

CITY OF ALGOMA  
COUNTY OF KEWAUNEE  
STATE OF WISCONSIN

COMMON COUNCIL  
RESOLUTION No. 1020 - 2020

A RESOLUTION AUTHORIZING A CONTRACT WITH TRC ENVIRONMENTAL  
CORPORATION

**WHEREAS**, the City of Algoma and the Potential Responsible Parties Group (PRP) are required by the Environmental Protection Agency to monitor and report data at the former landfill site owned by the City of Algoma; and

**WHEREAS**, TRC Environmental Corporation (TRC) has been performing the annual monitoring, operations and maintenance, reporting, and general assistance for the Algoma Landfill site since 1991; and

**WHEREAS**, TRC has submitted a proposal to continue performing these vital roles for the City at a cost of \$21,000 for the time period between July, 2020 and June, 2021;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Algoma, duly assembled this 1<sup>st</sup> day of June, 2020, hereby authorizes the Mayor and/or the City Administrator to enter into a contract with TRC Environmental Corporation to assist the City of Algoma and PRP Group with monitoring, operation and maintenance, reporting, and general assistance for the Algoma Landfill for the period between July, 2020 and June, 2021 in an amount not to exceed \$21,000.

ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING THEREOF ON THE 1<sup>ST</sup> DAY OF JUNE, 2020, BY A VOTE OF 8 FOR AND 0 OPPOSED.

Approved: Wayne R. Schmidt  
Wayne R. Schmidt,  
Mayor of the City of Algoma

Attest: Jamie Jackson  
Jamie Jackson,  
Clerk of the City of Algoma



708 Heartland Trl.  
Suite 3000  
Madison, WI 53717

T 608.826.3600  
TRCcompanies.com

April 28, 2020

Ms. Amber Shallow  
Treasurer  
City of Algoma  
416 Fremont Street  
Algoma, WI 54201

Subject: Proposal for 2020 Monitoring, Operation & Maintenance (O&M), and Reporting, July 2020 - June 2021  
Algoma Landfill, Algoma, Wisconsin  
TRC Proposal No. 388601.9990

Dear Ms. Shallow:

This letter presents TRC Environmental Corporation's (TRC's) proposal to assist the City of Algoma and PRP Group with monitoring, operation and maintenance, reporting, and general assistance for the Algoma Landfill for the period between July 2020 and June 2021.

The Scope of Services identified in our Proposal include the following tasks:

1. **Groundwater Monitoring and O&M Inspection**, which includes groundwater sampling, gas monitoring, and the site inspection. The annual monitoring program (approved by U.S. EPA on May 30, 2017) includes nine groundwater samples.
2. **Data Evaluation and reporting**, which includes database management and preparing and submitting the O&M report to the U.S. EPA and the WDNR.
3. **General Assistance** throughout the next year, including attending the annual U.S. EPA site visit, preparation of the court report, and assistance with agency communications.

TRC appreciates the opportunity to work with you and the PRP Group on this project. If our Proposal is acceptable to you, please sign a copy of the Work Authorization and return it to me. In the meantime, please call me at 608-826-3663, if you have any questions or concerns.

Sincerely,

TRC

Katherine Vater, PE  
Project Manager

Attachments: Proposal (including Tables 1 through 4), Work Authorization, and Rate Schedule

cc: Phil Slowiak – International Paper

**Attachment 1  
Proposal**

## 1.0 Scope of Services

TRC will perform the following services in accordance with the Final Five-Year O&M Plan (Revision 1), and subsequent amendments and approvals.

### 1.1 Groundwater Monitoring and O&M Site Inspection

Complete the O&M activities, including groundwater and gas monitoring, and site inspection.

#### Task 1. Sample the groundwater monitoring wells.

- Sample the nine approved groundwater monitoring wells listed in Tables 1 and 2.
- Submit the groundwater samples to Eurofins Test America - Chicago, Illinois, for the required laboratory analyses with the specified reporting requirements for the parameters listed in Table 3 and for the QC samples listed in Table 4.

#### Task 2. Perform gas probe and gas vent monitoring as listed in Table 1.

#### Task 3. Complete a site inspection in accordance with the O&M Plan, Revision 1, and complete the landfill inspection forms.

### 1.2 Data Management and Reporting

Complete data management evaluation and reporting.

