



# Contract User Guide for PRF67

## PRF67 Environmental Engineering, Diagnostics, and Testing Designated DCAMM

UPDATED: October 28, 2020

<b>Contract #:</b>	PRF67
<b>MMARS MA #:</b>	PRF67*
<b>Initial Contract Term:</b>	December 2, 2016 – November 22, 2019
<b>Maximum End Date:</b>	One (2) year extension to 2021
<b>Current Contract Term:</b>	December 2, 2016 – November 21, 2021
<b>Contract Manager:</b>	James Matz, 857-204-1262, James.Matz@mass.gov
<b>This Contract Contains:</b>	Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO), Prompt Payment Discount (PPD) Programs, Environmental Preferable Products (EPP), and Environmental Consulting Vendors
<b>UNSPSC Codes:</b>	77-10-00 Environmental Management 77-10-17 Environmental Advisory Services 77-10-20 Environmental Reporting Services 77-10-15 Environmental Impact Assessment 77-00-00 Environmental Services

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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# Contract User Guide for PRF67

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## Contract Summary

Statewide Contract (SWC) PRF67 Designated Environmental Engineering, Diagnostics, and Testing provides a list of pre-qualified vendors for expert environmental consulting, engineering, and investigative services on all matters involving environmental and subsurface issues. Environmental consulting and engineering firms on this contract assist the Commonwealth in providing services including consultation on federal and state environmental laws and regulations, environmental assessment and remediation activities, and other environmental analyses for Commonwealth Agencies and Municipalities.

Eligible Entities that use this contract may purchase services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain quotes from any of the pre-qualified vendors in the appropriate category of the contract.

UPDATES: This Contract User Guide was updated on October 28, 2020 to make vendor information current.

## Contract Categories

This contract includes seven categories of services as listed below.

- Category A: Media Assessments
- Category B: Environmental Design and Construction Administration
- Category C: Massachusetts Contingency Plan (MCP) Compliance Support
- Category D: Permitting
- Category E: Compliance
- Category F: Environmental Strategy
- Category G: Recycling, Solid Waste & Sustainable Materials Management

Services available: Including but not limited to the following service category summaries (N.B: some services are offered in more than one category). Please use this list or refer to the scope as specified in PRF67 RFR in order to select the appropriate Service Category.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, Prompt Payment Discounts, Supplier Diversity Plan, vendor management and oversight, and the availability of environmentally preferable products.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Contract documents are located in one central location in COMMBUYS.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

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- Vendor Performance Evaluation Form allows users of the contract to appraise vendors' performance on specific projects. Please see form in Appendix for more information.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for PRF67 to find related Master Blanket Purchase Order (MBPO) information.
- See COMMBUYS link above to link directly to the MBPO for PRF67 categories.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for PRF67 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for PRF67 and can be accessed directly by visiting [Master Blanket Purchase PO-20-1019-DCP03-OFA01-17858](#).

## Who Can Use This Contract?

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

## Construction Requirements

Purchasers must ensure that any services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](https://www.mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

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Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract
- Purchases made through this contract will be direct, outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.

### Pricing Options

#### Compensation Structure/Pricing & Expenses:

The compensation structure for the PRF67 contract is according to individual projects as described and agreed to in the SoW and the accepted bidder response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

**Project Pricing:** Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS. Project rates will detail what charges are allowed and what charges are not allowed under PRF67.

#### Hourly Rates:

1. Cost tables/Unit Cost Form:

Hourly Rates are posted as part of the contract award process for PRF67. Compensation Structure/Pricing costs for PRF67 are based on individual projects as described in the Statement of Work (SOW) and accepted bidder response. Compensation will be based solely on the Unit Cost Form, located within the Bid Response Forms Package, supplied by the Bidder and accepted by DCAMM. Hourly rates are expected to be fully loaded. Pricing for services will be hourly. Mark up on subcontractor costs is capped at 5%. Subcontractor invoices must be submitted with all billing. For more details on allowable/unallowable charges, see Appendix 4 in PRF67 RFR.

2. Services:

- ii. Hourly or Fixed-price fees: see the Unit Cost Form included in the Bid Response Package for Bidders' hourly rates.
- iii. Commuting Expenses: will be reimbursed at a rate not to exceed \$0.56/mile for the life of the contract.

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iv. Standard Business Expenses: may be allowed with prior authorization from a Commonwealth Agency only but in no case will the amount be more than that allowed for Commonwealth of Massachusetts employees ([www.mass.gov/hrd](http://www.mass.gov/hrd) - search for the term “Red Book”).

### 3. Authorized Price Changes:

Vendors may invoice for less than the identified rates on the Unit Cost Form, but may not exceed those listed hourly rates (inclusive of the escalators identified on the Unit Cost Form).

