

**WORK ORDER**

PURSUANT TO A MASTER AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND  
CGRS

**WORK ORDER NUMBER:** 2019 - 6.20  
**PROJECT TITLE:** SCR and Investigation of Petroleum Contamination at 835 Wood Street  
**ORIGINAL BID/RFP NUMBER & NAME:** 8631/ CGRS  
**MASTER AGREEMENT EFFECTIVE DATE:** 2/28/18  
**OWNER'S REPRESENTATIVE:** Errin Henggeler  
**WORK ORDER COMMENCEMENT DATE:** 6/24/19  
**WORK ORDER COMPLETION DATE:** 8/31/19  
**MAXIMUM FEE:** (time and reimbursable direct costs): \$23,710.00

**PROJECT DESCRIPTION/SCOPE OF SERVICES:**

Activities will include the following tasks:

- Complete permitting and utility locating including notification to the Utility Notification Center of Colorado (UNCC) for soil boring installations and the Colorado Department of Water Resources for well permitting.
- Mobilize a utility clearance crew to core concrete and pothole six soil boring locations. The soil borings will be potholed to depths of approximately 5-feet bgs prior to drilling in an effort to ensure clearance of subsurface utilities and product piping. Two soil samples will be obtained from beneath dispensers four and five via hand auger drilling methods for laboratory analysis of benzene, toluene, ethylbenzene, and xylenes (BTEX) and total extractable petroleum hydrocarbons (TEPH).
- Mobilize a drill crew to the site including an environmental scientist/geologist to supervise field activities following utility clearance activities.
- Characterize subsurface soil conditions and lithology by installing six soil borings to approximately 20-feet below ground surface (bgs). The soil borings will be completed as 2-inch groundwater monitoring wells. Auger cuttings from monitoring well installation will be containerized in approximately ten 55-gallon drums which will be transported to an off-site licensed disposal facility.
- Soil sampling will be performed in accordance with ASTM D: 1586-87 using hollow stem auger-drilling techniques. Soil samples will be screened using visual appearance and photoionization detector (PID) measurements to determine the presence or absence of petroleum hydrocarbons. The soil samples from each soil boring exhibiting the highest PID value in the unsaturated and saturated zones will be retained for laboratory analysis. All sampling equipment will be decontaminated before and after use.
- Submit six soil samples to a contract laboratory for analysis of BTEX and TEPH. If TEPH concentrations in the soil samples exceed the TPH-TLV, the soil sample with the highest TEPH concentration will be analyzed for polynuclear aromatic hydrocarbons (PAH).

- Sample groundwater in six monitoring wells and submit to a contract laboratory for analysis of BTEX and TEPH. Purged groundwater from all sampled groundwater monitoring wells will be stored in a 55-gallon drum to be collected, transported, and disposed at an off-site licensed disposal facility.
- Conduct a general survey of well locations and elevations. The survey will be performed to collect relative elevations and will not be conducted by a licensed land surveyor.
- Generate a SCR report in the required state format and discuss the findings with OPS.

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of site Characterization Report and Investigation of Petroleum Contamination (4) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

SERVICE PROVIDER: CGRS

By: DocuSigned by:  
*Glen Vallance* Date: 7/2/2019  
755DD7E0228341E...  
 Name: Glen Vallance Title: Associate Hydrologist

**OWNER'S ACCEPTANCE & EXECUTION:**

This Work Order and the attached Contract Documents are hereby accepted and incorporated herein by this reference.

ACCEPTANCE: DocuSigned by:  
*Erin Henggeler* Date: 7/1/2019  
Erin Henggeler, ERA Project Manager

ACCEPTANCE: DocuSigned by:  
*Shane Armfield* Date: 7/1/2019  
Shane Armfield, Project Manager

REVIEWED: DocuSigned by:  
*Pat Johnson* Date: 6/28/2019  
Pat Johnson, Buyer or Senior Buyer



June 20, 2019

Ms. Errin Henggeler, CHMM  
Environmental Regulatory Specialist  
City of Fort Collins  
P.O. Box 580  
Fort Collins, Colorado 80522

Via Email: [ehenggeler@fcgov.com](mailto:ehenggeler@fcgov.com)

**Subject: Site Characterization Report and Investigation of Petroleum Contamination – Proposal  
City of Fort Collins - Fleet Services Center  
835 Wood Street  
Fort Collins, Colorado  
OPS Event ID: 13349**

Dear Ms. Henggeler:

This correspondence presents CGRS, Inc.'s (CGRS) scope of work and cost estimate for conducting subsurface investigation activities and preparing a Site Characterization Report (SCR) as required by the Colorado Department of Labor and Employment, Division of Oil and Public Safety (OPS). The SCR request is in response to a confirmed release of diesel fuel under OPS event ID 13349, with a site characterization due date of December 9, 2019.

