

Appendix D

Addenda #1: Scope Document

February 24, 2011

Ms. Sarah-Jane Poli
Superintendent
Biddeford School Department
205 Main Street, P.O. Box 205
Biddeford, ME 04005

Sent Via Email: sjpoli2biddschools.org
pradding@biddefordmaine.org

SUBJECT: **Proposed Addendum #1**
Additional Forensic Indoor Air Quality Evaluation Services
Regarding Expressed Occupant Concerns Related to
Occupancy of Certain Areas of Biddeford High School
During Construction Activity (TBS Project #S0967-02)

Dear Ms. Poli:

BACKGROUND AND PROPOSED SCOPE OF ADDITIONAL SERVICES

In accordance with our approved scope of initial services dated January 11, 2011, this Addendum #1 is being developed as a result of information we have learned regarding current indoor air quality concerns related to the facility. The following recommendations for additional services are presented in our initial report dated February 17, 2011, pages 4 and 5. In the following paragraphs we have outlined the rationale for the proposed services, provided information regarding what is expected to be gained from each task, and illustrated the expected costs.

PROPOSED SPECIFIC TASKS

Task #1: Conduct a Critical Review and Evaluation of Construction Containment. Plans Include Vehicle/Equipment Emission Controls.

Our review of data received to date, information learned in interviews, and our limited on-site observations of conditions during our one day on-site January 27, 2011, suggests that significant improvements in keeping construction materials out of occupied zones have been accomplished and that more improvements remain to be accomplished, as negative pressures appeared to still not be maintained. Successfully achieving isolation with a many phased construction project of the magnitude being undertaken is a challenging task. TBS has developed detailed construction containment plans and

assisted others with those efforts for many years. We believe it would be extremely useful to the District for us to review what is being developed and proposed by the City and District staff, and for TBS to do some limited auditing of building pressures at each new phase of major renovation set-up for the duration of the project.

Illustrated Estimated Cost: We expect the initial review and pressure audit to take one (1) day, and suggest five (5) days be budgeted for future reviews and audits at various phases of construction and reporting.

Expected total not-to-exceed cost for initial service and reporting.....\$2,500.00.
Expected total not-to-exceed cost for future service and reporting\$7,500.00.

Task #2: Conduct a Critical Review of Current Ventilation Systems that are in use in the Existing Facility.

Our review of data received to date, information learned in interviews, and discussion with District staff suggest that some degree of exhaust fan operation and make-up air systems exist within the old building and will exist in the new sections when they are brought on-line. As noted above in proposed Task #1, successfully achieving isolation with a many phased construction project of the magnitude being undertaken is a challenging task. Given TBS’s historic experience with successful construction containment for many years, we believe it would be extremely useful to the District for us to review what systems are currently functional and will become functional, and to review the District’s and contractor’s plans to utilize existing and new systems to assist with achievement of isolation, containment, and air cleaning efforts.

Illustrated Estimated Cost: We expect the initial review will take one (1) day and suggest five (5) days be budgeted for future reviews, audit visits, and reporting.

Expected total not-to-exceed cost for initial service and reporting.....\$2,500.00.
Expected total not-to-exceed cost for future service and reporting\$7,500.00.

Task #3: Conduct an Evaluation of the Presence of Mold Reservoirs in Specific Locations.

There is some test data and occupant reported symptoms that suggest the possible existence of mold reservoirs in some areas. We understand that in many of these areas the District has attempted to address any issues that were reported. These areas include, but are not limited to, Rooms 7, 13, 14, 111, 113, 115, 116, 117, 203, 208, 212, 215/216, 222 and 223, or any others identified in further occupant interviews. While there may not be an immediate health risk based on available data, we have recommended further evaluation intended to identify and limit potential health impacts during occupant activities or



construction activities. We propose to visit each area with District personnel, review what efforts have been taken to date, conduct visual observations, and if warranted, conduct further evaluations, including source sampling of any suspect mold reservoirs or possible evaluative air sampling. Specifics to be determined for each area.

