

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX - ROOM 102
25 CAPITOL ST
CONCORD NH 03301-6398

DATE: July 16, 2018

NOTICE OF CONTRACT - REVISION
(Add Indoor Air Quality Testing Services)

COMMODITY: ASBESTOS, LEAD AND OTHER HAZARDOUS & REGULATED MATERIAL TESTING AND MONITORING, AND AIR QUALITY TESTING

CONTRACT #: 8002265

NIGP CODE: 910-4000 AND 926-1500

CONTRACTOR: **RPF ENVIRONMENTAL INC.** **VC:** 157006 B001
320 FIRST NEW HAMPSHIRE TURNPIKE
NORTHWOOD NH 03261

CONTACT: Roger Francoeur
320 First NH Highway
Northwood NH 03261
Telephone: 603-942-5432 Facsimile: 603-942-5300
Email: rogerf@airpf.com

EFFECTIVE FROM: January 1, 2018 through October 31, 2022

PAYMENT TERMS: Payments shall be made via Procurement Card (P-Card –Visa Credit Card). Orders charged upon delivery/shipment.

The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

TERMS: Net 30

BALANCE OF PRODUCT/PROJECT ITEMS:

The items in each category include the items most commonly used/serviced by State of New Hampshire agencies, and shall be used for award purposes. During the term of contract, the state may request other services in relation to asbestos and lead (highway/bridge coring, structures and repair, traffic control and etc.) from the successful Contractor's services. All items shall be quoted and accepted by State.

QUESTIONS: Direct any questions to Jeff Haley, 603-271-2202 or Jeffrey.Haley@NH.Gov.

SCHEDULE OF RATES:

Personnel

Please note that after hours and weekends/holidays will be required.

All rates will start when personnel arrives at the work site.

All rates will stop when personnel leaves the work site.

All rates are inclusive rates that include labor, mileage, parking, tolls transportation, lodging, meals and report reproduction.

The personnel shall be required to bring the proper and basic tools applicable when first arriving at the work site.

The personnel shall obtain any supplies needed to complete the job at the most expeditious and cost effective manner.

BULK SAMPLING AND ANALYSIS SERVICES

All rates are inclusive rates that include collection, packaging, transportation, laboratory services (if necessary) and results

COUNTY	COOS	GRAFTON	CARROLL	SULLIVAN	MERRIMCK	BELKNAP	STRAFFRD	CHESHIRE	HILLSBORO	ROCK
HOURLY RATES FOR PERSONNEL										
Inspector:										
Monday – Friday 7:30 AM to 4:00 PM	\$80.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00
Weekend/ Holiday rate for Inspector	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Project Monitor:										
Monday – Friday 7:30 AM to 4:00 PM	\$80.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00	\$68.00
Weekend/ Holiday rate for Project Monitor:	\$90.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Designer/Management Planner										
Monday – Friday 7:30 AM to 4:00 PM	\$80.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
Weekend/ Holiday rate for Designer/Mgt/Planner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Certified Industrial Hygienist										
Monday – Friday 7:30 AM to 4:00 PM	\$120.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Weekend/ Holiday rate for Cert Industrial Hygienist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NH Licensed Lead Assessor										
Monday – Friday 7:30 AM to 4:00 PM	\$100.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
Weekend/ Holiday rate for Risk Assessor	\$100.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00

PART 2 A- LUMP SUM COSTS	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Provide lump sum cost for air clearance test for a single containment work area following removal of friable ACM in a non-school building, including up to 5 PCM air samples.										
PART 2 B- LUMP SUM COSTS	85.00	\$150.00	\$150.00	150.00	150.00	\$150.00	150.00	\$150.00	\$150.00	\$15.00
Provide a lump sum cost for inspection and air clearance for a single containment work area following removal of friable ACM in an AHERA defined school building, including one set of air samples (5 inside, 5 outside and 3 blank TEM's). Turnaround time shall be 6 hours.										
PART 2 C- LUMP SUM COSTS	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Provide a lump sum cost for abatement design, drawings and documents single containment work area for removal, packaging, transport and disposal of 1,200 square feet of ACM flooring and 200 linear feet of ACM pipe insulation using the AIA MasterSpec format, coordination and attendance at conference and review assistance.										