#### Task 1. Perform data management.

- Perform data management and data validation in accordance with the RD/RA Workplan and subsequent approvals and the QAPP.
- Prepare an exceedance report following receipt of laboratory data.
- Summarize and evaluate the groundwater and gas monitoring data to include in the O&M Progress Report.

#### Task 2. Prepare the O&M Progress Report.

- Prepare a draft report for the PRP Group's review and a final report for submittal to the U.S. EPA and the WDNR.
- The report will include the site inspection report.

### 1.3 General/Regulatory Assistance

Provide general engineering and consulting services that may be required from time to time, as requested by the PRP Group or required by the U.S. EPA or the WDNR. The level of effort is based on the current status of the project, project history including typical correspondence, and project management support.

#### Task 1. Correspond with the PRP Group and assist with regulatory or general environmental issues that may arise from time to time.

- Time is included for preparation and participation in two phone meetings with U.S. EPA and WDNR regarding delisting the Site.

**Task 2. Participate in the annual U.S. EPA/WDNR Site inspection.**

**Task 3. Prepare the Annual Court Report.**

- Prepare a draft Annual Court Report for the PRP Group's review.
- Incorporate comments and finalize the Annual Court Report for submittal to the authorities, including the U.S. EPA and the WDNR, in accordance with the Consent Decree and the Amended Scope of Work.

## 2.0 Deliverables

TRC will provide the PRP Group with the following deliverables:

- O&M Progress Report (including Landfill Inspection Report)
- Annual Court Report

## 3.0 Schedule

TRC will complete the Scope of Services as follows.

- Annual Site Inspection as scheduled by U.S. EPA (anticipated fall 2020).
- Groundwater sampling, gas monitoring, and site inspections will be performed during September 2020.
- The O&M Progress Report will be submitted to the U.S. EPA and the WDNR by February 2021.
- The Annual Court Report will be submitted by April 2021.

## 4.0 Budget

The following table presents TRC's proposed budget for this project. TRC proposes to perform the Scope of Services on a time-and-materials basis under the schedule of charges that TRC and International Paper negotiated and agreed to on August 15, 2013 (see Attachment 3). The total project budget is \$21,000. Should the City of Algoma request TRC to make changes in the services or to perform additional services, TRC will prepare a Change Order for the City of Algoma's acceptance prior to execution of the work.

### Project Budget

Task	Budget
Task 1. Groundwater Monitoring & Site Inspection	\$8,500
Task 2. Data Management & Reporting	\$8,000
Task 3. General/Regulatory Assistance	\$4,500
<b>Total</b>	<b>\$21,000</b>

#### 4.1 Budget Assumptions

TRC developed a budget for this project based on the following assumptions.

- **Task 1.** The groundwater monitoring and site inspection will be completed by TRC's field technician during one mobilization to the site. The groundwater monitoring, gas probe monitoring, and site inspection will be completed on the same mobilization.
- **Task 1.** Any issues identified during the site inspection will be resolved by PRP Group or under a separate scope of work.
- **Task 1.** The wells have not been damaged, or access has not been impaired or restricted by property owners.
- **Task 1.** Poor field or inclement weather conditions will not hamper fieldwork.
- **Task 1.** Laboratory analyses will follow Test America's SOP submitted to the U.S. EPA in the QAPP Revision 0 on July 2, 2018.
- **Task 2.** Submittals to the PRP Group and regulatory agencies will consist of an electronic copy of each report, except as noted, to the following:
  - City of Algoma – Amber Shallow (including one hard copy)
  - International Paper - Phil Slowiak
  - Quarles & Brady - Tony Vogel
  - U.S. EPA – Lauren McCarrell
  - WDNR – Tauren Beggs (including one hard copy)
- **Task 3.** The City of Algoma will coordinate all mowing and minor site maintenance.

#### 4.2 Basis for Payment

TRC will submit invoices monthly in accordance with the rate schedule that are in effect when the work is performed.

#### 4.3 Terms of Contract

TRC proposes to perform the Scope of Services under the terms and conditions of the Contract dated December 6, 1991. To accept this proposal, please sign and return the attached Work Authorization.

