

December 24, 2018

Mr. Mark Lindem  
Business Manager/CSBO  
Gavin School District 37  
25775 W. Highway 134  
Ingleside, IL 60041

Via e-mail: [mlindem@gavin37.org](mailto:mlindem@gavin37.org)

**Subject: Asbestos Consulting Services Proposal for  
2019 Flooring Replacement Project at Gavin Middle School South**

Dear Mr. Lindem:

TEM Environmental, Inc. is pleased to provide our proposal for Asbestos Consulting Services and appreciates the opportunity to continue to provide services to Gavin School District 37. TEM Environmental, Inc. is confident that we have the qualifications and experience required to assist you in the successful completion of your projects.

TEM Environmental, Inc. understands that Gavin School District 37 has an abatement project for Gavin Middle School South in 2019. Abatement work will take place over spring break in March and in summer in June and conclude in June. The Project Team consists of representatives from Gavin School District, and TEM Environmental, Inc. General Scope of Work and School List:

**Flooring Replacement**

- Gavin Middle School South upper level and lower level corridors and classrooms

TEM Environmental, Inc. will dedicate our two most senior and experienced staff members to complete all necessary planning and design work. One of our Principals, Mr. Steven B Geneser, will act as the Project Manager and Primary Point of Contact for the duration of the project. TEM Environmental, Inc. proposes to assist the project team regarding asbestos containing building materials and other potential environmental issues that are likely to be disturbed during the proposed renovation. Three distinct types of services are typically required. The first service, asbestos building inspection, will be conducted in the proposed renovation areas to identify suspect asbestos containing materials that may be disturbed during the proposed renovation. The second task is to develop a "design" that will comply with the current Illinois Department of Public Health (IDPH) Rules and Regulations. During this phase, scope of work drawings and a project manual including specifications will be developed. The third service is commonly referred to Asbestos Project Management and Air Sampling Services. This service consists of on-site inspections, documentation and air sampling during the work. Air Sampling Professional services include the collection and analysis of air samples to document the conditions that exist during the project. The duration of this work is directly dependent on the length of time asbestos abatement is required.

The responsibilities of the three job descriptions are incorporated into this proposal by reference to the State of Illinois Department of Public Health's Asbestos Abatement Regulations and Rules (105 ILCS 105/1 et seq. and Title 77 Chapter I, Subchapter p; Part 855) and are as follows:

**PRE-RENOVATION ASBESTOS RECORDS REVIEW, INSPECTION AND ASBESTOS  
ABATEMENT COST ESTIMATE SERVICES**

TEM Environmental, Inc. will review asbestos records and inspect the renovation areas of the building for suspect asbestos containing building materials (ACBM) that may be impacted during the proposed renovation. Based on the most recent renovation concept, TEM Environmental, Inc. will sample suspect asbestos containing materials proposed to be impacted during the renovation that have not been previously been sampled. TEM Environmental, Inc. will provide an asbestos abatement cost estimate for planning purposes based on the sample results and review of the renovation plans.

Our investigation will be performed in compliance with the United States Environmental Protection Agency's Asbestos Hazards Emergency Response Act (AHERA). Our on-site investigation team will consist of experienced professionals trained and licensed by the Illinois Department of Public Health (IDPH) to accomplish this work.

Because the scope of work will include only accessible areas, the possibility exists that some ACBM will be omitted from the survey if it is concealed behind walls and ceilings or inaccessible locations within mechanical systems or stack, or has restricted access. TEM Environmental, Inc. will, however, make every reasonable effort to locate or trace concealed mechanical systems or other inconspicuous materials. If the material is inaccessible but visible, TEM Environmental, Inc. will include the material in our report. Only a destructive survey can reveal all potentially concealed asbestos-containing materials. It is the responsibility of the building owner to provide access to all areas requiring inspection. If necessary, TEM Environmental, Inc. will address inaccessible or unknown materials in the project design using an allowance.