LABORATORY ANALYSIS RATE PER SAMPLE ANALYSIS	
Phase Contrast Microscopy (3-Hour)	20.00
Phase Contrast Microscopy (24-Hour)	10.00
Phase Contrast Microscopy (48-Hour)	5.00
Trans. Electron Microscopy, AHERA (6-Hour)	10.00
Trans. Electron Microscopy, AHERA (24-Hour)	10.00
Trans. Electron Microscopy, AHERA (72-Hour)	10.00
Trans. Electron Microscopy, AHERA (5-day)	10.00
Trans. Electron Microscopy, NIOSH 7402 (6-Hr)	10.00
Trans. Electron Microscopy, NIOSH 7402 (24-Hr)	10.00
Trans. Electron Microscopy, NIOSH 7402 (72-Hr)	10.00
Trans. Electron Microscopy, NIOSH 7402 (5-day)	10.00
Polarized Light Microscopy (6-Hour)	30.00
Polarized Light Microscopy (24-Hour)	20.00
Polarized Light Microscopy (72-Hour)	15.00
Polarized Light Microscopy (5-Day)	15.00

PLM Point Count (6-Hour)	10.00
PLM Point Count (24-Hour)	10.00
PLM Point Count (72-Hour)	10.00
PLM Point Count (5-Day)	10.00
PLM Point Count with Gravimetric(6-Hour)	35.00
PLM Point Count with Gravimetric(24-Hour)	25.00
PLM Point Count with Gravimetric(72-Hour)	25.00
PLM Point Count with Gravimetric (5-Day)	25.00
PLM NOB (6-Hour)	10.00
PLM NOB (24-Hour)	10.00
PLM NOB (72-Hour)	10.00
PLM NOB (5-Day)	10.00
Vermiculite by Cincinnati PLM & TEM (24-hour)	10.00
Vermiculite by Cincinnati PLM & TEM (72-hour)	10.00
Vermiculite by Cincinnati PLM & TEM (5-day)	10.00
ASTM-D5755 Microvac Dust (24-hour)	10.00
ASTM-D5755 Microvac Dust (72-hour)	10.00
ASTM-D5755 Microvac Dust (5-day)	10.00
ASTM Soil PLM Quantitative (24-hour)	10.00
ASTM Soil PLM Quantitative (72-hour)	10.00
ASTM Soil PLM Quantitative (5-day)	10.00
TEM Bulk Quantitative (24-hour)	10.00
TEM Bulk Quantitative (72-hour)	10.00
TEM Bulk Quantitative (5-day)	10.00
TEM Drinking Water, EPA 100.1 or 100.2 (24-Hr)	10.00
TEM Drinking Water, EPA 100.1 or 100.2 (72-Hr)	10.00
TEM Drinking Water EPA 100.1 or 100.2 (5-Day)	10.00
PLM Carb Method 435, 0.1% Level (24-Hour)	10.00
PLM Carb Method 435, 0.1% Level (72-Hour)	10.00
PLM Carb Method 435, 0.1% Level (5-Day)	10.00
EPA Region 1 Soil Protocol, Quantitative (10-Day)	10.00
AA Lead Dust, Chip or Soil (24-Hour)	\$ 25.00
AA Lead Dust, Chip or Soil (72-Hour)	\$ 15.00
AA Lead Dust, Chip or Soil (5-Day)	\$ 15.00
TLCP Waste for Lead (72-Hour)	\$ 65.00
Lead paint test in-situ w/portable XRF OR Paint Chip	\$ 10.00
Air, dust sample/paint chip (2 Day)	\$ 20.00
Air, dust sample/paint chip (Next Day)	\$ 25.00

Air-O-Cell Fungal Spore Analysis (7-10 day)	\$35.00
Air-O-Cell Fungal Spore Analysis (48 hour)	\$50.00
Air-O-Cell Fungal Spore Analysis (24 hour)	\$65.00
Direct read determinations of surface swab or tape lift For fungal spores and hyphael fragments (7-10 day)	\$35.00
Direct read determinations of surface swab or tape lift For fungal spores and hyphael fragments (<48 HRS)	\$25.00
Viable Fungi Analysis Single Plate (10-14 day)	\$25.00
Viable Bacteria Analysis Single Plate (10-14 day)	\$25.00
Formaldehyde in Air Analysis (7-10 day)	\$25.00
Formaldehyde in Air Analysis (48 hour)	\$25.00
VOC Screen GCMS EPA TO-15 Method (10-14 day)	\$45.00

VOC Screen GCMS EPA TO-15 Method (48 Hr)	\$45.00
Optical Particle Identification including physical testing with Polarized Light Microscopy - Vacuum or Wipe	\$25.00
Dust Characterization Bulk Dust (animal hair, fibrous glass, fungal matter, dust mites, pollen, skin flakes, wood chips, quartz, anthropod fragments, feathers, cellulose fibers, plant matter)	\$35.00
Allergen Screen Bulk Dust: (dust mite {der p 1, der f 1}, Cat {fel d 1}, Dog {can f 1, can f 2}, cockroach {bla g 1})	\$35.00
Mouse/ Rat Allergen Bulk Dust	\$35.00

SCOPE OF SERVICES:

