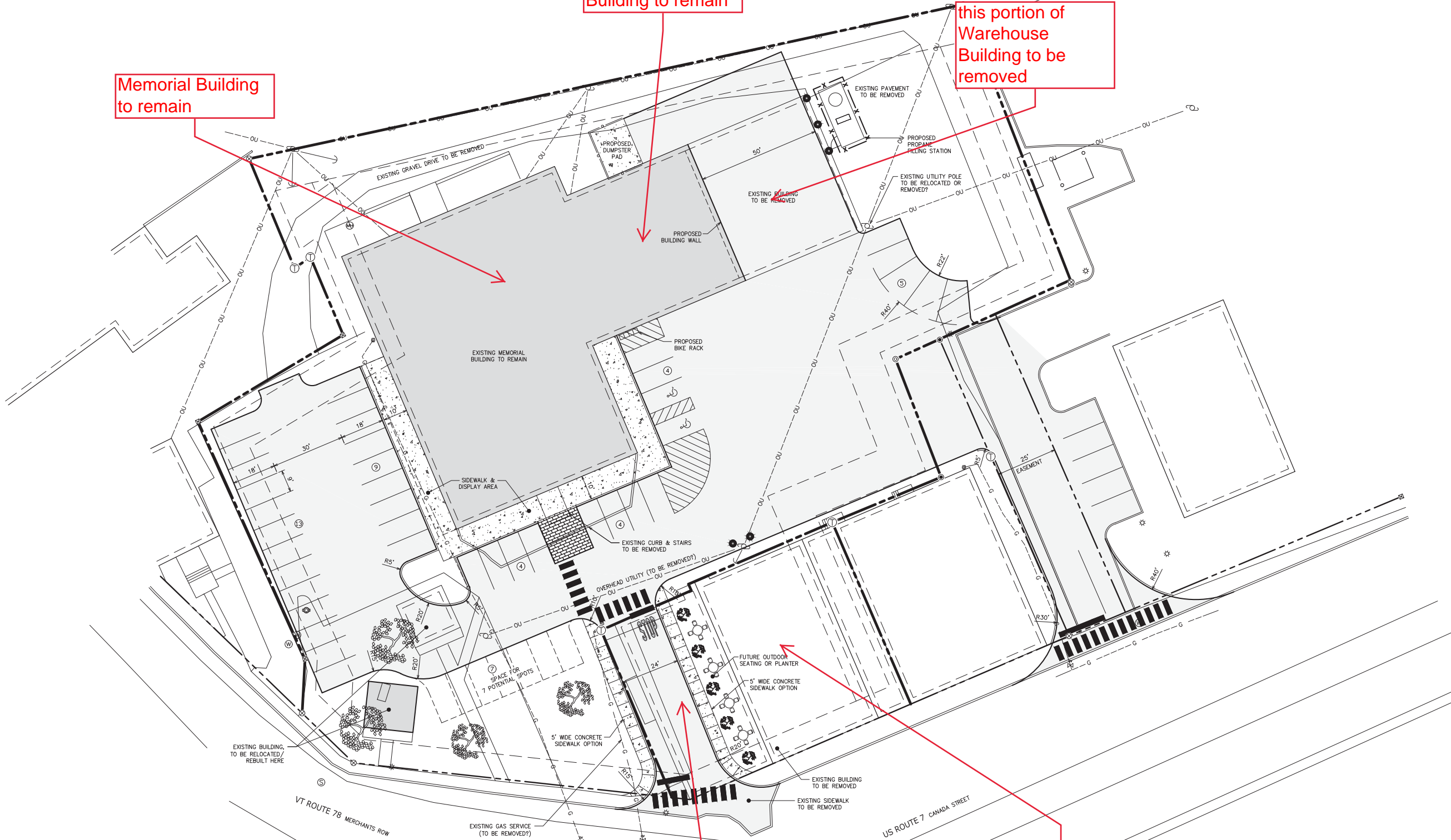
Memorial Building to remain

this portion of Warehouse Building to remain

this portion of Warehouse Building to be removed

This building to be removed

This building to be removed



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PROJECT: 00000  
DATE: DWG Date  
DESIGN: DESIGNER  
DRAWN: DRAWN BY  
CHECKED: CHECKED BY  
APPROVED: APPROVED BY

Tel: 802-524-2113  
Fax: 802-524-9681  
**CCE** CROSS  
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St. Albans, Vermont 05478  
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Cross Consulting Engineers, P.C.

CCE Standard 2007 -  
Arch D

Client Name  
Client Location  
Project Name  
Project Road  
Project Location

SITE  
**1**  
SHEET #### OF 1

Q:\2016 Drawings\16051 - Prouty Block, Ace Stone\Current\Support Drawings\Ce-10 Layout Planning\Floor-1 9/12/2017 9:30:19 AM

**ATTACHMENT B**  
**Budget Summary Table**



Table 1  
 Budget Estimate - Corrective Action Planning Activities  
 1,3,5 Canada Street and Municipal Lot, Swanton, VT

November 10, 2017

Task	Type		Units	Quantity	Rate	Unit Total	Sub-Total	Task Total	
<b>HBM Characterization</b>									
<b>010 - HBM Characterization</b>									
	Coordination/Field Preparation								
		Sr. PM	hrs	2	\$ 130	\$ 260			
		E3/G3	hrs	10	\$ 97	\$ 970			
		Support	hrs	0.5	\$ 65	\$ 33	\$ 1,263		
	HBM Subcontractor (RPF) total includes 10% markup								
		HBM Sampling - Memorial Building/1-3-5 Canada St	each	1	\$ 8,200	\$ 8,200			
		HBM Sampling - Swanton Chamber of Commerce	each	1	\$ 1,200	\$ 1,200			
		Abatement Design	each	1	\$ 1,200	\$ 1,200	\$ 11,660	\$ 12,923	
<b>020 - General Consulting and Project Management</b>									
		Principal	hrs	1	\$ 162	\$ 162			
		Sr. PM	hrs	4	\$ 130	\$ 520			
		Support	hrs	0.5	\$ 65	\$ 33	\$ 715	\$ 715	
							<b>HBM Total: \$</b>	<b>13,638</b>	
							<b>Project Total: \$</b>	<b>13,638</b>	

Notes:

1. HBM Work Plan preparation was performed separately under the Corrective Action Planning (CAP) Work Plan
2. We understand NRPC may fund the HBM activities using Chittenden Country RPC (CCRPC) funds, and Sanborn Head would be contracted to CCRPC.
3. Costs have been rounded to the nearest whole dollar.
4. No HBM sampling was performed in the Swanton Chamber of Commerce as part of the Phase II sampling. Therefore, we have conservatively estimated the sampling frequency required for characterization. Given the relatively small size of the building, it may require less sampling than anticipated.
5. We have assumed reports will be provided electronically.