TEM Environmental, Inc. will collect bulk samples from suspect material following the sampling method described in AHERA, 40 CFR 763.86. The bulk sampling strategy will be as follows:

- A. Surfacing Material: Samples will be collected in a random manner that is representative of a homogeneous area as follows:
  - At least 3 bulk samples will be collected from each homogeneous area that is 1,000 square feet or less
  - At least 5 bulk samples will be collected from each homogeneous area that is greater than 1,000 square feet, but is less than or equal to 5,000 square feet
  - At least 7 bulk samples will be collected from each homogeneous area that is larger than 5,000 square feet
  
- B. Thermal System Insulation: Samples will be collected in a statistically random manner that is representative of a homogeneous area as follows:
  - At least 3 bulk samples will be collected from each homogeneous area of thermal system insulation
  - At least 1 bulk sample will be collected from each homogeneous area of patched insulation, if the patched section is less than 6 linear or square feet
  - At least 2 bulk samples will be collected from each insulated mechanical system where cement is used on tees, elbows, or valves

- Bulk samples will **not** be taken where the insulation appears to be fiberglass, foam glass, rubber, or other non-suspect ACM materials

C. Miscellaneous Building Material: TEM will collect three samples per homogeneous area.

Samples of suspect asbestos containing building materials will be collected on-site and forwarded to our laboratory for analysis. Our laboratory will utilize Polarized Light Microscopy (PLM) to determine the presence of asbestos. Results of this analysis will be available 72 hours after receipt of samples. TEM Environmental, Inc. will conduct Transmission Electron Microscopy on floor tile, vermiculite and construction adhesives that test negative for asbestos using PLM methods. The EPA recommends this process because of the limitations of PLM method for very small asbestos fibers. TEM Environmental, Inc. is a NIST NVLAP Accreditation Laboratory for bulk sample analysis by Polarized Light Microscopy and for air sample analysis by Transmission Electron Microscopy.

TEM Environmental, Inc. will prepare a written survey report for this project which will include inspection methodology, summary of findings, analytical results of PLM and TEM samples, a description of each sample location, chain of custody listing of all materials sampled, inspector and laboratory credentials, conclusions and recommendations. Drawings are not required at this phase of the work and results will be presented in table format.

#### **PROJECT DESIGN SERVICES**

TEM Environmental, Inc. will prepare a project design that meets the requirements of the Illinois Department of Public Health. The design will detail the requirements of the project and the scope of work. The design will include specification, drawings and necessary coordination information. The drawing will include the locations of the required barriers, decontamination unit, waste out and negative air exhaust locations. TEM Environmental, Inc. will prepare the required documentation in the requested format. TEM Environmental, Inc. will coordinate and assist the project team during the bid process and will attend contractor bid walk throughs and answer technical questions regarding the asbestos abatement scope of work. TEM Environmental, Inc. will conduct a scope of work review with the apparent low bid contracts and provide the contractor recommendation. TEM Environmental, Inc. will provide the Notice to Occupants and the Notice to Proceed for Gavin School District 37 to process.

#### **PROJECT MANAGER/AIR SAMPLING PROFESSIONAL SERVICES**

If asbestos abatement is required, TEM Environmental, Inc. will provide required services as listed in the IDPH and USEPA/IEPA Asbestos Abatement Regulations and Laws. Specific duties include:

Asbestos Project Manager

- 1) The Asbestos Project Manager shall be the Building Owner's designated representative, and shall be responsible for carrying out the following activities:
  - A) Assist in decision making regarding selection of procedures.
  - B) Assist in evaluation of bids and selection of a contractor.
  - C) Enforce contract specifications.
  - D) Inspect and approve barriers and decontamination enclosure systems.



- E) Observe activities at all times during the course of abatement.
  - F) Meet with the contractor daily to review work progress and solve problems or adjust procedures as appropriate.
  - G) Perform all work place inspections and clearance inspections for the building owner.
  - H) Report on abatement activities to the Building Owner.
  - I) Request, review and maintain Contractor submittal.
- 2) The Asbestos Project Manager shall have the authority to stop any job activities not performed in accordance with contract specifications. Violations shall be reported to the Building Owner with a description of the activity, reason for stoppage and possible means for correcting problem.
  - 3) The Asbestos Project Manager shall keep a daily log of on-site observations concerning contractor's compliance with activities required under the rules of this part. This log shall be legible and made available upon request at all times to the Building Owner, the architect/engineer and to appropriate local, state and federal agencies.
  - 4) A comprehensive final report, consisting of daily logs, observations and air monitoring results, shall be submitted to the Building Owner and the Contractor, within 20 working days following final clearance testing.

