



# VCU

## Procurement Services

March 8, 2023

Matthew Markee  
Aegis Environmental, Inc.  
11511 Allecingie Parkway  
Richmond, VA 23235

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

RE: Contract #: 7833048CK  
Renewal #: Contract Extension

Mr. Markee,

Your firm's contract with Virginia Commonwealth University (VCU) for **Environmental Reporting and Consulting Services** expires on **May 29, 2023**. VCU intends to extend this contract for the period of May 30, 2023 through May 29, 2024, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, to include the optional use language requirement provision below.

### OPTIONAL USE CONTRACT

This contract is an optional use, requirements-based contract. VCU is in no way required to make purchases from the Contractor, and may in its sole discretion, purchase the identical and / or similar goods / services from other sources.

- ☐ Pricing remains the same as the previous contract period.
- ☒ Attached is the revised pricing in accordance with the contract terms.
- ☒ By signing and submitting this contract extension letter, Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA 23284.

Please return this executed document to me as soon as possible. Your response and any questions pertaining to this letter may be emailed to me at [sfclark@vcu.edu](mailto:sfclark@vcu.edu).

Sincerely,

*Susan Lewis*

Susan Lewis, VCCO  
Senior Buyer

Contract #: 7833048CK - Environmental Reporting and Consulting Services

**RESPONSE**

AEGIS ENVIRONMENTAL, INC

Name of Firm



Signature

MATTHEW MARKEE

Name Printed

PRESIDENT

Title

3/16/2023

Date

## VCU Term Contract Rate Schedule

2023

<b><u>Title/Position Description</u></b>	<b><u>Hourly Billing Rate</u></b>
Project Director/Principal	\$208.26
Senior Project Advisor	\$202.44
Senior Project Manager	\$168.70
Senior Project Engineer	\$157.07
Senior Project Geologist	\$157.07
Senior Project Scientist	\$145.43
Project Engineer III	\$138.45
Project Geologist III	\$138.45
Project Scientist III	\$127.98
Project Engineer II	\$124.49
Project Geologist II	\$124.49
Project Scientist II	\$111.69
Project Engineer I	\$100.06
Project Geologist I	\$100.06
Project Scientist I	\$91.91
Technical Specialist	\$81.44
Administrative Technician	\$67.48



# VCU

## Procurement Services

March 31, 2022

Kelly Bonds  
Aegis Environmental Inc.  
11511 Allecingie Parkway  
Richmond, VA 23235

RE: Contract #: 7833048CK  
Renewal No.: Four of Four available

Mr. Bonds,

Your firm's contract with Virginia Commonwealth University (VCU) for **Environmental Reporting and Consulting Services** expires on **5/29/2022**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7833048CK.

Services shall be provided for renewal period: 5/30/2022 through 5/29/2023.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

### **OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

☐ Pricing remains the same as the previous contract period.

☒ Attached is the revised pricing in accordance with the contract terms.

☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA, 23284.

Please return this document to me as soon as possible. Your response may be emailed to me at [tlhall2@vcu.edu](mailto:tlhall2@vcu.edu). If you have any questions, please contact me at (804) 828-3409.

Sincerely,

Teresa L. Hall, VCA, VCO, CUPO, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: : 7833048CK Environmental Reporting and Consulting Services

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**RESPONSE:**

Aegis Environmental, Inc.

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Name of Firm



Signature

Matthew Markee

---

Name Printed

President

---

Title

April 5, 2022

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Date



# VCU

## Procurement Services

April 13, 2021

Kelly Bonds  
Aegis Environmental Inc.  
11511 Allecingie Parkway  
Richmond, VA 23235

RE: Contract #: 7833048CK  
Renewal No.: Three of Four available

Mr. Bonds,

Your firm's contract with Virginia Commonwealth University (VCU) for **Environmental Reporting and Consulting Services** expires on **5/29/2021**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7833048CK.

Services shall be provided for renewal period: 5/30/2021 through 5/29/2022.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

### **OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

☐ Pricing remains the same as the previous contract period.

☒ Attached is the revised pricing in accordance with the contract terms.

☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA, 23284.

Please return this document to me as soon as possible. Your response may be emailed to me at [tlhall2@vcu.edu](mailto:tlhall2@vcu.edu). If you have any questions, please contact me at (804) 828-3409.

Sincerely,

Teresa L. Hall, VCA, VCO, CUPO, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7833048CK Environmental Reporting and Consulting Services

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**RESPONSE:**

Aegis Environmental, Inc.

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Name of Firm

Signature

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Kelly B. Bonds

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Name Printed

Vice President

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Title

4/28/2021

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Date



## Procurement Services

April 2, 2020

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Kelly Bonds  
Aegis Environmental Inc.  
11511 Allecingie Parkway  
Richmond, VA 23235

RE: Contract #: 7833048CK  
Renewal No.: Two of Four available

Mr. Bonds,

Your firm's contract with Virginia Commonwealth University (VCU) for **Environmental Reporting and Consulting Services** expires on **5/29/2020**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7833048CK.

Services shall be provided for renewal period: 5/30/2020 through 5/29/2021.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

### **OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

- ☐ Pricing remains the same as the previous contract period.
- ☒ Attached is the revised pricing in accordance with the contract terms.
- ☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA, 23284.

Please return this document to me as soon as possible. Your response may be emailed to me at [tlhall2@vcu.edu](mailto:tlhall2@vcu.edu). If you have any questions, please contact me at (804) 828-3409.

Sincerely,  
Teresa L. Hall, VCA, VCO, CUPO, VCCO  
Senior Buyer



Contract #: 7833048CK Environmental Reporting and Consulting Services

**RESPONSE:**

Aegis Environmental, Inc.  
Name of Firm

Kelly B. Bonds  
Signature

Kelly B. Bonds  
Name Printed

Vice President  
Title

4/8/2020  
Date



# VCU

## Procurement Services

April 11, 2019

Kelly Bonds  
Aegis Environmental Inc.  
11511 Allecingie Parkway  
Richmond, VA 23235

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

RE: Contract #: 7833048CK  
Renewal No.: One of Four available

Mr. Bonds,

Your firm's contract with Virginia Commonwealth University (VCU) for **Environmental Reporting and Consulting Services** expires on **5/29/2019**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7833048CK.

Services shall be provided for renewal period: 5/30/2019 through 5/29/2020.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

### **OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

☐ Pricing remains the same as the previous contract period.

☒ Attached is the revised pricing in accordance with the contract terms.

☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA, 23284.

Please return this document to me as soon as possible. Your response may be emailed to me at [tlhall2@vcu.edu](mailto:tlhall2@vcu.edu). If you have any questions, please contact me at (804) 828-3409.

Sincerely,  
Teresa L. Hall, VCO, CUPO, VCCO  
Senior Buyer

Contract #: 7833048CK Environmental Reporting and Consulting Services

**RESPONSE:**

Aegis Environmental, Inc.