Asbestos and Lead OR Hazardous/Regulated Material

- A. The Contractor shall perform the following for initial building and site inspections:
1. The Contractor shall furnish all labor, supervision, material, equipment, insurances, permits, construction tools, and equipment necessary to perform an inspection of properties, buildings, and other structures for suspect asbestos-containing material (ACM) and/or lead containing materials.
 2. The asbestos inspection and sampling shall be conducted according to AHERA guidelines (40 CFR Part 763) and 29 CFR Part 1926.1101 (OSHA). The asbestos inspection shall be performed by a State of New Hampshire Licensed Inspector.
 3. The lead inspection and sampling shall be conducted by a New Hampshire Certified Lead Inspector or New Hampshire Certified Lead Risk Assessor for all residential sites and child-occupied (<6 years of age) facilities. The lead inspection and sampling in non-residential sites and non-child occupied facilities shall be conducted by inspectors having undergone manufacturer's training for portable X-ray fluorescence (XRF) analyzer equipment, paint chips or other as needed and to be utilized and supervised by a Certified Industrial Hygienist. The scope of lead and asbestos inspections will be determined based on each project request and intent pursuant to all applicable State and federal requirements (including but not limited to Title 29 Code of Federal Regulations 1926.62).
 4. Work Product: As a result of the inspections and sampling, an AHERA style report for each building or property surveyed shall be submitted. The report shall include: scope of survey, survey procedures and observations, analytical methods, summary of results for asbestos containing materials (ACM) and/or lead, estimated quantities and condition of ACM/Lead, marked up floor plans or sketch provided by consultant for the building showing where the samples were taken, chain of custody for the samples taken and test results on laboratory letterhead.
 5. Contractor shall provide a New Hampshire licensed Asbestos Designer to recommend the options for abatement response actions, budget estimates, bid assistance, work plan/specification development, and abatement monitoring and inspection services.
- B. The Contractor shall perform the following for abatement monitoring projects:
- Abatement monitoring and inspections services for asbestos shall include at a minimum: be conducted by a certified asbestos project monitor, baseline air testing, ambient area air testing during abatement, air clearance testing following abatement, PCM air sample analysis by New Hampshire licensed laboratory, inspections of abatement Contractor work, checklist review of abatement, Contractor submittals documents and final project reporting.
- Abatement monitoring and inspections services for lead shall include at a minimum: be conducted by a competent person, baseline dust sampling, ambient area air testing during abatement, lead dust wipe sampling by a New Hampshire licensed lead risk assessor following lead removal work (if applicable), analysis of lead air and dust samples by a New Hampshire licensed laboratory, inspections of abatement contractor work, checklist review of abatement contractor submittals documents, and final project reporting.

SUBMITTALS FOR REVIEW

- A. Submit schedule of inspections for review and approval by the state appointed Project Supervisor when/if known.
- B. Submit certifications of the inspectors and assessors to be utilized for the work of the project for review and approval by the state appointed Project Supervisor.

REGULATORY REQUIREMENTS

- A. Conform to applicable BOCA Building, Electrical and Plumbing Codes, OSHA, EPA, NESHAPS, NHDES, and NHDHHS for regulations related to execution of the work governing material handling, safety procedures related to sampling and testing. Provide control methods appropriate for the work and in compliance with regulations for sampling of materials containing hazardous substances.
- B. Obtain required permits for testing and monitoring from local, state, and federal authorities as required by regulations.
- C. Do not close or obstruct egress width to any building or site exit.

SCHEDULING

- A. Perform Work of this contract at times to be scheduled with the concurrence of the state appointed Project Supervisor
- B. Survey work in occupied and unoccupied areas shall be arranged with the state appointed Project Supervisor. The Building Owners reserve the right to restrict the times at which the surveys may be performed.

PROJECT CONDITIONS

- A. Security: All of the Contractor's employees, subcontractors, or other related personnel who will physically be required to work in the buildings may be required to provide their name and date of birth for a security check. The state appointed Project Supervisor shall approve all personnel.
- B. Non-Damage to the Work Site. Sampling for asbestos and/or lead containing material shall be performed with minimal damage to the building, including, though not limited to: structural members, ceilings, walls, windows, conduits, louvers, stairs, pipes, duct work, insulation, light fixtures, pavements, sprinklers, heat and smoke sensors, and building grounds.
The Contractor shall make all efforts to limit the extent of damage to the sampled materials and stabilize sample locations with a filler compound where possible. Complete restoration and cosmetic touchup or repair is not within the scope of work
Conduct inspections and surveys to accommodate owner's occupancy requirements. Maintain building security during all hours of site occupancy. Utilize the site and building in the most efficient manner possible for execution of the work; allow for continuous occupancy and operations of the facility.