#### Invoicing:

All bills/invoices must minimally include:

- Assignment name
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed
- Hourly rate: Identify account manager or other vendor agent and applicable hourly rate
- Project based: Identify portion of project billed and balance remaining, but not an average rate
- Supporting documents must accompany billing/invoicing received by an engaging entity
- Totals should be reviewed for correctness by engaging entity prior to approval
- Total billed/invoiced must meet the Commonwealth’s requirements if audited

A description of the Supplier Diversity Activities used for this project

#### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov)

When contacting a vendor on statewide contract, always reference PRF67 to receive contract pricing.

#### Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

#### How to Purchase from this Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**  
This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “PRF67 RFQ” when entering information in the Description field  
For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:
  - The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

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## Obtaining Quotes

Contract users should always reference PRF67 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF67 Master Blanket Purchase Order (s) in COMMBUYS. Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF67 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW).

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000.W). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

## Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contact, the following prevailing wage categories include:

- All employees of Contractors engaged in these activities must be paid at least these rates for any work performed under a Contract resulting from this RFR when working in a public building or on a public work.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

## Additional Information/FAQs

### Statement of Work (SOW) Requirements:

This is a solution-based contract, the type of services and scope of work, will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor. A copy of a standard SOW can be located in the "Attachments" tab of the Master MBPO for PRF62 in COMMBUYS.

**Business References:** The Hiring Entity may require business references, as deemed appropriate.

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### Negotiations:

Hiring Entities are entitled and encouraged to negotiate down project rates, including ancillary services for work being conducted under this contract.

### Payments:

The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.



### Strategic Sourcing Team Members

- John Bianchi                      Division of Capital Asset Management and Maintenance
- James Matz                        Division of Capital Asset Management and Maintenance
- Hope Davis                        Division of Capital Asset Management and Maintenance
- Jeff Dill                             Division of Capital Asset Management and Maintenance
- Ann Maria Bennett                Operational Services Division

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## Vendor List and Information

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories
**[Conversion Vendor] [Master MBPO] (All contract documents)	<a href="#">PO-20-1019-DCP03-OFA01-17858</a>	James Matt	857-204-1262	<a href="mailto:James.Matz@mass.gov">James.Matz@mass.gov</a>	A-G
Alares, LLC		Donald Maggioli	617-481-6390	<a href="mailto:dmaggioli@alaresllc.com">dmaggioli@alaresllc.com</a>	A B C E F
Apex Companies, LLC		Kate Engler	860-282-1700	<a href="mailto:kengler@apexcos.com">kengler@apexcos.com</a>	A B C E F
Arcadis U S Inc		Michael Oriola	781-267-7436	<a href="mailto:Michael.oriola@arcadio.com">Michael.oriola@arcadio.com</a>	A B C D E F
ATC Group Services LLC		Kelly Hurstak	781-404-1303	<a href="mailto:Kelly.Hurstak@atcgs.com">Kelly.Hurstak@atcgs.com</a>	
Clough, Harbour & Associates, LLP		Michael Tsakaloyannis	518-453-8772	<a href="mailto:mtsakaloyannis@chacompanies.com">mtsakaloyannis@chacompanies.com</a>	A B C D E F G
Common Sense Environmental Inc		Cynthia Gilcrest	508-858-5606	<a href="mailto:Cynthia@commonsenseenv.com">Cynthia@commonsenseenv.com</a>	A B C D E F
Comprehensive Environmental Inc		Eileen Pannetier	508-281-5160	<a href="mailto:epannetier@ceiengineers.com">epannetier@ceiengineers.com</a>	A B C D E F

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OPERATIONAL SERVICES DIVISION