Illustrated Estimated Cost: We do not know how detailed and complicated this task will be. We expect the initial on-site reviews of the above rooms to take-up to three (3) days and suggest allowable lab fees to be budgeted for up to \$2,000 in lab work.

Expected total not-to-exceed cost for service and reporting\$8,000.00.

Task #4: Conduct an Evaluation of Current District Fugitive Moisture Management Procedures and Methods that are Reported to be Under Development by the City Environmental Office.

Based on our understanding of the meeting we attended on February 22, 2011, we understand that a city wide response plan will be developed with a focus of preventing the development of mold reservoirs within the first 48 hours after a water intrusion event has occurred, and proper management of wet areas if they remain wet for more than 48 hours at normal room temperatures. This plan, or a different one, should also address at some point, the intentional wetting of carpeting or other flooring surfaces for cleaning purposes, especially during non-heating summer months. We propose to review whatever is developed, and if warranted, make further suggestions or changes to the plans.

Illustrated Estimated Cost: We expect this task to take less than one (1) day including reporting when combined with other tasks.

Expected total not-to-exceed cost for service and reporting\$1,500.00.

Task #5: Conduct an Effective Cleaning Review

Based on our understanding of information gained in the past month, it is our limited understanding that the District has implemented floor cleaning methods that should be expected to remove dirt from the building vs. methods such as dust mops, which are known for creating airborne dust which is subsequently redistributed within the facility. We propose to review whatever cleaning plan has been developed for floors and other horizontal non-food surfaces, and briefly observe the equipment and techniques normally used by staff.

Illustrated Estimated Cost: We expect this task to take less than one (1) day including reporting when combined with other tasks.

Expected total not-to-exceed cost for service and reporting\$1,500.00.



Task #6: Continued Occupant Interviewing of Staff: We recommend that in addition to the District setting-up communications channels as recommended in the referenced SMACNA IAQ Guideline, that the District schedule additional (suggested two (2) days) of interviewing periods with TBS for any staff who are concerned that current conditions within the school related to odors, dusts, or unknown agents are contributing to ongoing health concerns during occupancy of the facility. We suggest that the school nurse schedule the interviews and the names of those interviewed should remain confidential. We also suggest that the school nurse meet with TBS staff to discuss any student’s health condition that appears to be negatively impacted by occupancy of the facility.

Illustrated Estimated Cost: We suggest that the District budget for two (2) days of interviewing and one (1) meeting to review information regarding students with the nurse.

Expected total not-to-exceed cost for service and reporting\$4,000.00.

Task #7: (Optional Service Through TBS) To be Subcontracted, or Alternately Arranged Directly with Proposed Medical Expertise: As Feasible, Investigate Reports of Past Anaphylaxis Allergic Reactions.

During interviews there were reports of at least two individuals experiencing potentially life threatening anaphylaxis allergic reactions related to occupancy of the building at various times. As noted in our initial report, it is our understanding based on communication with the medical expertise that we utilize, that this type of acute immediate reaction can be clearly documented by an emergency department of a hospital, and that without proper medical interpretation, that it can be confused with a less critical, rarely-life-threatening, similar allergic reaction and vice versa. In order to determine if an anaphylaxis reaction did occur, qualified medical expertise is required to evaluate the situation. Additionally, if the reaction did occur, in order to identify the trigger allergen, mandatory professional evaluation of the individual by a board certified allergist is required. If anaphylaxis is confirmed and the trigger identified, the areas where the reactions occurred should be carefully evaluated for the presence of the likely trigger. As feasible, the medical facts related to these situations should be obtained, in confidence if needed, and any potential issues in the facility, if present, should be carefully evaluated and corrected. We propose to arrange for the medical expertise of Dr. Michael Hodgson (resume sent separately).

His suggested costs at the rate of \$200 per hour are in the range of a \$1,000 to \$2,000 per case.

Expected total not-to-exceed cost for service and reporting\$4,000.00.

We recommend that this service be contracted directly with Dr. Hodgson.