FINAL REPORT FOR ABATEMENT

- A. INTRODUCTION:
Narrative of the scope of work with description of the services that the Contractor conducted. Including a sketch/table of what was abated by location, material quantity and method of abatement.
- B. METHODOLOGY:
Description on how sampling was conducted.
- C. PROJECT OVERVIEW:
Brief narrative of chronological issues that would include prepping, sensitive issues, regulatory visitors, discussion of abatement test and inspection results, achievement of schedule or delays, injuries, and correction of deficiencies, example pictures
- D. ANALYTICAL RESULTS:
Results of air sampling on laboratory letterhead with authorized signature.
- E. FIELD SHEETS:
Completed field data sheets, abatement check off lists and chronological detailed field notes

Indoor Air Quality Testing Services

- A. The Contractor shall provide Indoor Air Quality ("IAQ") evaluation services for all buildings and/or job sites as needed.
- B. All sampling protocols shall be performed in accordance with AIHA, NIOSH, OSHA, NH Department of Labor and any other industry guidelines.
- C. Various tasks shall include all aspects of IAQ evaluations state wide. A certified industrial hygienist ("CIH") employed directly by the Industrial Hygiene firm must be on staff to address concerns and issues.
- D. Scheduled jobs shall require an estimated quotation prior to work assignment, including a list of contaminants to be tested. The State of New Hampshire reserves the right to obtain a quotation from another industrial hygiene firm in the event that the Contractor's quotation appears excessive.
- E. Once a job is scheduled, The State of New Hampshire reserves the right to retain the services of another industrial hygiene firm if the Contractor is unable or unwilling to complete the job as scheduled.
- F. Emergency work shall be required with little or no notice. The Contractor must provide the State of New Hampshire or the States Project Manager with an emergency contact telephone number. Response to emergency calls shall be within two (2) hours of notification, twenty-four (24) hours a day, seven (7) days a week. If no response is received, the State of New Hampshire reserves the right to contact another industrial hygiene firm.

- G. The Contractor must not sub-contract any tasks without the prior written permission of The State of New Hampshire or the State's Project Manager.
- H. All work areas such as ceilings, walls, floors, etc. shall be returned to a condition satisfactory to the State's Project Manager.
- I. The State of New Hampshire reserves the right to schedule IAQ work to be completed by its own qualified employees if possible.
- J. Work shall be done in a timely and professional manner.

REPORTING

At the conclusion of the IAQ work, a report shall be provided which meets the following minimum standards:

- A. INTRODUCTION:
Narrative of the scope of work with description of the services that were conducted, including a table of what was tested by location.
- B. METHODOLOGY:
Description on how sampling was conducted.
- C. PROJECT OVERVIEW:
Brief narrative of chronological issues.
- D. ANALYTICAL RESULTS:
Results of air sampling on laboratory letterhead with authorized signature including chain of custody.
- E. FIELD SHEETS:
Completed field data sheets.
- F. CONCLUSION SUMMARY:
Recommendations for resolving issue.

SAFETY ISSUES AND COMPLIANCE REQUIREMENTS

The safety and protection of State of NH personnel and property shall be of the utmost concern. All work shall be conducted so as to interfere as little as possible with State of NH business realizing that evaluations of spaces routinely require testing during times when buildings are occupied. The Contractor shall, at their own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.

All work shall be performed in a manner compliant with all existing State and federal safety laws, rules, regulations and standards including but not limited to OSHA and the U.S. Department of Labor to ensure the safety of the workers as well as State of NH staff and the general public.

ACM and LEAD TESTING AND MONITORING PERSONNEL QUALIFICATION REQUIREMENTS

- A. General: All personnel performing work for the State of New Hampshire shall meet all State of New Hampshire Revised Statutes concerning asbestos management, control and abatement including Chapter 141-E and NH Administrative Rule Env-A 1800 requirements for Licenses and Certification for Asbestos Professionals and US EPA ASHARA accreditation requirements.

The Contractor shall employ a full time industrial hygienist or subcontractor, certified by the Board of American Industrial Hygiene (CIH), for review and supervision of all testing, analysis, recommendations and reporting.

Asbestos: The Contractor shall employ a NH certified asbestos management planner and NH-certified asbestos project designer that is experienced preparing abatement specifications and developing asbestos operations and maintenance programs and management plans.

The Contractor shall be experienced and certified to provide asbestos training (upon request) consisting of: 2-hour asbestos training for maintenance staff and construction personnel accordance with NH Administrative Rule Env-A 1800, 29 CFR Part 1926.1101 and 40 CFR Part 763. Lead: licensed by NH Bureau of Radiological Health for Radioactive Source.