### Scope of Work

In accordance with the OPS requirements, it is our recommendation to follow all requirements set by the Colorado Storage Tank Regulations 7 CCR 1101-14 and associated guidance documents. Adherence to these regulations will help ensure eligibility for reimbursement of assessment and reporting activity costs through the Petroleum Storage Tank Fund. Compliance with these regulations requires the SCR to be completed within 180 days of the confirmed release. To complete the SCR, CGRS proposes a subsurface investigation to evaluate the extent of petroleum hydrocarbon impacts to subsurface soil and groundwater. The purpose of the SCR is to:

- Define the extent of the release
- Determine the distribution of contamination in the subsurface
- Determine if points of exposure (POEs) are impacted or potentially impacted
- Evaluate all exposure pathways
- Determine if active remediation is needed

The proposed scope of work will include the following:

- Complete permitting and utility locating including notification to the Utility Notification Center of Colorado (UNCC) for soil boring installations and the Colorado Department of Water Resources for well permitting.
- Mobilize a utility clearance crew to core concrete and pothole six soil boring locations. The soil borings will be potholed to depths of approximately 5-feet bgs prior to drilling in an effort to ensure clearance of subsurface utilities and product piping. Two soil samples will be obtained from beneath dispensers four and five via hand auger drilling methods for laboratory analysis of benzene, toluene, ethylbenzene, and xylenes (BTEX) and total extractable petroleum hydrocarbons (TEPH).



- Mobilize a drill crew to the site including an environmental scientist/geologist to supervise field activities following utility clearance activities.
- Characterize subsurface soil conditions and lithology by installing six soil borings to approximately 20-feet below ground surface (bgs). The soil borings will be completed as 2-inch groundwater monitoring wells. Auger cuttings from monitoring well installation will be containerized in approximately ten 55-gallon drums which will be transported to an off-site licensed disposal facility.
- Soil sampling will be performed in accordance with ASTM D: 1586-87 using hollow stem auger-drilling techniques. Soil samples will be screened using visual appearance and photoionization detector (PID) measurements to determine the presence or absence of petroleum hydrocarbons. The soil samples from each soil boring exhibiting the highest PID value in the unsaturated and saturated zones will be retained for laboratory analysis. All sampling equipment will be decontaminated before and after use.
- Submit six soil samples to a contract laboratory for analysis of BTEX and TEPH. If TEPH concentrations in the soil samples exceed the TPH-TLV, the soil sample with the highest TEPH concentration will be analyzed for polynuclear aromatic hydrocarbons (PAH).
- Sample groundwater in six monitoring wells and submit to a contract laboratory for analysis of BTEX and TEPH. Purged groundwater from all sampled groundwater monitoring wells will be stored in a 55-gallon drum to be collected, transported, and disposed at an off-site licensed disposal facility.
- Conduct a general survey of well locations and elevations. The survey will be performed to collect relative elevations and will not be conducted by a licensed land surveyor.
- Generate a SCR report in the required state format and discuss the findings with OPS.

## Project Compensation

Based upon the scope of work described in this proposal, the estimated time and material cost for completion of the SCR is **\$23,710** and is summarized on the attached Economic Feasibility Summary. Additional costs may be required to complete the SCR according to OPS requirements depending on sampling results, OPS interpretation, etc. The cost estimates for this proposal were completed according to the Colorado OPS Reasonable Cost Guidelines (RCGs) which are specific rates set by the State. Assuming the event qualifies for eligibility, environmental costs incurred during the site check and SCR activities will be reimbursable through the Colorado Petroleum Storage Tank Fund, minus a \$10,000 deductible.

If you have any questions regarding this proposal or details regarding the site or project, please contact Glen Vallance at (970) 420-6840.

Sincerely,  
CGRS, Inc.