Name of Firm

Kelly B. Bonds

Signature

Kelly B. Bonds

Name Printed

Vice President

Title

April 23, 2019

Date



# Procurement Services

## COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

**Contract Number: 7833048CK**

This contract entered into by Aegis Environmental, Inc., hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called the "Purchasing Agency".

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**PERIOD OF THE PERFORMANCE:** From the execution of the contract by both parties to one (1) year thereafter with four (4) successive one (1)-year renewal options.

**SCOPE OF CONTRACT:** The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form;
- (2) The Contract Appendix A – Negotiated Clarifications, Modifications and Additions to Contract.
- (3) The Request for Proposal # 7833048CK Addendum No. 2 dated March 30, 2018;
- (4) The Request for Proposal # 7833048CK Addendum No. 1 dated March 21, 2018;
- (5) The Request for Proposals # 7833048CK dated March 7, 2018; and
- (6) The Contractor's Proposal dated April 6, 2018.

All documents are incorporated herein by reference. Any conflict or inconsistency between the incorporated documents shall be resolved by giving precedence in the following order:

- (1) This signed form;
- (2) The Contract Appendix A – Negotiated Clarifications, Modifications and Additions to Contract.
- (3) The Request for Proposal # 7833048CK Addendum No. 2 dated March 30, 2018;
- (4) The Request for Proposal # 7833048CK Addendum No. 1 dated March 21, 2018;
- (5) The Request for Proposals # 7833048CK dated March 7, 2018; and
- (6) The Contractor's Proposal dated April 6, 2018.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

Aegis Environmental, Inc.

By: Kelly B. Bonds

Name Printed: Kelly B. Bonds

Title: Principal

Date: May 30, 2018

**PURCHASING AGENCY:**

Virginia Commonwealth University

By: Mark E. Roberts

Name Printed: Mark E. Roberts

Title: Interim Director, Procurement Services

Date: 5/30/18

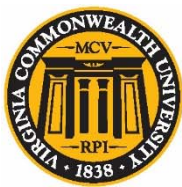
**CONTRACT APPENDIX A**  
**NEGOTIATED CLARIFICATIONS, MODIFICATIONS,**  
**AND ADDITIONS TO CONTRACT**

VCU and Aegis Environmental, Inc. agree as follows:

**1. Negotiations**

What is a realistic response time for Aegis Environmental should VCU contact Aegis Environmental due to a catastrophic event on the Monroe Park or MCV Campus or an emergency requiring immediate assistance or support from your company?

**Aegis Environmental: Two (2) hours.**



DATE: March 30, 2018

## **ADDENDUM NO. 2**

TO ALL OFFERORS:

**Reference: Request for Proposals RFP # 7833048CK**

Commodity/Title: Environmental Reporting and Consulting Services

Issue Date: March 7, 2018

Proposal Due: April 6, 2018 – 2:00 PM

Pre-Proposal Conference: March 26, 2018, 11:00 AM

The following are answers to questions from the Pre-Proposal Conference on Monday, March 26, 2018.

1. Page 4 of 29, Section I, states that “the intent and purpose of the Request for Proposal (RFP #7833048CK) is to establish a term contract with one or more qualified firms...” However, Page 13 of 29, Section XX (Award of Contract) states that “selection shall be made of two or more offerors deemed to be fully qualified and best suited...” How many contracts are intended to be awarded?

**Answer: VCU will enter into negotiations with the two highest rated proposers. From the negotiations, either both vendors will be asked to do Best and Final Offers or an award recommendation will be made with one or both vendors, based on the Evaluation Committee’s recommendation after final evaluations.**

2. Page 13 of 29, Section XIX (Evaluation Criteria), SWaM Status/Utilization is 15% of the evaluation criteria. How will SWaM utilization be scored? For example, if a large business submits a proposal to include a small business plan, can the large business receive the entire 15%? Alternatively, will only SWaMs receive the full 15%?

**Answer: Pricing is scored by:  $(\% \text{ Number}/100) \times 15 = \text{SWaM Points}$**

**(ex. 20% SWaM participation:  $20/100 = .2$ ,  $.2 \times 15 = 3$  SWaM points)**

**SWaM Vendors who proposes as a prime contractor will receive the whole 15 SWaM points.**

**Note: For any prime vendor utilizing a Small, Woman and/or Minority-owned business or a Small, Woman and/or Minority-owned business submitting a**

proposal as a prime vendor, the Small, Women and/or Minority owned business must be registered with the Virginia Department of Small Business and Supplier Diversity (DSBSD) at the time of proposal submission in order to receive any SWaM points. Applications in-process does not count for SWaM points.

3. Page 13 of 29, Section XIX (Evaluation Criteria), Pricing Schedule is 25% of the evaluation criteria. Based on page 10 of 29, Section G (Price Proposal), a price proposal is required to be submitted for three labor categories (Senior Project Scientist, Senior Project Manager, and Principal). VA procurement says that once all submittals are deemed qualified that only the lowest price will get full percentage points (25 points). All others will get a percentage of 25 points that their price is compared to the lowest price. Can you please elaborate on how pricing will be scored in order to get the maximum 25% of the evaluation criteria?

**Answer: The proposer with the lowest total cost will receive the whole 25 points. The scoring for all other pricing is based on the formula:**

**(Lowest total cost/proposer cost) x 25 – Price points.**

**(ex. Lowest total cost = \$10,000.00; Proposer B cost = \$20,000.00.**

**\$10,000/\$20,000 = .5; .5 x 25 = 12.5 Pricing points.**

4. The definition of Offeror - is that the prime, or the summation of prime and subcontractors? E.g., When the proposal discusses experience, referrals, etc., is that just for the prime or the team?

**Answer: The Offerer is the firm submitting the proposal response. The experience and referrals are for the prime vendor team. If you wish to add experience and referrals for the subcontractors, you may do so.**

5. Under IV.E., Other Services - to confirm, for these items such as preparing cost estimates, feasibility studies, etc., the support sought is for their environmental component? Not to design or evaluate an entire project but to evaluate the environmental components?

**Answer: Correct; this is only for environmental components.**

6. Is continuous monitoring system support needed?

**Answer: No**

7. Is stormwater compliance support needed?

**Answer: Possibly.**

8. In the Deliverables section under the Work Plan portion of the proposal, is the Offeror to make assumptions as to which General Services and Other Services will be requested? Or are the deliverables intended to revolve around the compliance/submittal schedule attached at the end of the proposal?

**Answer: The main work for this proposal is listed in the attached schedule at the end of the proposal (Page 29 of RFP Document).**

9. Does VCU have a strong preference between a single supplier vs. a partnered approach?

**Answer: No.**

10. The evaluation criteria in the RFP is helpful but broad - what is VCU's description of the ideal supplier, what aspects of a supplier are most critical to VCU?