#### Air Sampling Professional (ASP)

- 1) The Air Sampling Professional shall conduct all air sampling for the Building Owner.
- 2) The ASP shall conduct air sampling in accordance with the NIOSH Standard Analytical Method 7400: "Fibers in Air".
- 3) The following schedule shall be utilized for air sampling during the project in addition to OSHA compliance monitoring:
  - A) Background air samples shall be collected prior to the start of abatement activities to determine background airborne fiber concentrations. Samples shall be taken both inside and outside of the work area to establish existing levels.
  - B) The following schedule of samples shall be required daily, once abatement activities begin. The size of the abatement activity will have impact on the number of samples necessary to monitor the Contractor's activities. The following are required minimums:
    - i) 3 Area Samples inside the work area including worker and equipment decontamination enclosure systems.
    - ii) 2 Personal Samples inside the work area.
    - iii) 2 Area Samples outside the work area in uncontaminated areas of the building including one at the entrance to the worker decontamination enclosure.
    - iv) 1 Area outside the building
    - v) 1 Area Sample at the exhaust of negative pressure ventilation equipment.

Note: Decisions on the number of samples should be made with the advice of the Air Sampling Professional.
- 4) Personal and area sampling shall be conducted using collection media and procedures in accordance with NIOSH Standard Analytical Method 7400. The selected air volumes shall provide statistically reliable results for a concentration of 0.01 f/cc or lower. Air samples shall be analyzed by Phase Contrast Microscopy.
- 5) Clearance air sampling shall be conducted following the cleaning phase of work. A sufficient number

of samples shall be collected aggressively with portable fans circulating air in the work area to simulate actual use conditions to determine post-abatement air concentrations.

- 6) Clearance samples will be analyzed using Transmission Electron Microscopy or Phase Contrast Microscopy following the requirements of IDPH.

#### Laboratory Services

- 1) TEM Environmental participates in the AIHA Asbestos Analyst Registry (AAR) program for asbestos analysis and the NIST NVLAP Accreditation Program for bulk sample analysis by polarized light microscopy and for air sample analysis by transmission electron microscopy.
- 2) The time period permitted between the collection of air samples and the availability of results shall be less than 24 hours. Timetables for results of background and clearance air samples shall be established by Building Owner.

The enclosed Attachment A identifies the specific scope of work, schedule and related costs for this project.

Attachment A  
**PROPOSAL FOR ASBESTOS CONSULTING SERVICES  
GAVIN SCHOOL DISTRICT 37**

**ASBESTOS CONSULTING SERVICES**

Conduct asbestos consulting services required based on the proposed renovation of Gavin Middle School South.

Work will consist of:

- On-site inspection for suspect asbestos material based on the renovation plan
- Samples collection of suspect ACM that have not previously been sampled
- Sample analysis by Polarized Light Microscopy (PLM)
- Sample analysis by Transmission Electron Microscopy (TEM) for floor tile testing negative for asbestos using PLM methods
- Summary report of findings – Table with asbestos sampling results
- Completion of an asbestos abatement budget estimate for each school
- Attending coordination meetings required by Gavin School District 37
- IDPH asbestos project design and abatement drawings
- Other required or optional services as requested or directed by Gavin School District 37

I. **PROJECT SCHEDULE**

- On-site inspection will begin at a mutually agreed upon time
- Renovation plans and drawings shall be provided to TEM Environmental, Inc. for review prior to our final inspection walk through so a thorough asbestos inspection can be performed
- Sample collection will occur concurrently with the inspection activities
- Access to all areas must be provided during the site visit
- PLM sample analysis will be complete 5 days after completion of on-site inspection. TEM sample analysis will be completed 72 hours after PLM analysis
- Summary report of findings will be submitted one (1) week after completion of sample analysis. Preliminary results will be available upon request
- Faster turnaround times are available if needed
- Project design will be produced based on the required project schedule and based on two phases: one being completed during spring break in March 2019 and one being completed in summer, in June 2019. The schedule shall be agreed upon in writing by the parties.
- Abatement scopes of work will be determined in coordination with the District and included in the design accordingly

II. PROJECT FEE

**PRE-RENOVATION ASBESTOS INSPECTION (COMPLETED)**

• Asbestos investigation	\$1,500.00
• Polarized Light Microscopy – 139 Samples @ \$12.00/sample	\$1,668.00
• Transmission Electron Microscopy – 9 Samples @ \$85/sample	\$765.00
• Inspection report	\$300.00
<b>Inspection Subtotal</b>	<b>\$4,233.00</b>

