



## *Advance Look Building Inspections & Environmental Testing*

### COST PROPOSAL FOR SERVICES

<b>CLIENT:</b>	Petersburg Borough
<b>REPRESENTATIVE:</b>	Joe Bertagnoli, Building Official
<b>PROJECT NAME:</b>	IAQ inspection (Other Biological, Moisture & Microbial Sampling)
<b>Location:</b>	Old Petro Marine building
<b>Proposal Date and Time:</b>	July 27 <sup>th</sup> , 2019 @ 8:00am
<b>Scope of Work:</b>	Indoor Air Quality, Moisture, Health & Safety, Remediation Plan.

Advance Look Environmental is pleased to provide this costs proposal for Indoor Environmental consultation services.

Industry standards for remediation projects include pre-remediation inspection with air sampling to document any moisture damage or microbial growth issues and to establish Indoor Air Quality (IAQ) baselines. This proposal is focused primarily on IAQ and a visual assessment for any moisture intrusion issues or potential intrusion issues, past or present. Included in the on-site service fee will be a walk-through inspection, moisture intrusion inspection and IAQ sampling. The intention is to provide a present IAQ and moisture status for the structure and if needed, provide all necessary information and guidance leading to a standards-based remediation process capable of passing a post remediation inspection and clearance sampling. This proposal is based on verbal information provided by the client about the structure and circumstances and is intended to be a “worst case scenario” given this information.

All work is completed in compliance with current Federal, State and local regulations and/or recognized Industry Standards within an acceptable “standard of care”. Indoor Environmental sampling plans and procedures are completed in compliance with *Respircare Analytical Network* Protocols, *American Industrial Hygiene Association “Green Book”* and *American Society for Testing and Materials (ASTM) standard D7338*. Remediation plans and recommendations follow the *Institute for Inspection, Cleaning & Restoration Certification (IICRC) S520 Standard for Mold Remediation*.

Onsite inspections, consultation and sampling will be performed by Patrick Hartshorn, with qualifications as follows (a full Bio is available on request):

- *Industrial Hygienists (IH)*
- *Indoor Environmental Professional (IEP)*
- *EPA/AHERA Certified Building Inspector*
- *EPA/AHERA Certified Project Designer*
- *Cold Climate Building Science Analyst*

Other relevant information and experience includes:

- *I am in my 15<sup>th</sup> year of working with IAQ Consulting, remediation projects, contractors and clients throughout the state of Alaska*
- *I have recently crested the 3200 count for IAQ sampling projects submitted to laboratories nationwide.*
- *I have almost 2000 remediation projects of experience as a consultant and oversight.*
- *I am the senior member of RespirCare Analytical, affording me hundreds of IAQ professionals across the US and Canada to call on for consult at any time.*
- *We (RespirCare) are the largest client of EMLab P&K which is part of the largest lab system in the world (TestAmerica).*
- *RespirCare has the only contract in Alaska that requires a 100% read of EVERY spore in EVERY sample we submit to the lab (100% defensible data) in comparison to competitors using 25% lab reads (not defensible).*
- *All my lab results are reviewed by a 3<sup>rd</sup> party data review agent prior to my review, this agent has no tie to the project, house, client, etc. (defensible independence)*
- *We use a 5-point system for data review which is an industry first and has been praised by industry experts as “the way of the future”.*
- *Our competitors use labs reports only for data review under a 1-point system (inside/outside) (not defensible)*
- *The data review agent and I must agree on the lab data results prior to forwarding to our clients with recommendations or clearances (redundant checking system)*
- *I have been recognized by AK DEC, Alaska Housing, AK Department of Commerce and Alaska Realtors as a qualified IAQ & Remediation expert and instructor.*
- *Finally: My BIO is impressive enough to get me accepted to the ANSI/IICRC S520 Consensus Board, one of only 25 people worldwide to be considered “experienced and knowledgeable” enough to be on this board!*

Advance Look will provide the client (Petersburg Borough) with verbal and written consultation, moisture intrusion inspection, indoor air quality (IAQ) sampling (Mold/Other Bio), 3<sup>rd</sup> party laboratory services and 3<sup>rd</sup> party laboratory data review services. The outcome from these services will document any IAQ & moisture intrusion issues and any related building component conditions for environmental, health or safety concerns. Additionally, all provided information and documentation would be collected and prepared for the development of a remediation performance work plan if the need arose to guide the client into a standards-based remediation process. If Remedial work is necessary, the intended outcome from our services is for our client to successfully pass a Post Remediation Verification (PRV) inspection with air sampling data acceptable for project clearances and required for disclosure if needed.

We are the only Alaska IH/IEP Company that provides laboratory services that include 100% trace (sample) reading and an Independent third-party Data Review of all laboratory results by RespirCare Analytical Services. We are also the only Alaska Indoor Environmental/Building Science company providing our clients with peer reviewed, credible and defensible data!