Cushing, Jammallo & Wheeler, Inc.		Joseph Jammallo	781-254-6885	<a href="mailto:jjammallo@cjw-env.com">jjammallo@cjw-env.com</a>	A C E F
Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories
EFI Global, Inc.		Robin Decker	978-688-3736	<a href="mailto:robin.decker@efiglobal.com">robin.decker@efiglobal.com</a>	A C
EnviroBusiness, Inc		Vinson Lesinski	617-715-1865	<a href="mailto:vlesinski@ebiconsulting.com">vlesinski@ebiconsulting.com</a>	
Envirotrac, LTD.		Sean Kennedy	781-793-0074	<a href="mailto:seank@envirotrac.com">seank@envirotrac.com</a>	A C E F
Epsilon Associates, Inc.		Dave Hewitt	978-897-7100	<a href="mailto:dhewitt@epsilonassociates.com">dhewitt@epsilonassociates.com</a>	A C D F
Environmental Health & Engineering, Inc		Debra Garverich	781-247-4300	<a href="mailto:dgarverich@eheinc.com">dgarverich@eheinc.com</a>	A B C D E F
Ess Group, Inc		Stephen Wood	401-330-1206	<a href="mailto:swood@essgroup.com">swood@essgroup.com</a>	F
FS Engineers, Inc.		Farooq Siddique	978-274-2830	<a href="mailto:fsiddique@fsengrs.com">fsiddique@fsengrs.com</a>	A C E
GEI Consultants, Inc.		Ileen Gladstone	781-721-4012	<a href="mailto:iglandstone@geiconsultants.com">iglandstone@geiconsultants.com</a>	
GeoInsight, Inc.		Jennifer A. Pisani	978-679-1600	<a href="mailto:japisani@geoinc.com">japisani@geoinc.com</a>	A B C D E F
Green Environmental, Inc.		Robert J. Leventry	617-479-0550	<a href="mailto:rleventry@greenenvironmental.com">rleventry@greenenvironmental.com</a>	A C E F
Horsley Witten Group, Inc.		Richard Claytor	508-833-6600	<a href="mailto:rclaytor@horsleywitten.com">rclaytor@horsleywitten.com</a>	A B C D E F
Lightship Engineering, LLC		Timothy Condon	508-830-3344	<a href="mailto:tcondon@lightshipengineering.com">tcondon@lightshipengineering.com</a>	A C D E

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OPERATIONAL SERVICES DIVISION

					F
Mabbett & Associates, Inc.		Christopher Mabbett	781-275-6050	<a href="mailto:cmabbett@mabbett.com">cmabbett@mabbett.com</a>	A C E F
<b>Vendor</b>	<b>Master Blanket Purchase Order #</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>Email</b>	<b>Categories</b>
MASS Compliance, LLC		Beth Comeau DiPietro	978-857-9552	<a href="mailto:bethcomeau@msn.com">bethcomeau@msn.com</a>	G
Milone & MacBroom, Inc.		Jeanine Armstrong Gouin	203-271-1773	<a href="mailto:jgouin@mminc.com">jgouin@mminc.com</a>	A B C D E F
Normandeu Associates, Inc.		Victoria Kerouac	603-637-1174	<a href="mailto:vkerouac@normandeu.com">vkerouac@normandeu.com</a>	A D F
OccuHealth, Inc.		Thomas Hamilton	508-339-9119	<a href="mailto:Thamilton@occuhealth.com">Thamilton@occuhealth.com</a>	A C
Pare Corporation		Timothy P. Thies	401-334-4100	<a href="mailto:tthies@parecorp.com">tthies@parecorp.com</a>	A B C D E F G
Proscience Analytical Services, Inc.		Harvey Yee	781-935-3212	<a href="mailto:Accounting@proscience.net">Accounting@proscience.net</a>	A
Ransom Consulting, Inc.		Timothy Snay	978-465-1822	<a href="mailto:tsnay@ransomenv.com">tsnay@ransomenv.com</a>	A C E F
RPF Environmental		Roger Francoeur	978-388-9114	<a href="mailto:rogerf@airpf.com">rogerf@airpf.com</a>	A E
Sanborn, Head & Associates, Inc.		Patricia Pinto	978-577-1012	<a href="mailto:ppinto@sanbornhead.com">ppinto@sanbornhead.com</a>	B C E
Sovereign Consulting, Inc.		David Billo	508-339-3200	<a href="mailto:dbillo@sovcon.com">dbillo@sovcon.com</a>	A C D E F
Stantec Consulting Services, Inc.		Robert Nicoloro	617-797-1051	<a href="mailto:Robert.nicoloro@stantec.com">Robert.nicoloro@stantec.com</a>	A C D E F

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SWCA Incorporated dba SWCA Environmental Consultants		Jack Jemsek	413-256-0202	<a href="mailto:jjemsek@swca.com">jjemsek@swca.com</a>	A B C D E, F
Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories
Tighe & Bond, Inc.		Marc Richards	508-471-9642	<a href="mailto:mjrichards@tighebond.com">mjrichards@tighebond.com</a>	A B C D E F G
Vanasse Hangen Brustlin, Inc.		Jacob San Antonio	617-924-1770	<a href="mailto:jsanantonio@vhb.com">jsanantonio@vhb.com</a>	C F
Watermark Environmental, Inc.		Olaf Westphalen	978-452-9696	<a href="mailto:olaf.westphalen@watermarkenv.com">olaf.westphalen@watermarkenv.com</a>	A B C D E F
Weston & Sampson Engineers, Inc.		Frank Ricciardi	978-532-1900	<a href="mailto:ricciardif@wseinc.com">ricciardif@wseinc.com</a>	
The Woods Hole Group, Inc		Robert Hamilton	508-495-6229	<a href="mailto:bhamilton@woodsholegroup.com">bhamilton@woodsholegroup.com</a>	A D
Woodard & Curran New England Inc.		Laura Epstein	781-613-0252	<a href="mailto:lepstein@woodardcurran.com">lepstein@woodardcurran.com</a>	
Yee Consulting Group		Charles Albani	617-504-7049		A B