**Answer: Reports for DEQ, City of Richmond and EPA. The priority is to meet the deadline before reports are due. Response by due date(s) is a Regulatory requirement.**

11. What level of importance does VCU place on office location(s) of supplier(s)?

**Answer: The closer to VCU (Richmond) the better. DEQ office is on Cox Road. Anything responding to EPA must to go Philadelphia, PA. VCU would not want excessive travel/mileage included in with hourly pricing for services.**

NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

---

Name of Firm

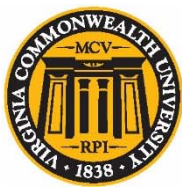
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Signature/Title

---

Date





# VCU Procurement Services

RFP # 7833048CK - Addendum

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DATE: March 21, 2018

## **ADDENDUM NO. 1**

TO ALL OFFERORS:

**Reference: Request for Proposals RFP # 7833048CK**

Commodity/Title: Environmental Reporting and Consulting Services

Issue Date: March 7, 2018

Proposal Due: April 6, 2018

Pre-Proposal Conference: March 26, 2018, 11:00 AM

The above is hereby changed to read:

### **III PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held at **11:00 AM on March 26, 2018** at the:

**Grace Street Center Building  
Procurement Services Conference Room  
912 West Grace Street, Fifth Floor  
Richmond, VA 23284**

**For directions and paid parking information visit:**

<https://parking.vcu.edu/parking/>

- “Dial-In” numbers:  
866-842-5779 (United States and Canada)  
832-445-3763 (International)
- Conference Code # 8291055716, Enter when prompted followed by the # sign.
- “Dial-In” at the scheduled date and time.



# VCU Procurement Services

## Request for Proposals

**VIRGINIA COMMONWEALTH UNIVERSITY  
REQUEST FOR PROPOSALS (RFP)  
#7833048CK**

**Issue Date:** March 7, 2018  
**Title:** ENVIRONMENTAL REPORTING AND CONSULTING SERVICES  
**Issuing and Using Agency:** Virginia Commonwealth University (VCU)  
**Direct Inquiries to:** CHRISTOPHER C. KERSEY, CPPB  
ckersey2@vcu.edu

**Proposal Due Date (Firm):** April 6, 2018  
2:00 PM

**Proposal Delivery Addresses:** VCU  
Procurement Services – Proposal Processing  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

*Note: Do not send via US Mail.*

**Access to Solicitation:** This solicitation and any addenda are posted and may be accessed at any time at: <http://www.eva.virginia.gov>



*A VASCUPP Member Institution*

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**ENVIRONMENTAL REPORTING AND CONSULTING SERVICES**  
**#7833048CK**

**OFFER FORM**

In compliance with this request for proposals and to all conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described herein in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Furthermore, the undersigned agrees not to start any work relative to this particular solicitation until a resulting formal signed Purchase Order is received by the Contractor from University Purchasing. Any work relative to this solicitation performed by the Contractor prior to receiving a formal signed Purchase Order shall be at the Contractor's own risk and shall not be subject to reimbursement by the University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

**A. GENERAL INFORMATION:**

Name & Address of Firm:

<p>_____</p> <p>_____</p> <p>_____ Zip Code _____</p> <p>E-Mail Address: _____</p> <p>Telephone: ( ____ ) _____</p> <p><b>Toll free, if available</b></p> <p>DUNS NO.: _____</p>	<p>Date: _____</p> <p>By <i>(Signature In Ink)</i>: _____</p> <p>Name Typed: _____</p> <p>Title: _____</p> <p>Fax Number: ( ____ ) _____</p> <p><b>Toll free, if available</b></p> <p>FEI/FIN NO.: _____</p>
--	--

**B. SMALL, MINORITY & WOMAN OWNED BUSINESS INFORMATION**

MINORITY-OWNED BUSINESS: ( ) YES ( ) NO	WOMEN-OWNED: ( ) YES ( ) NO	
REGISTERED WITH eVA: ( ) YES ( ) NO	SMALL BUSINESS: ( ) YES ( ) NO	
VIRGINIA DSBSD CERTIFIED: ( ) YES ( ) NO	VIRGINIA DSBSD CERTIFICATION#:	_____

**C. PROPRIETARY OR CONFIDENTIAL INFORMATION**

Check the box to the left "if" your proposal contains proprietary or confidential information. If so, <b><i>add an attachment sheet to this form with details.</i></b>	<b>See Paragraph XII for more information</b>
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**D. ACKNOWLEDGEMENT OF ADDENDA:** Acknowledge your receipt of any addenda that may have been issued under this solicitation.

**See Paragraph VIII for more information**

Addendum #		Addendum #	
Addendum Date	___/___/___	Addendum Date	___/___/___
Addendum #		Addendum #	
Addendum Date	___/___/___	Addendum Date	___/___/___

**Affix this Form as the FIRST PAGE of your proposal.**

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## **I. PURPOSE**

- A. The intent and purpose of this Request for Proposal (RFP #7833048CK) is to establish a term contract with one or more qualified firms for Environmental Consulting Services for Virginia Commonwealth University (the lead issuing institution and hereafter referred to as “the University” or “VCU”). Offerors must be able to provide all of the services outlined in the “Statement of Needs” in order to be considered for award.

Term: The initial contract term shall be one (1) year, with the option of up to four (4) successive one (1) year renewals, to be executed upon mutual signed agreement of both parties.

- B. COOPERATIVE PROCUREMENT: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor’s discretion. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. Upon request, the Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

- C. OPTIONAL-USE CONTRACT: The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

## **II. THE UNIVERSITY**

Located on two downtown campuses in Richmond, VCU enrolls more than 31,000 students in 216 certificate and degree programs in the arts, sciences and humanities. Sixty-nine of the programs are unique in Virginia, and 28 graduate and professional programs are ranked among the best in the nation in U.S. News & World Report’s “America’s Best Graduate Schools,” including the No. 1 ranked sculpture and nurse anesthesia programs. As one of the nation’s top research universities, VCU attracts more than \$255 million a year in sponsored research funding.

VCU Medical Center is one of the nation’s leading and Central Virginia’s only academic medical center. It includes the 865-bed MCV Hospitals and outpatient clinics, MCV Physicians - a practice of more than 600-physician-faculty, and the health sciences schools of VCU.

VCU is an urban leader, forging ties with business, industry and government in such innovative projects as the collocation of the schools of Business and Engineering, the da Vinci Center for Innovation in Product Design and Development and the Virginia BioTechnology Research Park.

The university and its medical center are the largest-single employer in the Richmond area, with more than 18,650 employees, including almost 2,000 full-time instructional faculty — many of them nationally and

internationally recognized in their fields. VCU's direct economic impact to Virginia is estimated to be \$3.6 billion in annual spending that supports 43,705 jobs.

VCU's 16 varsity sports compete at the NCAA Division I level as members of the Atlantic 10 Conference. In recent years, VCU has participated in NCAA Tournaments in men's and women's basketball, baseball, golf, men's soccer and men's and women's tennis, including the VCU men's basketball's run to the Final Four in 2011.

### **III. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held at 11:00 AM on March 22, 2018 at the:

**Grace Street Center Building  
Procurement Services Conference Room  
912 West Grace Street, Fifth Floor  
Richmond, VA 23284**

**For directions and paid parking information visit:**

<https://parking.vcu.edu/parking/>

The purpose of the conference is to allow Offerors an opportunity to ask questions and obtain clarification relative to any facet of this solicitation. Offerors are strongly encouraged to submit questions in advance by emailing them to Christopher Kersey at ckersey2@vcu.edu prior to the conference.