NH Bureau of Radiological Health License #467-R

- B. The Contractor will establish records of analytical proficiency in air sampling and analysis and bulk sampling and analysis as follows:
1. A laboratory presently accredited by the American Industrial Hygiene Association (AIHA) for asbestos: or
 2. An analyst presently listed in the AIHA Asbestos Analysis Registry: or
 3. A person who has successfully completed NIOSH course # 582 Sampling and Evaluating Airborne Asbestos and whose in-house laboratory shows a minimum of two (2) years evidence of proficient ratings in the Proficiency Analytical Testing Program (PAT Program); and
 4. The asbestos bulk material analysis laboratory shall show evidence of proficiency rating in the National Voluntary Laboratory Accreditation Program (NVLAP) - List of Accreditation Polarized Light Microscopy Laboratories: and
 5. The analysis of bulk samples shall be performed by or under the supervision of an analyst who has successfully completed an asbestos analysis course by McCrone Research Institute or an equivalent course as recognized as industry standard and/or National Institute of Standards and Technology's (NIST) National Voluntary Laboratory Accreditation Program (NVLAP).
- C. The Contractor shall submit documentation for the following personnel that are employed directly (or sub-contractor) and provide names, copies of all licensing and certification, and demonstrate at least three (3) years of experience performing each of the below certified tasks:
1. NH certified asbestos inspector(s)
 2. NH certified asbestos abatement project designer
 3. Asbestos project monitors trained/accredited pursuant to EPA 40 CFR Part 763 MAP requirements
 4. NIOSH 582 trained, PAT proficient asbestos air analysts for performing same day on-site analysis at abatement sites
 5. ABIH certified industrial hygienist
 6. NH Certified Asbestos Management Planner
 7. NH Certified Lead Risk Assessor
 8. NH Bureau of Radiological Health certificate for XRF radioactive source, if applicable or other means may be used
 9. Certify that all of the above are full time employees of the Contractor (or sub-contractor).

ADDITIONAL DESCRIPTION OF DUTIES, RESPONSIBILITIES AND GUIDELINES FOR ASBESTOS AND LEAD TESTING AND MONITORING PERSONNEL

A. INSPECTOR: DUTIES AND RESPONSIBILITIES

If required, review previous facility documentation including laboratory sample results of Identified Hazardous Building Materials (i.e. ACM, Lead Based Paint, PCB containing materials, and other hazardous materials (OHMs)).

1. Perform visual inspection to identify, document or inventory materials suspected of containing asbestos (and other potential HBMs), lead paint, materials suspected to contain PCBs, and any other OHMs.
2. Conduct on-site lead paint inspection using portable x-ray fluorescence detection equipment or other means (non-destructive).
3. Supply reports on impact of Scope of Work (SOW). To include an estimate of the number of samples for asbestos and/or lead to be collected during the survey and a cost for those samples in accordance with the submitted rate and turnaround time (TAT) schedule.
4. Evaluate conditions and accessibility of materials containing asbestos and lead.
5. Perform other duties as required.

B. INSPECTOR: GUIDELINES

1. An Asbestos Inspector, Certified by the State of New Hampshire (provide certification number) shall be assigned to an individual project/work order unless otherwise approved in writing by the state appointed Project Supervisor (Lead suitable to project ranging from NHDES Hazardous Waste characterization to worker exposure screen, in reference to residential settings, full lead risk assessments pursuant to NH RSA 130-A, Lead Poisoning Prevention and Control).
2. Bulk sampling - The asbestos inspection and sampling shall be conducted according to AHERA guidelines (40 CFR Part 763). The asbestos inspection shall be performed by a State of New Hampshire Certified Asbestos Inspector. Samples for analysis shall be performed using polarized light microscopy (PLM) by an NVLAP-certified laboratory. The Stop at First Positive (SFP) method that includes the required amount of samples for compliance with AHERA, but allows the analyst the

ability to stop the analysis of the remaining samples if the first sample of a group tests positive shall be used as deemed sufficient by the inspector. The Inspector shall notify the State appointed Project Supervisor if SFP method is used and recommendations for further testing as may be applicable. Friable Materials, Non-friable materials, Multi-layer surfacing materials, resilient flooring and Mastic, shall be tested by the method that will provide the most accurate sample assessment. For sample extraction, remove only the amount of materials necessary for accomplishment of the survey work required under this contract.

3. Building and Property Inspections - Provide building, facility and property inspections prior to renovation or demolition activities in accordance with OSHA, EPA NESHAP and NH Asbestos Management and Control Rules, Env-A 1800 requirements.
4. Provide site characterization and reporting for known or potential Asbestos Disposal Sites using certified inspector and certified ADS personnel, as per NH Admn. Rule Env-A 1800 as it applies to NH AD sites.
5. XRF testing shall be sufficient to meet the intended scope of the specific project, ranging from NH Risk Assessments in residential and child occupied settings, to preliminary screening for lead paint, and screening to determine potential lead hazardous waste (and to provide recommendations for lead TCLP waste stream testing)