SUMMARY OF PROPOSED TASK AND ILLUSTRATED COSTS

As requested, we have listed by high priority (HP), medium priority (MP), and lower priority (LP) the timeline of importance for proposed tasks. We believe and recommend that all tasks should be completed.

Task #1: Conduct a Critical Review and Evaluation of Construction Containment Plans Including Vehicle/Equipment Emission Control: (HP)

- 1a Expected total not-to-exceed cost for initial service and reporting.....**\$2,500.00**
- 1b Expected total not-to-exceed cost for future service and reporting.....**\$7,500.00**

Task #2: Conduct a Critical Review of Current Ventilation Systems that are in use in the Existing Facility: (HP)

- 2a Expected total not-to-exceed cost for initial service and reporting.....**\$2,500.00**
- 2b Expected total not-to-exceed cost for future service and reporting.....**\$7,500.00**

Task #3: Conduct an Evaluation of the Presence of Mold Reservoirs in Specific Locations: Including up to \$2,000 in lab fees: (MP)

- Expected total not-to-exceed cost for service and reporting.....**\$8,000.00**

Task #4: Conduct an Evaluation of Current District Fugitive Moisture Management Procedures and Methods that are Reported to be Under Development by the City Environmental Office: (LP)

- When combined with other tasks.
- Expected total not-to-exceed cost for service and reporting.....**\$1,500.00**

Task #5: Conduct an Effective Cleaning Review: (LP)

- When combined with other tasks.
- Expected total not-to-exceed cost for service and reporting.....**\$1,500.00**

Task #6: Continued Occupant Interviewing of Staff: (HP)

- Expected total not-to-exceed cost for service and reporting.....**\$4,000.00**

Total Above Not-To-Exceed Costs if Approved\$35,000.00

All tasks to be billed based on time and materials billing, and records kept and tracked for each task as separate items.



Task #7: (Optional Service Through TBS) to be Subcontracted, or Alternately Arranged Directly with Proposed Medical Expertise: As Feasible, Investigate Reports of Past Anaphylaxis Allergic Reactions.

Expected total not-to-exceed cost for service and reporting.....**\$4,000.00.**
We recommend that this service be contracted directly with Dr. Hodgson.

RESULTS

We will submit interim draft reports of each task if requested, and a draft written summary report in two (2) copies describing the results of our services and any recommendations for corrective action or additional evaluation.

FEE

We have illustrated an expected budget for each proposed task above and a proposed not-to-exceed fee based on standard time and materials billing.

Mr. Turner's rate will be discounted by -20% as the District is considered a not for profit institution by TBS.

Total Above Not-to-Exceed Costs if Approved

.....**\$35,000.00**
0

All tasks to be billed based on time and materials billing and records, kept and tracked for each task as separate items. Total does not include medical reviews that we recommend be contracted directly. We will attend up to two (2) meetings if requested. Additional meetings attended at the rate of \$600 per meeting.

Additional Services: Once results of the above scope area are available, we will propose additional services and associated fees, as warranted, via addenda.

SCHEDULE TO ACCOMPLISH WORK AS DESCRIBED

These services will be provided by William A. Turner, P.E., Steven M. Caulfield, P.E. C.I.H., or other Turner Group staff or consultants, as needed. We are ready to begin these serves as soon as authorization and documents for review are received.

Proposed Timeline: Above proposed tasks to be scheduled as soon as authorization is approved. Expected completions of Tasks #1a, #2a, #4, #5, and #6 within two weeks of



receipt of materials and meetings. Expected completion of Task #3, within four weeks of authorization to proceed, assuming access off hours can be arranged, or preferably work can be conducted during April vacation week. Expected completion of Task #6 within two weeks of the nurse scheduling staff interviews and meeting with TBS to discuss students.