**ASBESTOS PROJECT DESIGN**

• Asbestos Project Design, Specifications, Manual and Abatement Drawings	\$2,800.00
<b>Design Subtotal</b>	<b>\$2,800.00</b>

**ASBESTOS PROJECT MANAGEMENT/AIR SAMPLING PROFESSIONAL SERVICES (1)**

Asbestos Project Manager (Shifts)	21	\$600.00	\$12,600.00
Senior Management (hours)	10	\$100.00	\$1,000.00
Daily Air Samples by PCM	200	\$15.00	\$3,000.00
Clearance Air Samples by Transmission Electron Microscopy - Rush	15	\$150.00	\$2,250.00
IDPH Report and Recordkeeping Update			\$1,000.00

**Estimated Project Management Subtotal (1) \$19,850.00**

**Estimated Project Total (1) \$26,883.00**

(1) Project Management fees will be based on required asbestos abatement and required project schedule. Cleaning cycles as listed in IDPH regulations will be followed. NOTE: Only actual samples analyzed will be charged using the above rates. Only actual shifts required to complete the work will be billed at the above rates. Turnaround time begin at the exact time the samples arrive at the laboratory. Turnaround time includes business days of the week only. Labor and samples analyzed on Federal Holidays and weekend will be at a billed at a 50% surcharge, upon written agreement of Gavin School District 37. Four-hour minimum shift charge applies.

**Terms and Conditions**

1. TEM will be able to commence the project after this proposal has been signed by Client and returned to TEM Environmental, Inc.
2. The service fee quoted in this proposal shall be considered a firm figure for a period of 90 days.
3. TEM shall not be deemed in default of any of its obligations hereunder, unless Client delivers a written notice of default and TEM fails to cure such default within thirty (30) days thereof.
4. Payment is due 30 days upon receipt of the invoice. For all amounts unpaid after 30 days from the invoice date, Client agrees to pay TEM Environmental, Inc. a finance charge of 1.5% per month, 18% annually, provided, however, that if this percentage exceeds that permitted by law, the charge will be the maximum permitted by law. In the event of a breach of this Agreement by Client, TEM Environmental, Inc. may, after giving written notice to Client, terminate or suspend services under this Agreement until TEM Environmental, Inc. has been paid in full all amounts due for services and expenses or the breach by Client has been otherwise cured. In the event it becomes necessary for TEM to enforce its rights hereunder, venue for the purposes of any litigation shall take place before a court of competent jurisdiction in Lake County, Illinois.
5. No oral requests for a change in the scope of the work shall be valid or binding on TEM. The scope of the work may only be changed by a written instrument signed by each party (a “Change Order”), which itemizes each specific change and the adjustment to the project fee resulting therefrom. With respect to all such Change Orders, Client and TEM Environmental, Inc. will negotiate a mutually agreeable adjustment in TEM Environmental, Inc.’s compensation prior to changes in the scope of the project becoming effective.
6. TEM Environmental, Inc. will perform the services under this Agreement at a level consistent with that level of care and skill ordinarily exercised by members of TEM Environmental, Inc.’s profession, practicing under similar conditions, at the same time, in the same or similar locality.
7. Client agrees to cooperate with TEM by providing requested information upon reasonable request, along with access to the premises during normal work hours and a safe and unobstructed work area for TEM’s workers.



8. This Agreement represents the entire understanding and agreement between Client and TEM Environmental, Inc., regarding the subject matter hereof, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and TEM Environmental, Inc.
9. TEM Environmental Inc.'s Proof of Insurance can be provided upon request. TEM Environmental, Inc. will provide our standard insurance at no additional charge to the fees listed in our proposal.

Thank you for the opportunity to present this proposal. Should you have any questions, please do not hesitate to contact Steve Geneser at (331) 262-9000.

Sincerely,  
**TEM Environmental, Inc.**



Steven B Geneser  
Vice President  
P2018-109

TEM Environmental, Inc. accepts the revisions to our December 24, 2018 proposal that are included in this document.



1/24/19

The undersigned, being a duly authorized officer of Client, hereby accepts the foregoing proposal and, intending to be bound, authorizes TEM to commence the work as specified herein.

Client: Gavin School District 37

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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