Glen Vallance  
Environmental Services Director  
Recognized Environmental Professional No. 5

Attachments: Proposed Economic Feasibility Summary

## REMEDIATION ECONOMIC FEASIBILITY SUMMARY

**Site Name:** City of Fort Collins Equipment  
**Site Address:** 835 Wood Street, Fort Collins  
**Remediation Method(s):**  
**Event REP:**

**Event ID:** 13349  
**Submittal Date:**  
**CAP Effective Date:**

**EFS Start Date:**

**EFS End Date:**

PHASE OF WORK CODE (PWC)	ACTIVITY CODE (AC)	TASK OR LABOR CODE (TLC)	TASK DESCRIPTION	UNITS	QUANTITY	UNIT RATE	SUBTOTAL	MARKUP	SUBTOTAL BY ACTIVITY AND TASK GROUP	TOTAL
<b>2B Site Characterization Report (SCR)</b>										
<b>Start Date:</b>			<b>End Date:</b>			<b># Events:</b>		<b>1</b>		
<b>List wells:</b> MW-1, MW-2, MW-3, MW-4, MW-5, MW-6										
<b>Reporting schedule:</b>										
<b>g. Monitoring plan implementation</b>										
2B	g.	4.1	sample wells-includes all labor and equipment (bailer, water level indicator/interface probe, temp, conductivity, pH, DO, ORP meter(s), hand tools, cones, safety equipment, PPE, etc.)	wells	6	\$ 115.00	\$ 690.00			\$ 690.00
2B	g.	4.3	slug testing-includes 3 wells tested, including interpretation of data, and all equipment and labor	event	1	\$ 2,300.00	\$ 2,300.00			\$ 2,300.00
2B	g.	6.1	BTEX (in-state lab)	samples	6	\$ 70.00	\$ 420.00	\$ 63.00		\$ 483.00
2B	g.	6.3	TEPH	samples	6	\$ 70.00	\$ 420.00	\$ 63.00		\$ 483.00
2B	g.	11.5	water disposal (offsite treatment)	gallons	55	\$ 0.60	\$ 33.00	\$ 4.95		\$ 37.95
2B	g.	11.7	waste transport (submit backup)	trips	1	\$ 360.00	\$ 360.00	\$ 54.00		\$ 414.00
2B	g.	12.1	misc field supplies	days	1	\$ 12.00	\$ 12.00			\$ 12.00
2B	g.	14.4	drums (prefer poly or used steel)	drums	1	\$ 55.00	\$ 55.00	\$ 8.25		\$ 63.25
Activity Code g. Subtotal									\$ 4,483.20	
<b>i. Data review &amp; reporting</b>										
2B	i.	5.2	REP	hours	2.00	\$ 139.00	\$ 278.00			\$ 278.00
2B	i.	5.3	project manager	hours	6.00	\$ 129.00	\$ 774.00			\$ 774.00
2B	i.	5.5	staff engineer / scientist (data entry, SCR narrative, figure creation and review, access, etc)	hours	24.00	\$ 94.00	\$ 2,256.00			\$ 2,256.00
2B	i.	5.7	draftsperson	hours	8.00	\$ 70.00	\$ 560.00			\$ 560.00
2B	i.	5.9	clerical and courier	hours	2.00	\$ 53.00	\$ 106.00			\$ 106.00
Activity Code i. Subtotal									\$ 3,974.00	
<b>k. Drilling</b>										
<b>Number of wells: 6</b>										
2B	k.	2.1	drilling (2" well, auger, < 50'), includes continuous soil sampling (6 wells x 20' each)	feet	120	\$ 22.00	\$ 2,640.00	\$ 396.00		\$ 3,036.00
2B	k.	2.2	mobilization / demobilization	miles	10	\$ 4.50	\$ 45.00	\$ 6.75		\$ 51.75
2B	k.	2.4	completion of borehole as 2" MW	feet	120	\$ 22.00	\$ 2,640.00	\$ 396.00		\$ 3,036.00
2B	k.	2.8	decontamination	days	1	\$ 150.00	\$ 150.00	\$ 22.50		\$ 172.50
2B	k.	2.95	monitoring well permit	wells	6	\$ 100.00	\$ 600.00	\$ 90.00		\$ 690.00
2B	k.	2.97	number of wells (insert in EFS for all well installations)	wells	6					
2B	k.	5.2	REP	hours	3.00	\$ 139.00	\$ 417.00			\$ 417.00
2B	k.	5.3	project manager	hours	3.00	\$ 129.00	\$ 387.00			\$ 387.00
2B	k.	5.5	staff engineer / scientist (dispenser soil sampling + drilling oversight)	hours	16.00	\$ 94.00	\$ 1,504.00			\$ 1,504.00
2B	k.	6.3	TEPH (6 wells, 2 dispenser soil borings)	samples	8	\$ 70.00	\$ 560.00	\$ 84.00		\$ 644.00