CLIENT RESPONSIBILITIES

In order to conduct the report, containment plan reviews, occupant interviews and any future observations, measurements, and analysis as outlined in the scope of work, we would need the following:

1. Availability of documents for review and access for interviews.
2. Authorization from the Owner (Client) for access to various areas, equipment rooms, and the roof, and assistance from the Client's representative during periods of on-site work, including access to ladders necessary for equipment access.
3. Identification of all areas within the building known to contain asbestos-containing materials, or any other material that would be hazardous without proper protective equipment.
4. Agreement to the following:

It is expressly agreed between the Client and Turner Building Science & Design, LLC that the professional services to be provided pursuant to this agreement do not include services associated with asbestos, its detection, abatement, removal and/or disposal.

Our services for this addendum to be provided in accordance with previously submitted **“Standard Conditions for Engagement”** dated July 1, 1999.

Selected References

We will convey Dr. Hodgson's resume as a separate document.



CONTRACT FORM

Please sign and return these **Addendum #1** originals as your acceptance of the above scope and terms, including noted attachments, and your written confirmation of any verbal authorization to proceed. *(Please fax the signed signature page back as soon as possible).*

In the event the Client issues a purchase order or other instrument related to the Consultant's services, it is understood and agreed that such document is of the Client's internal accounting purpose only, and shall in no way modify, add to, or delete any of the terms and conditions of the agreement. If the Client does issue a purchase order or other similar instrument, it is understood and agreed that the Consultant shall indicate the purchase order number on the invoices sent to the Client.

We appreciate the opportunity to present this proposal, and look forward to assisting you with the proposed evaluation. If there are any elements of this proposal that do not meet your needs, or if you have any questions, please contact me in our Harrison, ME office at (207) 583-4571, ext. 11, or Steve Caulfield at ext. 14.

Sincerely,

TURNER BUILDING SCIENCE & DESIGN, LLC



William A. Turner, P.E
President/CEO



Steven M. Caulfield, P.E., C.I.H.
Senior Vice President

WAT/sai

Enclosures

Accepted by: **Biddeford School Department**

_____ Date: _____

By (Signature): _____

Title: _____

PO# _____



STANDARD FEE SCHEDULE AND PAYMENT TERMS

FEE SCHEDULE

<u>Personnel Category</u>	<u>Hourly Billing Rate*</u> <u>\$ per Hour</u>
Principal	185.
Associate.....	150.
Senior Project Manager III.....	130.
Senior Project Manager II	120.
Senior Project Manager I	100.
Project Manager	90.
Associate Project Manager.....	80.
Senior Project Engineer/Architect III.....	120.
Senior Project Engineer/Architect II	100.
Senior Project Engineer/Architect I.....	90.
Project Engineer/Architect.....	80.
Engineer/Architect	70.
Associate Engineer/Architect.....	60.
Senior Project Designer III	95.
Senior Project Designer II	85.
Senior Project Designer I	75.
Project Designer	65.
Designer	60.
Associate Designer.....	50.
Technical Word Processing III	65.
Technical Word Processing II	55.
Technical Word Processing I.....	45.
Technical Aide.....	35.

* These rates are firm through December 31, 2011. Expert Testimony Rates are 1.5 x Hourly Billing Rates.

REIMBURSABLE EXPENSES AND OUTSIDE SERVICES

Transportation and Subsistence - Transportation and subsistence expenses will be billed at cost plus a 15% service charge.

Outside Services - Outside services will be billed at cost plus a 15% service charge. Examples of outside services ordinarily charged to projects are subcontractors; laboratory charges; outside printing and reproduction; shipping charges; rental vehicles; fares of public carriers; special fees for insurance certificates, permits, licenses, etc.; and state sales and use taxes. Field and specialty equipment will be billed at a daily, weekly or monthly rate, as needed for the project.

Other Expenses – Examples of other expenses are telecommunications charges, blueprints/plots, in-house copying and printing, software licensing fees, and data network fees.

PAYMENT TERMS

Invoices will be submitted monthly unless specifically detailed otherwise in an accompanying contract or signed proposal.

Invoices are due and payable upon their receipt. An interest charge of one and one-half percent (1-1/2%) of the invoice amount will be added automatically to each invoice if payment is not received within thirty (30) days after the date on the invoice.