WORK ORDER NUMBER (___)
Annual Services Contract for Environmental Services
Hampton Roads Sanitation District (HRSD)

CONTRACT: Environmental Services
Annual Services Contract dated [Month Date, Year]
Contract #

RE: [Insert Project Name], CIP No. [insert]
Parcel [detail] - Tax Map [Insert] Phase I ESA
[Insert Address] , VA [Zip]

SCOPE OF WORK:

A. Background:

FIRM has been asked to provide a Phase I Environmental Site Assessment (ESA) for an the above referenced parcel in [City/County], VA. Accordingly, FIRM provided a scope of services by Work Order #___.

B. Scope:

Task 1: Phase I ESA

FIRM will provide the services specifically set forth below.

Consultant will prepare a Phase I ESA for one parcel in [Insert City/County], VA. The site is further identified by a portion of Tax Map [Insert] that is developed with a residential structure. The Phase I ESA will be done in general accordance with the procedures and methodology presented in the American Society of Testing Materials (ASTM) Standard E 1527-21. The purpose of the Phase I ESA is to identify Recognized Environmental Conditions (RECs), Controlled RECs (CRECs) and/or Historical RECs (HRECs) in connection with the site identified below as subject property.

The Phase I ESA will consist of the following elements:

- A review of state and federal environmental databases as prescribed in ASTM-1527-21.
- A review of historical aerial photos to determine the location and nature of previous structures in the area, if any.
- A review historic topographic maps, aerial photography, Sanborn fire insurance maps, and city directories, or provision of no coverage documentation of any of those resources.
- A review of the chain-of-title for land uses of concern that was provided.
- A review for environmental liens on one parcel, if available.
- A site reconnaissance which will include a visual inspection of the subject property. The site reconnaissance will be limited to the inspection of portions of the subject property with access or from the HRSD property and an interview with the property owner, if available.
- Review of records of the Virginia Department of Environmental Quality for reported pollution

releases and remediation within the boundaries of the subject property.

- Interviews with the local Fire and/or Health Departments and review of any pertinent files concerning known or potential subsurface contamination.

- Preparation of a Phase I ESA report. The Phase I report will be accompanied by additional information on the recommended for soil and groundwater testing to further explore any identified environmental concerns on a separate letterhead, if appropriate.

Additionally, Client is advised that as stipulated by ASTM E-1527-21, the Phase I ESA will be valid for a period of 180 days from commencement of the investigation. Consultant will provide an update of the Phase I ESA if requested by the Client for an additional fee detailed in Task 2.

Deliverable: FIRM will prepare a Phase I ESA report. The report will follow the ASTM outline that includes an executive summary. One electronic copy the report will be submitted to HRSD's real estate manager and project manager. One copy will also be submitted through Unifier. A draft submittal and final submittal are assumed. FIRM will attend up to two phone call meetings with the Client and property owner to review and discuss the findings and recommendations.

Additional Services

Below are additional services that may be requested by the HRSD project manager with concurrence of the HRSD real estate manager.

Task 2: Phase I ESA Update

Consultant will update the Phase I ESA generated in Task 1 in general accordance with the procedures and methodology presented in the American Society of Testing Materials (ASTM) Standard E 1527-21. The purpose of the Phase I ESA is to re-evaluate the identified RECs, CRECs and/or HRECs in connection with the site identified below as subject property.

Deliverable: FIRM will prepare a Phase I ESA report. The report will follow the ASTM outline that includes an executive summary. One electronic copy the report will be submitted to HRSD's real estate manager and project manager. One copy will also be submitted through Unifier. A draft submittal and final submittal are assumed.

Task 3: Limited Phase II ESA

In general, up to 4 soil borings will be advanced using direct push technology (DPT) Geoprobe. Borings will be advanced to a depth of no more than 12-feet below land surface (BLS) or tool refusal. Soil quality and lithology will be documented for each of the soil cores. Standard sampling and decontamination techniques will be utilized between each sample location. Miss Utility and a private utility marker will be contacted to mark utilities prior to soil boring advancement. All soils generated from soil boring advancement will be placed in the bore hole from which it came from. No soil or groundwater will be drummed.