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## APPENDIX A – Category Descriptions

PRF67 SERVICE CATEGORIES	MBPO Numbers
Contract Documents Master File:	
PRF67 Environmental Engineering, Diagnostics, and Testing Designated DCAMM	<a href="#"><u>PO-20-1019-DCP03-OFA01-17858</u></a>
A. Media Assessments	<a href="#"><u>PO-19-1019-DCP03-OFA01-15452</u></a>
B. Environmental Design and Construction Administration Services	<a href="#"><u>PO-17-1019-DCP03-OFA02-9269</u></a>
C. Massachusetts Contingency Plan (MCP) Support	<a href="#"><u>PO-19-1019-DCP03-OFA01-16086</u></a>
D. Permitting	<a href="#"><u>PO-20-1019-DCP03-OFA01-17529</u></a>
E. Compliance	<a href="#"><u>PO-17-1019-DCP03-OFA02-9272</u></a>
F. Environmental Strategy	<a href="#"><u>PO-17-1019-DCP03-OFA02-9270</u></a>
G. Recycling, Solid Waste, and Sustainable Materials Management	<a href="#"><u>PO-18-1019-DCP03-OFA02-12093</u></a>

### Media Assessments

1. Air Quality Consulting
2. Hazardous Material Inventories
3. Asbestos Consulting
4. Asbestos Sampling and Analytical Services
5. Polychlorinated Biphenyl (PCB) Consulting
6. Ecological Services
7. Facility Assessment

#### A. Design and Construction Administration Services

These services are for designer-related activities associated with projects anticipated to be Chapter 30 §39M construction projects including:

1. Develop subsurface investigation programs
2. Develop field and laboratory physical and engineering properties programs

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3. Evaluate existing and post-construction drainage conditions
4. Assess constructability of the selected design
5. Develop work plans for vibration, dust, and noise monitoring
6. Perform cut and fill calculations
7. Develop construction cost estimates and schedules
8. Provide required details illustrating critical elements of the work
9. Prepare basis of design documents
10. Check samples, schedules, shop drawings and other submissions of the Contractor
11. Obtain testing of materials
12. Conduct Construction Monitoring Activities
13. Perform site visits throughout the stage of construction
14. Chair weekly construction meetings
15. Evaluate proposed change orders
16. Conduct semi-final and final inspections of the work
17. Furnish Record Drawings

**B. Massachusetts Contingency Plan (MCP) Compliance Support**

These services include any work required by the Massachusetts Contingency Plan (MCP) including:

1. Environmental Engineering services
2. Health and Risk Assessments
3. Reports, field work, scientific determinations and other services that classify, sample, test, and describe the type and extent of contamination of the environment by releases of oil or hazardous materials and the range of feasible alternatives, costs, contracting specifications and plans needed to address such contamination.

**C. Permitting**

1. Massachusetts Environmental Policy Act (MEPA)
2. National Environmental Policy Act (NEPA)
3. Massachusetts Historical Commission (MHC)
4. Wetlands Permitting
5. Air Emission Permitting
6. Wastewater Permitting

**D. Compliance**

1. Soil sampling and analysis
2. Groundwater and/or surface water sample collection and analysis
3. Landfill gas sampling and analyses
4. Inspection and maintenance of disposal areas for erosion and cover integrity
5. Preparation and submission of required regulatory documents describing the aforementioned activities

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**E. Environmental Strategy**

1. Environmental Consulting Services for environmental tasks relating to the acquisition, transfer and development of land, rehabilitation of existing state buildings, and the design and construction of new facilities
  - a. Identification of applicable permits
  - b. Assessment of potential environmental concerns and possible solutions
  - c. Development of decision trees to identify key activities and possible ramifications of associated activities
  - d. Development of permitting and regulatory agency review schedule

**F. Recycling, Solid Waste & Sustainable Materials Management**

This category of services focuses on management of source separated and mixed solid waste, including but not limited to the collection, processing, recycling, reuse, re-manufacturing, composting, and disposal involving these materials. Service areas within this category (through various subcategories) include but are not limited to the following: solid waste and sustainable materials management policy, policy and program analysis and assessment, waste characterization and testing, materials reuse, public contracting and procurement, secondary materials market analysis and tracking, organics diversion and management, solid waste/recycling training, market research, communications, and recycling program development and administration.