While attendance at this conference is optional, Offerors who intend to submit a proposal are highly encouraged to attend and to have a copy of this solicitation to reference. Any questions and answers that are presented during the conference or any changes to the solicitation resulting from this conference will be issued in a written addendum to the solicitation.

Firms may participate in the pre-proposal conference via conference call. Dial in information is below:

- "Dial-In" numbers:  
866-842-5779 (United States and Canada)  
832-445-3763 (International)
- Conference Code # 8291055716, Enter when prompted followed by the # sign.
- "Dial-In" at the scheduled date and time.

### **IV. STATEMENT OF NEEDS**

This Section describes VCU's requested goods and/or services and the areas to be addressed in Offeror's Proposal. Please note that utilization of the words "shall" or "must" indicates a mandatory requirement.

#### **A. General Environmental:**

1. Development and implementation of environmental auditing programs.
2. Assessment of projected operational changes.
3. Interpretation of federal and state environmental requirements, including assessment of the potential impact of proposed regulations.
4. Analysis of requirements within the context of the Virginia Department of Environmental Quality's policies and procedures. The offeror should have experience with construction permit terms and resolution of compliance issues.

B. Air Quality:

1. Development of New Source Review air permit application including minor, non-attainment and prevention of significant deterioration permits.
2. Development of modifications, applications and report necessary for the Title V compliance.
3. Development and interpretation of complex air dispersion modeling.
4. Development of state operating permit applications.
5. Development, interpretation and reporting of greenhouse gas permitting, monitoring and compliance issues.
6. Development, interpretation and reporting of emergency generator permitting and compliance issues.

C. Oil Discharge Contingency Plan (ODCP) & Spill Prevention Control and Countermeasures (SPCC):

1. Development of oil discharge contingency plan.
2. Identification of existing and potential waste streams.
3. Development of spill prevention, control and countermeasure plan.
4. Development and implementation of training programs in hazardous materials, requirements for industrial and governmental facilities.

D. General Services:

1. The contractor shall provide assistance to VCU in areas to include, but not limited to: general environmental services, permitting requirements New Source Performance Standards (NSPS) compliance; stack testing and monitoring issues; air quality issues and identification of potential problem areas; and recommendations for resolution of specific issues. The contractor shall provide, but not be limited to, planning, program development, testing/sampling, analysis, compliance reviews, training, reporting, studies and surveys on environmental issues.
2. Examples of services required include, but not limited to, the following:
  - a) Environmental Management System support including strategic planning, information systems development, performance development and analysis.
  - b) Hazardous substances and materials program (including hazardous waste minimization) development including: tracking, storage, handling and disposal of hazardous materials and waste.
  - c) Hazardous management including permitting, waste stream assessments and operation/maintenance plan.
  - d) Environmental and health risk assessments.
  - e) Air quality engineering, including new source review, permitting, and source compliance programs.
  - f) Preparation of annual, semi-annual and quarterly EPA/DEQ compliance reports for Title V and New Source permits for the MCV and Monroe Park Campuses.
  - g) Development and implementation of oil tank removal procedures for the Monroe Park Campus.
  - h) Design and production of environmental training programs and materials, including instruction.
  - i) Furnish and deliver consulting services and reports as needed.
  - j) Assist in the planning phase of projects to assess potential environmental requirements and evaluate options.
  - k) Assess Virginia's Department of Environmental Quality (DEQ) policies and procedures related to environmental permitting and regulatory compliance and assistance in the negotiation of favorable permit terms or resolution of compliance issues.

l) Ability to provide assistance in all environmental media (i.e., air, water, and waste).

E. Other services as required to meet VCU's Environmental Compliance Mission:

1. Furnish all expertise, labor and resources to provide complete services necessary for projects issued during the contract term. The following generally summarizes the types of scopes of services that may be required, depending on the individual orders:
  - a) Provide evaluations, analysis, recommendations, cost/time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections/investigations, and code compliance investigation for projects.
  - b) Provide documents for small project designs.
  - c) Provide services to investigate problems and prepare recommendations for corrective action.
  - d) Prepare cost estimates for proposed projects.
  - e) Prepare feasibility studies for proposed projects.
  - f) Other types of professional services of a nature consistent with the intent of the contract.

F. Contractor Obligations

1. Contractor shall schedule visits with contract administrator or designee and report to onsite contact upon arrival to the work site.
2. Contractor shall compile required reports and submit to VCU designee for review two (2) weeks
3. Contractor shall submit required reports to required agencies by the due date.
4. Contractor shall keep designated VCU personnel informed regarding any work regarding the contract to include advising VCU of new environmental regulations.
5. 5. Contractor shall provide invoicing within 60 days to include classification, hourly rate and dates/time worked. Also include description of work performed during the time noted, back up to include time sheets for work performed.
6. Contractor shall wear VCU badge at all times while working on VCU property.
7. While working in a University building, the contractor shall have no more than two (2) minutes to notify the Operations Center at (804) 828-9364, if contractor or its' sub-contractor set off the alarm and/or hear an active alarm. Failure to notify the Operations Center could result in a fine from City of Richmond Fire Department and OEHS issuing a stop work.
8. All contractors working in a University building are required to check in and check out daily with the FMD Operations Center at (804) 828-9364 and provide the following information:
  - a) Responsible person name (the responsible person must remain on-site)
  - b) Responsible person cell number
  - c) Company Name
  - d) Number of people working
  - e) Location (Building, Floor, Room)
  - f) Nature of the Work



G. VCU Obligations

1. VCU will provide access to required locations to gather necessary data.
2. VCU will provide timely review of submitted reports to allow sufficient time for the offer to submit the reports to the respective agency.
3. VCU will provide names and contact information of designated personnel to be contacted regarding this contract. Only the contract administrator or the contract designee can arrange

V. **THE REQUEST FOR PROPOSALS PROCESS – GENERAL**

- A. **Written Proposals**: To properly respond to this Request for Proposals, offerors are required to prepare a written proposal in the format described below. This includes the submission of certain forms.
- B. **Physical Delivery Required**: As noted on the solicitation cover sheet, proposals must be physically delivered to a specific address prior to a FIRM deadline. Electronic submissions shall not be accepted.
- C. **Initial Evaluation and Oral Presentations**: Proposals will be evaluated against criteria specified below in this solicitation, after which firms may be invited to participate in oral presentations.
- D. **Discussions/Negotiations, Final Offers and Selection**: Following initial evaluations and oral presentations (if applicable), discussions and/or negotiations with at least the top two firms may occur. If so, these firms shall be invited to submit any written changes to their proposals and a final selection decision shall be made based on the initial proposals, and any negotiated, written changes to proposals.
- E. Each of the above steps are described below in detail. It is incumbent upon all offerors to read the entire solicitation to understand the entire solicitation process.