For each boring, soil samples will be screened in 2-foot intervals with a photoionization detector (PID). A grab soil sample from each boring from the depth of the highest PID reading, totaling up to 4 soil samples, may be collected for the following analyses:

- Total Petroleum Hydrocarbons – Diesel Range Organics (TPH-DRO) via EPA Method 8015
- TPH-Gasoline Range Organics (TPH-GRO) via EPA Method 8015
- RCRA 8 metals via EPA 6010/7471
- Volatile Organic Compounds (VOCs) via EPA Method 8260 and/or
- Semi -VOCs (SVOCs) via EPA Method 8270

If groundwater is encountered and accessible within the top 12 feet during soil boring advancement, then one groundwater sample may be collected from up to 4 boring locations via a stainless steel screen point sampler and may be analyzed for the following for the same parameters as soil. To note, metals will be assessed from laboratory filtered aliquots to better determine if detected metal concentration is a true dissolved metal concentration.

All drill tooling will be bucket decontaminated between soil borings. No permanent groundwater monitoring wells will be installed.

The soil and groundwater samples will be sent to a certified laboratory for analysis. The samples will have normal turnaround time (TAT) that is typically 10 business days following receipt by the selected independent laboratory, with the first day considered day zero.

GPS coordinates for all excavations will be recorded using a hand held GPS device. Upon completion of the soil observation and sample collection, the boring locations will be filled and patched with the original cover.

Report Preparation

Upon completion of all soil testing, Kimley-Horn will prepare a letter report of the results of the Limited Phase II ESA. The letter report will contain the following:

- Executive summary of findings and recommendations;
- Field and analytical methodologies;
- Presentation and discussion of the results compared to applicable standards;
- Conclusions and recommendations; and,
- Tabular and graphical presentations of the analytical data.

FIRM will attend up to two phone call meetings with the Client to review and discuss the findings and recommendations. If reportable concentrations are detected, and desired by the client, Kimley-Horn can report the reportable concentrations to the VDEQ.

Deliverable: FIRM will prepare a Limited Phase II ESA report. One electronic copy the report will be submitted to HRSD's real estate manager and project manager. One copy will also be submitted through Unifier. A draft submittal and final submittal are assumed.

Schedule

We will provide our services as expeditiously as practicable with the goal of submitting a draft Phase I ESA report within 30 days from receipt of notice to proceed, and a final Phase I ESA report one week of receiving comments on the draft.

The Phase I ESA Update schedule if needed will target a 30-day completion for the draft and a one-week turnaround on the submitting the final.

The Limited Phase II ESA schedule of completion if needed may range from 6-8 weeks, depending on the driller's schedule.

C. Fee and Expenses

FIRM will perform Task 1 for the lump sum fee below and further detailed in Attachment A.

Task 1: Phase I ESA	$
Lump Sum Total Fee:	**$**

Additional Services Fee Breakdown on a Not To Exceed basis:

Task 2: Phase I ESA Update	$
Task 3: Limited Phase II ESA (estimated for budgetary purposes)	$

SUBMITTED:

X/XX//2025, revised X/XX/2025

_____

Name: Date
TITLE:
FIRM:.

_____ _____

Authorized Designee Date
for HRSD

ATTACHMENT A

Environmental Services Annual Services Contract dated July 1, 2024

PROJECT NAME:

Approved Contract Rates: $ $ $

Environmental Services		Senior Professional	Project Manager Professional	Project Professional	Professional	Senior Analyst	Analyst	Administrative	TOTAL HOURS	TOTAL FEE	TOTAL COST
TASK 1	**Phase I ESA**										
	Desktop document request & review										
	site visit with preparation										
	interviews										
	document preparation										
SUB TOTAL (HRS)											
Cost											
Expense											
Additional Services											
TASK 2	**Phase I ESA Update**										
	Desktop document request & review of new documentation										
	site visit with preparation										
	interviews										
	document preparation										
SUB TOTAL (HRS)											
Cost											
Expense											
TASK 3	**Limited Phase II ESA**										
	1 day of site work										
	laboratory preparation and submittal										
	laboratory tables										
	documentation preparation										
	meetings/ VDEQ reporting										
SUB TOTAL (HRS)											
Cost		$	$ -	$	$	$		$			
Expense											

FEE PROPOSAL - EXPENSES

REIMBURSABLE EXPENSES

Outside Services	**Quantity**	**Units**	**Unit Price**	**Total**	**Total with Mark-Up (If Applicable)**
EDR report for Phase I ESA	1	EA	$	$	
EDR Update for Phase I ESA Update	1	EA	$	$	
Driller/private utility marker for Phase II estimate	1	day	$	$	
lab estimate	1	EA	$		
PID	1	day	$	$	
field supplies	1	day	$	$	
Reimbursable Expenses					
mileage (1 site visit)	150	EA	$ 0.560	$	
mileage (1 site visit)	150	EA	$ 0.560	$	
mileage (1 site visit)	150	EA	$0.56	$	

TOTAL EXPENSES