A. PROJECT MONITOR: DUTIES AND RESPONSIBILITIES

1. Assist (when possible) with duties within the scope of those of the inspector.
2. Assist (when possible) in assessing potential hazards of asbestos containing materials.
3. Attend preconstruction conference with State and Abatement Contractor prior to start of work.
4. Conduct baseline testing for asbestos and lead as reviewed with State for project
5. Assure and monitor abatement contractor activities inside and outside regulated areas and perform final clearance.
6. Conduct ambient area air sampling using PCM for asbestos in accordance with NIOSH Method 7400 for asbestos work and, if lead is involved, AA laboratory analysis of ambient air samples and monitoring for lead.
7. Conduct final visual and air clearance inspection and testing for asbestos prior to re-occupancy. If lead is impacted, conduct visual inspection and surface dust testing as requested by State for project.
8. If needed and as reviewed with State, conduct additional air or material testing, including but not limited to TEM analysis, based on project and site conditions.
9. Conduct post-abatement visual inspection and air clearance testing, analysis and reporting for NH Admin. Rule Env-A 1800.
10. Perform other duties as required.

B. PROJECT MONITOR: GUIDELINES

1. Able to communicate in English both orally and writing.
2. Complete base line air samples before work begins to document base line readings.
3. Complete air samples in surrounding areas to ensure that asbestos abatement activity is being done correctly and safely.
4. Chair and run design, construction (pre, during, post) meetings and when required, state employee information meetings. Prepare and distribute minutes of all meetings as well as interface with regulatory agencies, the state appointed Project Supervisor, State Engineers, Management and Field Personnel.
5. Have the ability to read and understand construction documents.
6. Prepare for signature relevant forms or plans as required by regulatory agencies as well as internal state forms, including scope of work documents.
7. Develop scope of work and prepare quotation/bid documents for the State of New Hampshire's approved asbestos abatement contractors.
8. Provide project monitoring for the duration of the abatement.
9. Re-occupancy clearance sampling (PCM analysis) provide laboratory analysis of each sample by Phase Contrast Microscopy to determine successful completion of abatement in accordance with standard clearance criteria (per project specific).
10. Re-occupancy clearance sampling (TEM analysis) provide laboratory analysis of each sample to determine successful completion of abatement in accordance with standard clearance criteria. If TEM analysis cannot meet the re-occupancy criteria, no further remaining samples are to be conducted until the area has been re-cleaned by the abatement Contractor (per project specific).
11. Immediately upon receipt of favorable re-occupancy clearance test results, the Project Monitor shall submit in writing to the state appointed Project Supervisor, documentation that states the area has

successfully achieved the re-occupancy clearance requirements. A copy of the test results is to be attached to the documentation.

C. LABORATORY

1. Provide analytical services in the turnaround time as stated in the schedule of rates herein.
2. Provide report with results on laboratory letterhead and signed off by appropriate, responsible personnel.
3. Provide report with copy of the "Chain of Custody" with applicable data provided.
4. Maintain all accreditations, state and jurisdiction license requirements.
5. Provide evidence of accreditations as listed previously in this document.

D. ABATEMENT PROJECT DESIGNER & MANAGEMENT PLANNER

1. Provide review and recommendations for proper abatement options and design.
2. Provide review of inspection reports and hazard assessment. Prepare asbestos operations and maintenance programs and asbestos management plans based on requirements set forth in 40 CFR Part 763.
3. Prepare abatement specifications and bid assistance documents; attend pre-bid meetings and provide technical assistance during bid process.
4. Provide review of abatement contractor plans and submittal documentation.

- E. If applicable: for projects completed for NHDOT as applicable: All reports, procedure manuals and other documents published by the Contractor shall contain a credit reference to the State and Federal Highway Administration (FHWA) such as "prepared for the State in cooperation with the United States Department of Transportation (USDOT), Federal Highway Administration". In addition, the above documents shall contain a disclaimer statement similar to "The Contents of this document reflect the views of the author, who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of the State or the FHWA Highway Administration. This document does not constitute a standard specification or regulation".

The Contractor agrees to provide Asbestos Abatement/Hazardous and Regulated Material Investigative Survey and Abatement and/or lead Inspection Services. For the purpose of this contract, "Contractor" refers to the Asbestos Abatement/Lead Hazardous and Regulated Material Investigative Survey and Abatement Inspection Contractor, as described below:

- F. The Contractor shall perform preliminary site examinations to sample and quantify suspect Asbestos-Containing Building Materials and Lead-based paint (LBP). Visually identify and quantify other hazardous or regulated wastes (e.g. Mercury switches, PCB ballasts, paint, solvents, acids, fuel, waste oil and insecticides) within the structure(s) on the site or parcel. Assume responsibility as an Agent of the state to oversee and sign the Waste shipment Record (WSR) and Hazardous Waste Manifest documents as well as submitting copies to the appropriate NHDOT representative (if applicable). Inspection reports, preparation of abatement plan and scope of work for an asbestos removal and/or LBP/Hazardous Waste contract, inspection of asbestos removal, and certification that appropriate environmental agencies and compliance with appropriate environmental regulations shall be part of this work.
- G. Personnel shall meet the following minimum requirements. Individuals qualified to perform multiple duties may do so.
1. Project Manager shall act as the New Hampshire Agent for all inspection services and shall be capable of preparing reports describing the results of the inspection survey, regulatory agency notification, and certification that asbestos and LBP/Hazardous Material abatement if necessary, is complete.
 2. Project Designer shall be Environmental Protection Agency (EPA) accredited/licensed and qualified to prepare an abatement plan and scope of work for an asbestos and/or lead removal contract.
 3. Inspector shall be EPA accredited/licensed and qualified to inspect asbestos and/or lead in occupied or vacant; public, commercial, or industrial buildings, including assessing the condition of asbestos, determining the Friability or Non-Friability of the material and/or recommended response actions. The inspector shall comply with State of New Hampshire solid waste rules, hazardous waste rules and be able to visually identify and quantify hazardous materials and wastes and be able to visually identify and quantify hazardous materials and wastes.

4. Support Staff shall be capable of providing administrative support and assistance in the preparation, editing and review of necessary documents.
 5. An abatement contractor shall not perform the services of this consultation contract.
- H. The State will furnish the following materials for each site(s).
1. Locus maps and property information with construction date(s) of structure(s) and prior use, for use by the Contractor in the prosecution of his/her preliminary examination and investigative survey.
 2. A right-of-entry, when necessary, obtained from property owners allowing access to property and permission to perform the necessary work.
- I. The following work shall be performed to determine if Asbestos, Lead-Based Paint, and/or Hazardous or Regulated waste abatements are required, prepare a scope of work for each necessary abatement.
1. Conduct preliminary examination of site(s) to determine the necessity for and extent of sampling to determine the type and quantity of Asbestos, Lead-based Paint, and Hazardous or Regulated Waste. Examination of site(s) shall begin within two (2) working days of receiving written notice to proceed.
 2. Inspection survey of site(s) to inspect, sample and analyze to determine the type and quantity of asbestos present at the site(s). A State representative may accompany the Contractor during the investigative survey. Sampling shall be done in accordance with 40 CFR Part 763, Model Accreditation Plan. Analysis shall be done in accordance with the National Voluntary Laboratory Accreditation Program (NVLAP), and the American Industrial Hygiene Association (AIHA) approved methods.
 3. Prepare and submit for the State's authorization, a scope of work for a Hazardous or Regulated waste Abatement Contract to be performed by another party.
 4. The Inspector and Abatement Contractor shall perform a walk-through of the work areas to note existing conditions.
 5. Pre-removal asbestos inspection to ensure proper work area preparation and pre-removal air monitoring within each work area to establish background baseline fiber count.
 6. Daily air monitoring as required determining airborne fiber concentrations, negative-pressure monitoring, effectiveness of the control methods and decontamination procedures and assurance of safe work practices. Air sampling as required for, but not limited to, background, outdoor, inside/outside of containment areas, decontamination, adjacent area, HEPA exhaust supply, and etc., (personal samples shall be excluded since this is the responsibility of the Abatement Contractor) shall be conducted according to current industry and regulatory standards.
 7. Air samples shall be analyzed utilizing Phase Contrast Microscopy in accordance with the National Institute of Occupational Safety and Health (NIOSH) Analytical Method 7400. Results shall be available within one working day and shall be reviewed by the Project Manager, the Inspector, and Abatement Contractor foreman.
 8. Ongoing visual inspection to ensure integrity of work area barriers, use of personnel protective equipment and decontamination units, appropriate removal procedures and other compliance issues.
 9. Conduct a visual inspection and clearance testing at the completion of abatement work and cleaning. The visual inspection shall comply with the requirements of American Society for Testing and Materials (ASTM) E 1368-90, Standard Practice for Visual Inspection of Asbestos Abatement Project. Air clearance sampling Techniques as described in Appendix A to Subpart E of the Asbestos Hazardous Emergency Response Act (AHERA) regulations and NH Code of Administrative Rules Part Env-A 1800, Asbestos Management and Control.
 10. The Contractor shall provide to the Abatement Contractor and the NHDOT a certification that all the abatement's are complete. This certification shall be made available within twenty-four (24) hours of abatement completions.
 11. Inspection survey of site(s) to inspect, sample and analyze to determine the presence of Lead-Based Paint and to identify and characterize any other hazardous or regulated waste present at the site(s) within the scope of testing described herein. Analysis of paint chip samples shall be done in accordance with the Toxicity Characteristic Leaching Procedure (TCLP) method or XRF method. Project Monitor to oversee the segregation of waste streams; Abatement Contractor to insure and track proper disposal as described below and defined by the New Hampshire Department of Environmental Services.
 - a. Group I – Household Chemicals/Consumer Products