VI. **PREPARATION OF WRITTEN PROPOSALS - GENERAL**

- A. Offerors shall submit:
  1. **Required Forms**: The following forms must be completed and returned with the proposal
    - a) The Offer Form on Page 2 of the RFP
    - b) Fully completed Appendix I (unless Offeror is a DSBSD-certified SWaM business), and
    - c) Fully completed Appendix II.
    - d) All forms must be executed by an official representative of the Offeror.
  2. **Hard Copy and Electronic Copy of Entire Proposal**
    - a) Six (6) original hard copies (paper) of the entire proposal, including all attachments and proprietary information, and
    - b) One electronic copy (on a disc or flash drive) of the entire proposal including all attachments and proprietary information.

VII. **SUBMISSION OF PROPOSALS**

- A. Hard copy, original proposals, along with an electronic version on a disc or flash drive, must be received in Virginia Commonwealth University's Office of Procurement Services on or before the date and time designated on the solicitation cover sheet.
- B. Electronic and facsimile submissions shall not be accepted in lieu of a hard-copy submission.

- C. Offerors are responsible for the timely delivery of their proposal. Proposals received after the official date and time specified on the solicitation cover sheet shall be rejected. The official date and time used in the receipt of responses is that time on the clock or automatic time stamp in the Office of Procurement Services.
- D. The RFP number, date and time of proposal submission deadline, as reflected in the solicitation, must clearly appear on the face of the envelop or box used to deliver proposals. Example:

From:

_____	_____	_____
Name of Contractor	Due Date	Time
_____	_____	
Street or Box Number	RFP No.	
_____	_____	
City, State, Zip Code +4	RFP Title	
Name of Contract/Purchase Officer or Buyer: _____		

If a proposal is not clearly identified, the Contractor takes the risk that the proposal may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand-delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

## VIII. **PROPOSAL RESPONSE FORMAT**

### A. General

Proposal responses must be written in the same order as outlined below. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. Proposals which are substantially incomplete or lack key information may be rejected.

### B. Introduction

Provide an introduction of the Offeror and all major subcontractors who will be involved in the performance of the work. Include primary business experience, length of time in business, ownership, office locations, and specific location of the principal office from where VCU work will be performed and any other information of an introductory nature.

### C. Qualifications of the Firm

Provide a response and describe how your firm's overall experience demonstrates your ability to successfully complete the Statement of Needs. Provide a detailed list of services you have provided to clients over the past three years which are similar to those required by VCU.

### D. Qualification of the Staff

Provide a response and identify the staff members who will provide the services required by the proposal, including years and type of experience for each person. Experience should include number of years at current firm as well as all prior service.

### E. References

A list of three (3) references for whom similar services were provided, preferably institutions of higher education, or similarly-sized organizations.

F. Work Plan

The Work Plan must contain a comprehensive description of services including the following elements:

1. General – This section of the proposal must contain sufficient detail to convey the methodology or work plan contemplated for use. Offerors must describe how the services listed in the Statement of Needs shall be performed.
2. Deliverables – Fully describe all of the deliverables to be submitted under the proposed contract.
3. Work Schedule/Timeline – Include a work schedule/timeline indicating when the elements of the work will be completed and when deliverables will be provided. Suggestions, if any, for streamlining the work schedule should be presented. Cost implications for streamlining the schedule should be presented, if applicable.
4. Outcomes and Performance Measurement – Describe the impacts/outcomes offerors intend to achieve, including how these outcomes would be monitored, measured and reported to the University.
5. Overall Risk - Define risks significant to the success of the work. Include how you propose to effectively monitor and manage these risks, including the reporting of risks to the University (i.e., how you will manage staff turnover or other issues that may negatively impact the work, their potential and how you would propose to mitigate them).
6. Other – Provide any other information the Offeror deems relevant to describing the work plan.
7. Small, Women-Owned and Minority-Owned (SWaM) Business Commitment - Unless the firm is a SBSD certified small business, it must submit and complete Appendix I (see Section IX and Appendix I below). DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.
8. Exceptions: Offeror must note any requested exceptions to any of the requirements and/or any of the terms and conditions stated in this RFP in *Appendix III: Exceptions*.

G. Price Proposal

1. The proposal should include the elements listed below. Note VCU reserves the right to negotiate price.

Column I Description	Column II Estimated Quantity (hours)	Column III Rate (hourly)	Column IV Extended Price (Columns II x III)
1. Senior Project Scientist	144	\$_____/hr.	\$_____
2. Senior Project Manager	10	\$_____/hr.	\$_____
3. Principal	8	\$_____/hr.	\$_____

<b>Total Proposal Amount</b> (sum of prices in Column IV)	\$_____
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2. Additionally, provide your most competitive, complete price list for all labor categories that your firm may possibly need to use under a resulting contract for Environmental Consulting Services.

**IX. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWaM):**

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

**Offerors must submit complete Appendix I (see section XIV: Attachments) unless offeror is a DSBSD certified small business. DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.**

**Use of Subcontractors:** If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts. **Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix 1- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror's response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

**SWaM REPORTING AND DELIVERY REQUIREMENTS:**

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University  
Procurement Services Office  
Attn: SWaM Coordinator  
912 W. Grace Street, POB 980327  
Richmond, VA 23284  
Email: [swamreporting@vcu.edu](mailto:swamreporting@vcu.edu)

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

**X. ADDENDA**

- A. If this solicitation is amended by published addenda, then all terms and conditions which are not modified shall remain unchanged.
- B. Offerors shall acknowledge receipt of any addendum to this solicitation by (1) signing and returning the addendum, or (2) by identifying the addendum number and date in the space provided on the Offer Form, or by (3) other written means of acknowledgement.

**XI. PROPOSAL ACCEPTANCE PERIOD:**

Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Contractor. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

**XII. CONFIDENTIAL / PROPRIETARY DATA AND INFORMATION**

Virginia Commonwealth University (VCU) is a public institution of higher education and as such is subject to the Virginia Freedom of Information Act (Code of Virginia §2.2-3700, et seq.) (FOIA). Therefore, all proposals and other documentation submitted by Offeror may be subject to disclosure to third parties as required by FOIA and other applicable provisions of law.

Pursuant to the Code of Virginia §2.2-4342(F), VCU can withhold confidential information identified as proprietary, or as a trade secret, submitted by an Offeror in connection with a procurement transaction only if, prior to or at the time of submission of such information, the Offeror invokes the protections of §2.2-4342(F), identifies the information to be protected, and states the reasons why protection is necessary. To this end, when submitting proposals containing such information, Offerors must:

1. Clearly denote on the outside of the proposal that it contains proprietary information.
2. Include as the first section of the proposal a written notice that identifies by section and page number the information to be protected as well as specific reasons why protection is necessary.
3. Clearly denote by some distinct method, such as highlighting or underlining, the words, figures or paragraphs within the proposal identified in the written notice.

Failure to follow these instructions shall result in Offeror's full proposal being subject to public disclosure.