**Table 1: Revised U.S. EPA Approved Monitoring Program  
(May 30, 2017)  
Algoma Municipal Landfill  
Algoma, Wisconsin**

Monitoring Points	Parameters	Frequency
OW-4R, OW-9, OW-10R, OW-16, OW-17, OW-20, OW-21, OW-24, OW-25	Chloride, alkalinity, hardness, total dissolved solids, dissolved iron, dissolved manganese, field pH, field temperature, field specific conductance, field dissolved oxygen, field turbidity, field redox potential, and groundwater elevation	Annually – September <sup>(3)</sup>
	VOCs (8260), dissolved cadmium, dissolved chromium, dissolved mercury, cyanide	Every 5 Years (2018, 2023 etc.) – September <sup>(3)</sup>
GV-1, GV-2, GV-3, GV-4, GV-5, GV-6, GV-7	Methane, oxygen	Annually – September
GMP-4, GMP-5, GMP-7	Methane, oxygen, ± pressure, barometric pressure, ground/weather conditions	Annually – September
Site inspection	<sup>(1)</sup>	Annually – September
Private Wells <sup>(2)</sup> (PW-3, PW-4, PW-5)	VOCs (8260), chloride, alkalinity, hardness, total dissolved solids, total iron, total manganese, field pH, field temperature, field specific conductance, field dissolved oxygen, total cadmium, total chromium, total mercury, cyanide	Every 5 Years (2018, 2023, etc.) – September <sup>(4)</sup>

Footnotes:

- <sup>(1)</sup> The scope of the inspection will be consistent with those previously performed at the site. The site inspection is to be performed by, or under the direction of, a Wisconsin Registered Professional Engineer.
- <sup>(2)</sup> Three additional private water supply wells are voluntarily sampled by the PRP Group: PW-6, PW-7, and PW-8.
- <sup>(3)</sup> Level II laboratory data package reporting.
- <sup>(4)</sup> Level IV laboratory data package reporting.

Prepared by: KAV 3/9/17  
Reviewed by: JW 3/9/17

**Table 2: (Revised from RD/RA Workplan)  
Algoma Landfill Groundwater Monitoring Well Network  
Algoma Municipal Landfill  
Algoma, Wisconsin**

Monitoring Wells <sup>(1)</sup>				Private Residential Wells <sup>(2)</sup>	
Upgradient		Downgradient		Upgradient	Downgradient
Water Table	Piezometer	Water Table	Piezometer		
OW-16	OW-17	OW-4R OW-9 OW-10R OW-20 OW-24	OW-21 OW-25		PW-3 PW-4 PW-5 PW-6 (voluntary) PW-7 (voluntary) PW-8 (voluntary)

**Footnotes:**

- <sup>(1)</sup> Monitoring wells are sampled annually in September.
- <sup>(2)</sup> Private wells are sampled every 5 years (i.e., 2023, 2028, etc.).
- <sup>(3)</sup> The site monitoring network also include Gas Monitoring Points GMP-4, GMP-5, and GMP-7, and Gas Vents GV-1, GV-2, GV-3, GV-4, GV-5, GV-6, and GV-7

Prepared by: KAV  
Checked by: AAS



**Table 3: Groundwater Monitoring Parameter List – 2020  
Algoma Municipal Landfill  
Algoma, Wisconsin**

Laboratory Analyses		Field Analyses
Metals <sup>(1)</sup>	Other Parameters	
Iron Manganese	Alkalinity (total) Chloride (total) Hardness (total) Total dissolved solids	Water elevation pH Temperature Turbidity Specific conductivity Redox potential Dissolved oxygen

Footnotes:

<sup>(1)</sup> Metals will be reported as dissolved(i.e. field filtered).

Prepared by: KAV 4/21/20

Checked by: AAS 4/27/20

**Table 4: September 2020 - Samples, Analyses, and Matrices**  
**Algoma Municipal Landfill**  
**Algoma, Wisconsin**

Matrix	Test Parameters	Number of Groundwater Samples	Field Duplicates	Equipment Rinse Blanks	Trip Blanks <sup>(1)</sup>	Matrix Spikes/ Duplicates <sup>(2)</sup>	Total Samples
<b>Monitoring Wells</b>							
Water	Metals <sup>(3)</sup>	9	1	1	--	1	12
Water	Other parameters <sup>(4)</sup>	9	1	1	--	1	12
Water	Field analyses <sup>(5)</sup>	9	1	--	--	--	10

**Footnotes:**

- (1) Trip blanks do not apply for 2020 sampling program.
- (2) The matrix spikes/duplicates represent internal laboratory QC samples.
- (3) The metals include the following: **iron and manganese**. The metals samples will be filtered (dissolved) at monitoring wells.
- (4) The other parameters include **total alkalinity, total chloride, total hardness, and total dissolved solids**.
- (5) The field analyses include temperature, pH, specific conductivity, water elevation, turbidity, redox potential, and dissolved oxygen.