We submit all IAQ samples to EMLab P&K in Phoenix Arizona for analysis. Our contract with EMLab allows faster analysis times and includes requirements they read 100% of the Trace (sample size) for all spores present to provide us with defensible sample data. EMLab has accreditations that meet the AIHA EMLAP requirements for microbiological sample analysis.

Our Analytical data review is performed by Michael Buettner, RespirCare Executive Review Coordinator with certifications as follows:

- *Council Certified Indoor Environmentalist (CIE) #01918 Expires 9/30/19*
- *Council Certified Indoor Air Quality Manager (CIAQM) #0710047 Expires 10/31/2019*

• All above certifications are board awarded and maintained through the *American Council for Accredited Certifications (ACAC)*. ACAC programs are accredited by the *Council for Engineering and Scientific Specialty Boards (CESB)*. All ACAC programs are compliant with ISO standards 9000, 9001, 9004, 17000 and 170. ACAC is a member of the *National Organization for Competency Assurance (NOCA)*.

All provided inspections & sampling follow Advance Look and RespirCare policies & procedures, recognized industry standards and Alaska building Inspector Regulations. Access to closed, locked or secured areas is the responsibility of the client and/or building owner.

MOISTURE INSPECTION: *“Dampness in buildings is linked with illness of occupants and deterioration of buildings. Dampness and moisture, combined with organic nutrient materials and dirt indoors, trigger a biological spark that changes a relatively dry, stable environment into a living, thriving ecosystem. Dampness is associated with adverse health outcomes in public health (e.g., residential) contexts.” (ref. ACGIH “Green book”).* Advance Look starts all indoor environmental projects with a comprehensive moisture intrusion inspection. This is a visual, non-invasive inspection of the buildings general environmental condition focusing on interior occupiable spaces and any suspect adjacent areas. The moisture intrusion inspection utilizes sophisticated electronic “moisture sensing” equipment to identify suspect areas that may not be visible to the human eye. Starting with this inspection is crucial to the development of a solid sampling and plan and advancement into more thorough building diagnosis if necessary.

MICROBIAL GROWTH (mold): Mold can produce spores and toxins that become airborne and are known to be detrimental to some occupant’s health. This proposal estimates the preliminary indoor occupiable spaces sampling plan based on occupied space information provided to Advance Look via a phone conversation. A final sampling plan will be developed following a thorough visual and moisture intrusion inspection. The plan will focus on sampling interior air quality of the occupiable spaces, any adjacent areas and exterior controls. The proposed estimate of sample numbers necessary to accomplish a comprehensive Indoor Air Quality assessment is based on information provided by the client and may change if actual site conditions are different. Any alteration from this plan will be discussed with the client for approval prior to implementation.

ASBESTOS/LEAD: IF The building information indicates the age of the structure requires any “remediation” work would need to be compliant with Federal Standards for 1978 and older structures. In the eyes of OSHA, all materials are Asbestos (ACM) or Lead (LCM) containing materials until proven otherwise. It is not uncommon to have ACM or LCM in buildings up to and including the 1983 construction period and positive samples have been collected by Advance look in 1985 structures. Any identified areas that may need remediation activities will be presented to the client on site and any necessary sampling to assure compliance with Federal Law prior to remediation activities will be discussed and approved prior to implementation.

TRAVEL & STANDBY TIME: Travel and standby times are calculated at a reduced rate. Travel & Standby are invoiced separately of any base fees, such as the “project fee”. Any issues that may create travel delays or unintended overnight stays will be billed as standby time and any associated costs will be billed as “direct reimbursements”.

PROJECT ISSUES: Rare, yet possible delays in project times can be created by mother nature such as inclement weather conditions causing inability to collect air quality samples or causing travel delays. Other delays can be FedEx delivery issues, laboratory loads causing extended report delivery times, etc. which all can lead up to in house scheduling issues for report deliveries to clients. Other concerns can include some sample types such as bulk sampling may require invasive practices for proper sample collection. Any invasive activity requests will be reported to the client for prior permission. Repairs to any such areas if needed are not the responsibility of Advance Look and will be arranged with the client prior to sampling. An onsite inspection of the layout will allow for a solid air sampling and work plan to be discussed with the client and in most cases numbers of samples needed to accomplish the goal is reduced from what is proposed.

LOGISTICS: This proposal is based on information supplied to Advance Look by the client or the client’s representative for determination of initial inspection, development of a preliminary sampling plan and all necessary activities and accommodations to complete these tasks. **The intent by Advance Look is to reduce costs to the client if possible.** The proposed costs are an estimated number based on the information that has been provided to date. Reduction in sample numbers and expenses wherever possible will be given priority.