PLEASE NOTE: Offeror may not request that it's entire proposal, or pricing, or fees or total proposal cost be treated as trade secrets, proprietary or confidential information. The classification of an entire Proposal document, or line item prices, or total Proposal prices as proprietary or trade secrets is not acceptable and, if Offeror does not promptly agree to withdraw this classification following submission, shall result in rejection and return of Proposal.

**XIII. LATE PROPOSALS**

To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Contractor to insure that its proposal reaches the issuing office by the designated date and hour.

**XIV. QUESTIONS AND EXPLANATIONS TO OFFERORS**

If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the solicitation cover sheet. Any revisions to the solicitation will be made only by addendum issued by the buyer.

Questions concerning this RFP must be received via email no later than March 30, 2018.

**XV. COMMUNICATIONS WITH VCU DURING THE RFP PROCESS:**

Communications regarding this Request for Proposals shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University rejects all proposals. Formal communications shall be directed to the buyer listed on the solicitation cover sheet. Informal communications, including but

not limited to requests for information or comments or speculations regarding this RFP to any University employee other than the buyer on the front of the solicitation cover sheet, may result in the rejection of the proposal from the non-compliant offeror.

**XVI. BEST AND FINAL OFFERS (BAFO):**

At the conclusion of negotiations, the Contractor(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Contractor(s). The Contractor(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

**XVII. QUALIFICATIONS OF OFFERORS:**

The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Commonwealth that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**XVIII. CANCELLATION OF SOLICITATION**

The University may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

**XIX. EVALUATION CRITERIA**

Proposals will be evaluated based upon the information provided in the Offeror's Proposal using the criteria specified below.

**EVALUATION CRITERIA**

Qualifications and Experience	30%
Methodology/Approach	30%
Pricing Schedule	25%
SWaM Status/Utilization*	15%

*\*Offeror's status as a Virginia DSBSD-certified SWaM Business, or the Offeror's plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror's performance of the contract (see Appendix I).*

**XX. AWARD OF CONTRACT**

- A. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the selected offerors.
- B. After negotiations have been conducted with each offeror so selected, the University shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror.
- C. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract

incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

- D. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Virginia Commonwealth University will publicly post such notice electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

## **XXI. GENERAL TERMS AND CONDITIONS**

A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://procurement.vcu.edu/> or a copy can be obtained by calling University Purchasing at (804) 828-1077.

B. APPLICABLE LAW AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

C. ANTI-DISCRIMINATION: By submitting their proposals, Offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1). In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:

- a. Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or

inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

F. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract

H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. CLARIFICATION OF TERMS: If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the buyer whose name appears on the face of the solicitation by the deadline for questions stated in this document. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable



will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

2. To Subcontractors:

a. Contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the Subcontractor(s) under the contract; or

(2) To notify the agency and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

b. The Contractor is obligated to pay the Subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a Subcontractor may not be construed to be an obligation of the Commonwealth.

K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Commonwealth that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.

O. CHANGES TO THE CONTRACT: Changes can be made to the Contract in any one of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax, State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

R. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article, which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Unless the Offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the solicitation.

S. TRANSPORTATION AND PACKAGING: By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

T. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers'

compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employers Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Virginia Commonwealth University will publicly post such notice electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

V. DRUG-FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

W. NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or against faith-based organizations or any other basis prohibited by state law relating to discrimination in employment. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

X. As applicable, federal law requires compliance with the following for all federal government contracts:

1. 41 CFR § 60-1.4 Equal Opportunity Clause prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
2. 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulation prohibit discrimination against qualified individuals on the basis of disability (60-741.5(a)) and protected veteran status (41 CFR

60-300.5(a)), and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

Y. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in a purchase order with the eVA transaction fee specified below assessed for each order. The Vendor Transaction Fee is:

- a. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
- b. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date.

Any adjustments (increases/decreases) will be handled through purchase order changes. The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

Z. FERPA: The following provision applies only if Selected Firm/Vendor will have access to the University's education records as defined under the Family Educational Rights and Privacy Act (FERPA): The Selected Firm/Vendor acknowledges that for the purposes of this agreement it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Selected Firm/Vendor agrees to abide by the limitations and requirements imposed on school officials. Selected Firm/Vendor will use the education records only for the purpose of fulfilling its duties under this agreement for University's and its students' benefit, and will not share such data with or disclose it to any third party except as provided for in this agreement, required by law, or authorized in writing by the University.

AA. LIMITATION OF LIABILITY: The total cumulative liability of the Commonwealth, its officers, employees and agents in connection with this Agreement or in connection with any goods, services, actions or omissions relating to this Agreement, shall not under any circumstance exceed payment of the maximum purchase price.

BB. FORCE MAJEURE: Either party will not be responsible for any losses resulting from delay or failure in performance resulting from any cause, event, or occurrence beyond the control, and without negligence of, the parties. Such events, occurrences, or causes include, without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

CC. SOVEREIGN IMMUNITY: VCU is an agency of the Commonwealth of Virginia and is afforded the protection of sovereign immunity under Virginia law. Any claims against VCU or the Commonwealth are subject to the requirements established under Virginia law for bringing such claims against VCU or the Commonwealth, including the Virginia Tort Claims Act (Va. Code §§ 8.01-195.1 et seq.) and other applicable statutes relating to claims against the Commonwealth or its agencies. Notwithstanding any other provision, nothing in this contract shall be deemed to be or construed as a waiver of VCU's or the Commonwealth's sovereign immunity, or any other applicable requirements under Virginia law for bringing claims against VCU or the Commonwealth.

DD. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

EE. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that VCU shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

FF. PROTEST:

Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services  
Virginia Commonwealth University  
912 West Grace, 5th Floor  
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this clause shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP. "Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

GG. ADDITIONAL GOODS AND SERVICES: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.

## **XXII. SPECIAL TERMS AND CONDITIONS**

- A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used

in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

- B. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
- C. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- E. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
- F. EXTRA CHARGES NOT ALLOWED: The proposal price shall be for complete installation ready for Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- G. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.
- H. LABELING OF HAZARDOUS SUBSTANCES: If the items or products requested by this solicitation are "Hazardous Substances" as defined by § 1261 of the United States Code (U.S.C.) or "Pesticides" as defined in § 136 of Title 7 of the United States Code, then the Offeror, by submitting his proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the forgoing sections and that by delivering the items or products the offeror does not violate any of the prohibitions of Title 15 U.S.C. § 1263 or Title 7 U.S.C. § 136.
- I. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- J. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

- K. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon mutual written agreement of both parties for four (4) successive one (1) year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one (1)-year period, the contract price(s) for the additional one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the CPI – All Urban Consumers (Seasonally Adjusted) section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- L. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- M. WARRANTY (COMMERCIAL): The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty must be furnished with the proposal.
- N. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.
- O. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- P. ADDITIONAL USERS OF CONTRACT: It is the University's intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University's Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University, Radford University, University of Mary Washington, and Longwood University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm's willingness to provide this access to VASCUPP members will not be a consideration in awarding this contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

Q. GRAMM-LEACH-BLILEY ACT:

The Contractor shall comply with the Act by implementing and maintaining appropriate safeguards to protect and prevent unauthorized release of student, faculty and staff nonpublic information. Nonpublic information is defined as social security numbers, or financial transactions, bank, credit and tax information.