**Note:**

- (1) Analysis to be performed in accordance with laboratory SOPs provided in the Algoma Municipal Landfill Quality Assurance Project Plan (TRC, 2018).

Prepared by: KAV 4/21/20

Checked by: AAS 4/27/20



**Attachment 2  
Work Authorization**

## Acceptance of TRC Proposal No. 388601.9990.0000

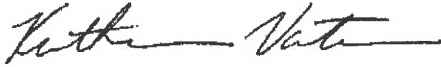
The signature below, by a duly authorized representative of City of Algoma, indicates acceptance of the above referenced proposal without exception. Acceptance is limited to the terms stated in this Agreement, and any additional or different terms are rejected unless expressly agreed to in writing by TRC.

Approved and accepted as of the date shown below

TRC

City of Algoma

By:



Signature

Katherine Vater

Printed Name

Project Manager

Title

April 28, 2020

Date

By:

Signature

Printed Name

Title

Date



**Attachment 3  
Rate Schedule**

**TRC Environmental 2013 Typical Direct Labor Rates for Remediation Practice  
International Paper Company**

CODE	LABOR CLASSIFICATION	TYPICAL DIRECT LABOR RATES	
		MINIMUM	MAXIMUM
	<b>PRINCIPAL/PRINCIPAL SCIENTIST/PRINCIPAL ENGINEER</b>		
A4	Level IV	\$60.00	\$60.00
A3	Level III	60.00	60.00
A2	Level II	60.00	60.00
A1	Level I	60.00	60.00
	<b>PROJECT MANAGER</b>		
B4	Level IV	\$47.98	\$60.00
B3	Level III	42.59	60.00
B2	Level II	33.02	57.69
B1	Level I	28.85	55.00
	<b>SENIOR SCIENTIST/PLANNER/ENGINEER</b>		
C4	Level IV	\$43.23	\$60.00
C3	Level III	35.56	57.24
C2	Level II	31.25	52.30
C1	Level I	26.25	43.43
	<b>SCIENTIST/PLANNER/ENGINEER</b>		
D4	Level IV	\$24.58	\$50.00
D3	Level III	21.48	37.02
D2	Level II	16.19	28.60
D1	Level I	15.39	18.00
	<b>DESIGNER/TECHNICIAN/INSPECTORS</b>		
E4	Level IV	\$20.72	\$29.01
E3	Level III	17.33	29.96
E2	Level II	15.14	21.39
E1	Level I	12.36	18.13
	<b>DRAFTING/CADD/GIS</b>		
F4	Level IV	\$28.56	\$31.46
F3	Level III	27.50	28.79
F2	Level II	22.22	22.29
F1	Level I	18.00	18.00
	<b>PROJECT SUPPORT/CLERICAL</b>		
G4	Level IV	\$21.15	\$30.94
G3	Level III	19.52	25.82
G2	Level II	12.99	23.35
G1	Level I	14.13	18.78

- (1) **Labor Multiplier Rate** – Hourly billing rates will be based on a 3.0 Labor Multiplier on the individual's direct labor rate.
- (2) **Maximum Hourly Billing Rate** – The hourly billing rate will be capped at \$180/hr.
- (3) **Communication Fee** – A communication/shipping/copy fee of \$5 per labor hour charged will be included in each invoice. This fee covers telephone, fax, CADD, postage, in-house production, prints, color copies.
- (4) **Mark Up** – A 6% mark-up on reimbursable expenses to include field supplies/expendables; field rental equipment, subcontractors, etc.
- (5) **Travel Expenses** – No mark-up on travel expenses.
- (6) **Payment** – Net 45 days.
- (7) **Volume Discount** - A 1% discount on Labor Rates after reaching \$750,000 in Labor Revenue and a 2% discount on Labor Rates and a reduction to 5% markup after reaching \$1,250,000 in Labor Revenue annually.