- b. Group II – Universal Wastes
- c. Group III – Hazardous Waste
- d. Group IV – Unknown or Unidentified Material

1. Prepare a written report describing the results of the inspection survey. This report shall detail type, quantity and location of asbestos, LBP, and any hazardous or regulated wastes. Photos, plans, and estimated abatement cost, shall be submitted to the NHDOT within five (5) business days following sample analysis.
 2. Notify appropriate regulatory agencies regarding evaluation, abatement, and abatement completion.
 3. Provide to the State daily project logs and reports, air monitoring results, copies of pressure differential strip charts, visual inspection logs, copies of notification to regulatory agencies (i.e. EPA, State), and certification that the abatements are complete to the NHDOT. A copy of this final report is to be sent to the Asbestos Abatement Contractor, the Demolition Contractor, and the General Contractor if so involved.
- J. All plans, drawings, tracings, sketches, photographs, diagrams, reports and other documents prepared for this contract shall become property of the State. The Contractor is prohibited from copyrighting any documents or materials that are part of this contract.
- K. For projects completed for NHDOT or FHWA projects or Right of Way as applicable: All reports, procedure manuals and other documents published by the Contractor shall contain a credit reference to the State and Federal Highway Administration (FHWA) such as "prepared for the State in cooperation with the United States Department of Transportation (USDOT), Federal Highway Administration". In addition, the above documents shall contain a disclaimer statement similar to "The Contents of this document reflect the views of the author, who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of the State or the FHWA Highway Administration. This document does not constitute a standard specification or regulation".

EMERGENCY AND NON-EMERGENCY RESPONSE

- A. If an event poses a significant and immediate threat to human health, to the environment or business operation, then the event is considered an emergency. The State will determine if an emergency exists.
- B. The Contractor shall respond to a non-emergency event within a maximum of four (4) hours unless a greater time is approved by the Agency using the Contractor's services. The State Agency will determine if a release is a non-emergency.
- C. The State and Contractor shall agree to the choice of the method to be used in addressing the testing/monitoring or abatement of a site prior to commencement of the work.
- D. The Contractor shall have the capability to provide a satisfactory initial response to any reported emergency petroleum release or spill in the State of New Hampshire
- E. The 24-hour manned emergency telephone number for the State of New Hampshire is 603-271-4381. The NHDES telephone number for the Waste Management Division – Spill Response & Complaint Investigation Section is 603-271-3899; (8am to 4pm, Mon- Fri.)
- F. The Contractor shall maintain a 24-hour per day, 7 days per week response capability.
- G. When an event occurs, the Agency contact person shall notify the Contractor by telephone, providing the best available information regarding the release. If possible, this will include the location, a brief description of the impacted area, name and contact phone number of responsible party, and a preliminary list of the resources that may be required.
- H. The Contractor may be supervised by representatives of the State

SPECIAL PROVISIONS

- A. For all plans, drawings, tracings, estimates, specifications, reports, proposals, sketches, diagrams and calculations, together with all material and data theretofore furnished to the State by the Contractor, of a satisfactory nature in accordance with this Agreement, which are of use to the State, the Contractor shall be entitled to a credit determined solely by the State, based on the contract rate for the work so performed in a satisfactory manner and of use and benefit to the State.
All subcontracts shall be in writing and pre-approved by the State. A copy of each subcontract shall be submitted for the State's files.
- B. APPLICABLE PROFESSIONAL STANDARDS.

1. The Contractor agrees to follow the provisions of the professional codes or standards applicable to the services to be performed under this Agreement.
- C. REVIEW BY STATE - CONFERENCES - INSPECTIONS.
1. It is mutually agreed that all portions of the work covered by this Agreement shall be subject to the inspection of duly-authorized representatives of the State, at such time or times as the State deems appropriate.
- D. Revisions to Reports, Plans or Documents.
1. The Contractor shall perform such additional work as may be necessary to correct errors in the work required under the Agreement, caused by errors and omissions by the Contractor, without undue delays and without additional cost to the State.
- E. For applicable NHDOT Projects: CLEAN AIR AND WATER ACTS. If the amount of the Agreement or subcontract thereunder exceeds \$100,000, the Contractor or subcontractor shall comply with applicable standards, orders or requirements issued under Section 306 of the Federal Clean Air Act (43 U.S.C. 1857(h)), Section 508 of the Federal Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. The Contractor or subcontractor shall report violations to the FHWA and to the U. S. Environmental Protection Agency Assistant Administrator for Enforcement (EN-329).

All services performed under this Contract(s) shall be performed between the hours of 7:30 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference shall be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

If sub-contractors are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.