R. CRIMINAL BACKGROUND CHECK:

The Contractor is required to comply with Virginia Commonwealth University's ("VCU") employment policies on criminal conviction investigations.

<http://www.policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf> The Contractor shall perform criminal conviction investigations on all prospective candidates for full time or part time placement at VCU, including newly hired, re-hired, seasonal, and or temporary employees.

S. IDENTIFICATION CARDS:

All Contractor employees authorized to work at VCU, must obtain a VCU identification card. Information on obtaining a card is available at <http://vcucard.vcu.edu/myid.html>. Contractor's employees must wear their VCU identification when they are on VCU property.

**XXIII. ATTACHMENTS:**

A. Attachment I – Sample DEQ – EPA Reporting 2017-2018 Log



## APPENDIX I

### PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The following definitions will be used in completing the information contained in this Appendix.

#### Definitions

- **Small business** is a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business. Nothing in this definition prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or federal guideline to be in compliance with a federal grant or program.
- **Women-owned business** is a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
- **Minority-owned business** is a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.
- **Minority Individual:** "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
  1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
  2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka, and who is regarded as such by the community of which this person claims to be a part.
  3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
  4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

PARTICIPATION BY SMALL BUSINESSES, BUSINESSES OWNED BY WOMEN

BUSINESSES OWNED BY MINORITIES

This appendix should only be completed by firms that are not Virginia Department of Small Business and Supplier Diversity (DSBSD) certified small businesses.

Offeror certifies that it will involve Small Businesses, Women-Owned Businesses, and/or Minority-Owned Businesses (SWaM) in the performance of this contract either as part of a joint venture, as a partnership, as Subcontractors or as suppliers.

VCU has an overall goal of 42% SWaM participation for all annual purchases and seeks the maximum level of participation possible from all its contractors.

**SWaM Subcontracting Plan:** *In the space below, please describe the areas in which you plan to utilize SWaM-certified businesses as subcontractors. Please be specific as to what types of goods and/or services these subcontractors will provide during the performance of the contract. If currently known, please list the exact SWaM-certified subcontractors you plan to utilize.*

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**Commitment for utilization of DSBSD SWaM Businesses:**

\_\_\_\_\_ % of total contract amount that will be performed by DSBSD certified SWaM businesses.

**Identify the individual responsible for submitting SWaM reporting information to VCU:**

Name Printed: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Firm: \_\_\_\_\_

Offeror understands and acknowledges that the subcontracting plan above represents a contractual commitment by the Offeror. Failure to achieve the percentage commitment will be considered a breach of contract and may result in contract default.

Acknowledged:

By (Signature): \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain

## APPENDIX II INVOICING AND PAYMENT

### Invoicing:

The Contractor shall submit a fully itemized invoice to Contract Administration, Box 843011, 700 West Grace Street, Richmond, VA 23284-3011, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: [ecommerce@vcu.edu](mailto:ecommerce@vcu.edu).

### Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm.

By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

### **Payment Methods**

**1. Electronically through a Wells Fargo Visa commercial card:** Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any

credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card. Questions regarding this method of payment should be sent to [commcard@vcu.edu](mailto:commcard@vcu.edu).

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://treasury.vcu.edu/banking/vendor-ach/>.

**Contractor must indicate the method of payment selected:**

\_\_\_\_\_ Commercial Card Payment (Wells Fargo VISA)  
\_\_\_\_\_ Automated Clearing House (ACH)

**Invoicing and Payment Method Acknowledgement:**

Signature: \_\_\_\_\_  
Name Printed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Date: \_\_\_\_\_

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_

## EXCEPTIONS

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive.

[illegible]

**ATTACHMENT I - SAMPLE DEQ - EPA PERMIT REPORTING 2017-2018 LOG**

DEQ Permit Reporting Requirements	Responsible	Submits	Period	Due		1st Quarter April 30	2nd Quarter July 31	3rd Quarter October 31	4th Quarter January 31
Excess Emission Report (EER)	Company A	Company A	Quarterly	30 days after Quarter					
Cylinder Gas Audit (CGA)	Company B	Company A	Quarterly	30 days after Quarter					
Fuel Oil Quality Report DEQ	Company A	Company A	Semi-Annual	July 31, 20XX					
Fuel Oil Quality Report EPA	Company A	Company A	Semi-Annual	July 31, 20XX					
Fuel Oil Quality Report DEQ	Company A	Company A	Semi-Annual	January 31, 20XX					
Fuel Oil Quality Report EPA	Company A	Company A	Semi-Annual	January 31, 20XX					
Title V 1st. Semi-Annual Monitoring Report	Company A	Company A	Semi-Annual	July 31, 20XX					
Title V 2nd. Semi-Annual Monitoring Report	Company A	Company A	Semi-Annual	January 31, 20XX					
Annual RATA Report	Company B	VCU	Annual	January 31, 20XX					
Title V Annual Compliance Certification DEQ	Company A	Company A	Annual	March 1, 20XX					
Title V Annual Compliance Certification EPA	Company A	Company A	Annual	March 1, 20XX					
Emission Inventory Statement MCV 50126	Company A	Company A	Annual	February 28, 20XX					
Emission Inventory Statement MPC	Company A	Company A	Annual	February 28, 20XX					
Annual Update MCV	Company A	Company A	Annual	April 15, 20XX					
Annual Update MPC	Company A	Company A	Annual						
MCV Periodic Compliance Report (Boiler MACT)	Company A	Company A	Biennial	March 20XX					
MCV Green House Gas Summary Report	Company A	Company A	Annual	March 31, 20XX					
COR Industrial Discharge Self-Monitoring Report	VCU/JRR	Company A	Quarterly	10th day after Quarter					
COR Pollution Prevention Report	Company A	Company A	Annual	July 10, 20XX					
<b>RATA done in December</b>									
<b>Requires 30 day notice on DEQ form/sent on</b>									
<b>Oil lines tested every 5 years</b>	<b>Due 5/6/19</b>								
<b>ODCP/SPCC every 5 years</b>	<b>Due 6/10/22</b>								
<b>AST registration every 5 years</b>	<b>Due 5/2/22</b>								
<b>AST EVERY 5 YEARS (external)</b>									
<b>TANK #1</b>	<b>Due 5/31/22</b>								
<b>TANK #2</b>	<b>Due 5/31/22</b>								
<b>AST EVERY 10 YEARS (Internal)</b>									
<b>TANK #1</b>	<b>Due 8/27/27</b>								
<b>TANK #2</b>	<b>Due 8/27/27</b>								
<b>Title 5 permit, renewal at 5 years</b>	<b>Due 8/31/19</b>								
<b>(Must start 6 months before expiration)</b>									
<b>COR Significant Industrial User Permit</b>	<b>Due 2/28/21</b>								
<b>(Must start 90 days prior,) November 30, 2015</b>									

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***Response to VCU  
RFP No. 7833048CK for  
Environmental Reporting &  
Consulting Services***

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***April 2, 2018***



Prepared by:

**Aegis Environmental, Inc.**  
11511 Allecingie Parkway  
Richmond, VA 23235

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**ENVIRONMENTAL REPORTING AND CONSULTING SERVICES**  
**#7833048CK**

**OFFER FORM**

In compliance with this request for proposals and to all conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described herein in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Furthermore, the undersigned agrees not to start any work relative to this particular solicitation until a resulting formal signed Purchase Order is received by the Contractor from University Purchasing. Any work relative to this solicitation performed by the Contractor prior to receiving a formal signed Purchase Order shall be at the Contractor's own risk and shall not be subject to reimbursement by the University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

**A. GENERAL INFORMATION:**

Name & Address of Firm:

Aegis Environmental, Inc.