SAMPLING PLAN: Information supplied by the client indicates there are multiple occupiable spaces and a full crawl space within the building that are of concern. The diagrams provided indicate “suspect” areas are a combination of classrooms, corridors, office space, commons areas and crawl space. There will also be required sampling of adjacent areas as defined under industry standards. If any other suspect IAQ or remediation areas are identified during the initial inspection a sampling plan will be produced and the costs for those samples will be submitted for approval prior to any actions.

#### **PROJECT INCLUSIONS:**

1. Visual inspection and sampling for microbial growth & IAQ issues, as proposed.
2. Visual inspection for moisture intrusion, safety and health issues, as proposed.
3. Insurance (General Commercial liability & E&O) – includes environmental.
4. State Inspectors License Bond Insurance.
5. One IH/IEP for duration of project as required within this bid.
6. All required testing and inspection equipment.
7. 100% work site documentation for Remediation Performance Work Plan (if required).
8. Estimated number of IAQ samples to be taken. (in pricing below)
9. FedEx sample shipping to EMLab P&K, Phoenix AZ (from Anchorage).
10. Independent 3rd party sample data review report by RespirCare Analytical Services.
11. Laboratory sample data report with additional laboratory added information.
12. Recommendations report for any conditions needing services (if applicable).

**PROJECT EXCLUSIONS:**

1. Secure-heated working area (also available for any on site consult time).
2. Power and internet to work area during on site time period and if overnight stay exists.
3. Repair of damaged areas if Invasive testing for bulk samples is necessary.
4. All Additional unforeseen costs/expenses if project/weather/mechanical delays.
5. Additional laboratory fees for needed number of samples beyond proposed maximum due to unknown site logistics or layout prior to onsite visit.
6. Additional laboratory fees for added sample submission such as Asbestos or Lead.
7. Additional labor fees for any project delays from unforeseen circumstances.

**PROPOSED COSTS:**

1. <b>Industrial Hygienist – On Site Services:</b> Base fee for one IH/IEP site visit, inspections, sample collection and on-site consultation times:	\$625.00
2. <b>Post Project - In House Services:</b> Lab report and data review time, recommendations report generation, phone and email consultation times:	\$92.00
3. <b>Direct Reimbursement</b> – Air travel to Petersburg & return to Anchorage:	\$648.00
4. <b>Direct Reimbursement</b> – Rental car (to food, lodging and airport):	\$115.00
5. <b>Direct Reimbursement</b> – Overnight accommodations – 1 night:	\$165.00
6. <b>Set Travel Fee</b> – Per Diem for .5+.5 days (per federal rate chart):	\$118.00
7. <b>Hourly Travel Rate</b> – Total Hourly rate for travel times:	\$315.00
8. <b>Laboratory Sample Analysis Fees:</b>	
8 - Microbial “Spore Trap” samples	\$520.00
4 – Other Biological samples	\$96.00
1 – Composite Microbial surface sample	\$60.00
3 – MVOC/VOC microbial samples	<u>\$426.00</u>
<b>Total estimated project cost as proposed:</b>	<b>\$3180.00</b>

Note: We will do what we can to combine sampling areas or any other legitimate measures to reduce these costs. Some costs may be reflective of the higher available rates, such as air travel, rentals, lodging, etc. This method of proposal writing allows for variances given differences in selected dates at the time of this proposal and the actual time of an accepted project travel date. Any reductions will be reflected on the final invoice!

This bid proposal is valid for fifteen (15) days. **50% down payment of estimated costs is required** before scheduling of travel arrangements. Final balance payment is due upon receipt of final invoice.

Any alteration or deviation from the applicable plans and specification involving extra costs for materials, services, labor, etc. will only be executed over the base contract amount. **All agreements must be made in writing.** The Owner or Owner's Agent will assess no payment delays due to uncontrollable delays of the project. If you have any questions or require additional information, please do not hesitate to contact us at 907-232-1007 or [contact@advancelookak.com](mailto:contact@advancelookak.com).

**Project Specific Note:** CC payments are welcome but do incur a 2% service fee. Failure to pay invoices as agreed will trigger lab delays, our system is automated with the lab and payments must be completed prior to sample analysis.

**By signing below, you accept the responsibilities of Petersburg Borough (the "client") and agree to the fee schedule, hourly rates and payment requirements as stated!**

**This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.**

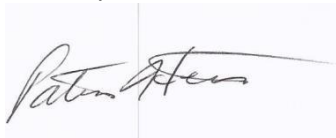
**Please read and understand this agreement. It is a legal and binding contract.**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have questions or require additional information, please do not hesitate to contact me at (907)232-1007 or email me at [contact@advancelookak.com](mailto:contact@advancelookak.com).

Sincerely,



Patrick Hartshorn IH/IEP  
Manager/Senior Consultant