Site Name: City of Fort Collins Equipment  
 Site Address: 835 Wood Street, Fort Collins  
 Remediation Method(s):  
 Event REP:

Event ID: 13349  
 Submittal Date:  
 CAP Effective Date:

EFS Start Date:

EFS End Date:

2B	k.	6.7	BTEX/TVPH (in-state lab)(6 wells, 2 dispenser soil borings)	samples	8	\$ 70.00	\$ 560.00	\$ 84.00		\$ 644.00
2B	k.	6.30	Semi-VOA (16 Priority PAH's)	samples	1	\$ 160.00	\$ 160.00	\$ 24.00		\$ 184.00
2B	k.	8.14	potholing (includes coring; up to 1 hr/location)	hours	8	\$ 255.00	\$ 2,040.00	\$ 306.00		\$ 2,346.00
2B	k.	8.15	potholing mileage	miles	10	\$ 3.00	\$ 30.00	\$ 4.50		\$ 34.50
2B	k.	9.4	mileage (current IRS rate)	miles	10		\$ -			\$ -
2B	k.	11.1	soil disposal (not dig and haul)	drums	8	\$ 100.00	\$ 800.00	\$ 120.00		\$ 920.00
2B	k.	11.7	waste transport (submit backup)	trips	1	\$ 360.00	\$ 360.00	\$ 54.00		\$ 414.00
2B	k.	12.1	misc field supplies	days	1	\$ 12.00	\$ 12.00			\$ 12.00
2B	k.	12.4	PID	days	1	\$ 75.00	\$ 75.00			\$ 75.00
2B	k.	13.17	survey equipment	days	1	\$ 45.00	\$ 45.00	\$ 6.75		\$ 51.75
2B	k.	14.4	drums (prefer poly or used steel)	drums	10	\$ 55.00	\$ 550.00	\$ 82.50		\$ 632.50
Activity Code k. Subtotal									\$ 8,265.75	
TLC-2 group - Drilling Subtotal									\$ 23,709.20	
<b>TOTAL 2B COSTS:</b>										\$ 23,709.20

### PHASE OF WORK COST SUMMARY

PHASE OF WORK CODE AND DESCRIPTION		EFS TOTAL COSTS
2B	Site Characterization Report (SCR)	\$ 23,709.20
<b>GRAND TOTAL</b>		<b>\$ 23,709.20</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2019

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> PFS Insurance Group 4848 Thompson Parkway Suite 200 Johnstown, CO 80534	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (970) 635-9400	FAX (A/C, No): (970) 635-9401	
	<b>E-MAIL ADDRESS:</b> info@mypfsinsurance.com		
<b>INSURED</b>  C G R S, Inc. & CA TESTCO, LLC 1301 Academy Ct Fort Collins, CO 80524	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Admiral Insurance Company</b>		<b>24856</b>
	<b>INSURER B : Allmerica Financial Benefit Insurance Company</b>		<b>41840</b>
	<b>INSURER C : Pinnacol Assurance Co</b>		<b>41190</b>
	<b>INSURER D : The Hanover Insurance Company</b>		<b>22292</b>
	<b>INSURER E :</b>		
<b>INSURER F :</b>			


**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Blanket Add'l Insd</b> <input checked="" type="checkbox"/> <b>Blkt Waiver of Subro</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		FEIECC1329006	3/1/2019	3/1/2020	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Blanket Add'l Insd <input checked="" type="checkbox"/> Blkt Waiver of Subro	X		AW4A232142	3/1/2019	3/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>			FEIEXS1329106	3/1/2019	3/1/2020	EACH OCCURRENCE \$ <b>10,000,000</b> AGGREGATE \$ <b>10,000,000</b> \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below			4029480	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
D	<b>Leased/Rented Equip</b>			RH4A231842	3/1/2019	3/1/2020	\$1,000 Deductible <b>200,000</b>
A	<b>Pollution/Profession</b>			FEIECC1329006	3/1/2019	3/1/2020	Limit Per Claim <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 If required by written contract, the Certificate Holder is included as Additional Insured for ongoing operations under General Liability and Automobile Liability

**CERTIFICATE HOLDER CANCELLATION**

City of Fort Collins PO Box 580 Fort Collins, CO 80522	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------