Date: April 2, 2018

11511 Allecingie Parkway

By (Signature In Ink): Kelly B. Bonds

North Chesterfield, VA Zip Code 23235-4301

Name Typed: Kelly B. Bonds

E-Mail Address: kbonds@aegisenv.com

Title: Principal

Telephone: ( 888 ) 675-1220

Fax Number: ( 804 ) 379-2389

**Toll free, if available**

**Toll free, if available**

DUNS NO.: 96-631-2217

FEI/FIN NO.: 54-1828898

**B. SMALL, MINORITY & WOMAN OWNED BUSINESS INFORMATION**

MINORITY-OWNED BUSINESS: ( ) YES (X) NO WOMEN-OWNED: (X) YES ( ) NO  
REGISTERED WITH eVA: (X) YES ( ) NO SMALL BUSINESS: (X) YES ( ) NO  
VIRGINIA DSBSD CERTIFIED: (X) YES ( ) NO VIRGINIA DSBSD CERTIFICATION#: 9286

**C. PROPRIETARY OR CONFIDENTIAL INFORMATION**

<input type="checkbox"/> Check the box to the left "if" your proposal contains proprietary or confidential information. If so, <i>add an attachment sheet to this form with details.</i>	<b>See Paragraph XII for more information</b>
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**D. ACKNOWLEDGEMENT OF ADDENDA:** Acknowledge your receipt of any addenda that may have been issued under this solicitation.

**See Paragraph VIII for more information**

Addendum #	<u>1</u>	Addendum #	
Addendum Date	<u>03/21/18</u>	Addendum Date	<u>  /  /  </u>
Addendum #	<u>2</u>	Addendum #	
Addendum Date	<u>03/30/18</u>	Addendum Date	<u>  /  /  </u>

**Affix this Form as the FIRST PAGE of your proposal.**



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Appendix D: Completed RFP Forms

## ***1. INTRODUCTION***

In response to RFP No. 7833048CK, Aegis Environmental, Inc. (Aegis) is pleased to submit this proposal to provide general environmental reporting and consulting services on an as needed basis to Virginia Commonwealth University (VCU). Aegis is a certified woman-owned, small business and a micro business in Virginia (certification number: 9286) that has been in business for 21 years and has successfully provided environmental reporting and consulting services through consecutive term contracts with both VCU and Virginia Tech since 1998 and most recently under a VASCUPP contract. In addition, Aegis has provided similar services to the University of Virginia, Longwood University, George Mason University, William & Mary, Clemson University, University of Georgia, Bloomsburg University, SUNY Plattsburgh, SUNY Binghamton, Virginia Department of Behavioral Health & Developmental Services (DBHDS), Virginia Port Authority as well as federal and local government agencies and a wide variety of industrial clients both within Virginia and outside of the Commonwealth.

Aegis' main office and all but three of its current employees are located in North Chesterfield, Virginia which is less than 15 miles from the VCU campus. This close proximity allows for very short travel times for meetings and site visits. Aegis also has small satellite offices in South Carolina and Alabama. However, all of the work performed for VCU will be performed out of the Aegis office in North Chesterfield, Virginia.

Aegis proposes to perform all of the services under this contract in-house with no subcontractors. Should the need for subcontractors arise, Aegis has excellent relationships with many other firms and would bring the appropriate partners in as the need arises or as requested by VCU. However, Aegis has been able to successfully provide all of the services requested by VCU under the existing contract 4492822-BM, which included a Statement of Needs identical to that provided in this RFP No. 7833048CK, with in-house personnel. These services were provided over the six years of the 4492822-BM contract.

The sections of the proposal that follow provide responses to the RFP in the same order as outlined in the RFP. The body of the proposal response has been designed to provide straightforward and concise descriptions of Aegis' capabilities. Additional details of Aegis' qualifications to meet VCU's Statement of Needs and the qualifications of Aegis' staff are included in Appendices A and B, respectively. Aegis labor rates are presented in Appendix C. Completed RFP forms are included in Appendix D.

Aegis appreciates the opportunity to provide this proposal and we look forward to continuing to assist VCU in maintaining its outstanding environmental compliance track record into the next year and beyond.

## ***2. QUALIFICATIONS OF THE FIRM***

Aegis has successfully performed most of the services outlined in the Statement of Needs for VCU and Virginia Tech continuously since 1998 by means of four consecutive term contracts with each of these institutions. In addition, Aegis has similar term contracts with

Longwood University and George Mason University both of which use Aegis' current VASCUPP term contract (No. 4492822-BM) with VCU and performs similar services for University of Virginia and William & Mary along with several other universities and numerous other governmental and industrial organizations.

In the past three years, Aegis has successfully provided all of the services outlined in the Statement of Needs to clients located in the Commonwealth of Virginia. A matrix that identifies many of Aegis' Virginia clients for which the various tasks outlined in the Statement of Needs is provided in Appendix A. Aegis believes the extent of our outstanding experience in providing the services outlined in the Statement of Needs to VCU and so many other clients sets us apart. Therefore, more detailed information describing this experience is included in Appendix A.

### ***3. QUALIFICATIONS OF THE STAFF***

Aegis' extensive experience in environmental planning, permitting and compliance results from the cultivation of a staff consisting of six former state environmental agency personnel including four from the Virginia DEQ, six former industry environmental managers and others with excellent environmental consulting experience. Client-oriented, quality permitting, and compliance work is fostered by the management team's collective extensive experience, as well as the support staff of Environmental Engineers, Scientists and Geologists who collaborate on the day-to-day tasks to ensure that projects are completed in a timely manner, with accuracy, and with the goal of best meeting the operational flexibility and compliance risk management goals of our clients.

The Aegis staff has an average of 21 years of experience in environmental compliance for state regulatory agencies, for industrial facilities and as consultants. The diverse and extensive experience is invaluable in accurately assessing and managing change. Aegis has experts in all environmental media that review and interpret proposed and promulgated federal, state and local environmental regulations for a multitude of clients. In addition, Aegis' staff includes four former key members of the Virginia Department of Environmental Quality that were instrumental in the implementation and review of regulatory compliance, and six former industrial environmental managers responsible for regulatory compliance and planning for potential regulations.

Aegis' experience in regulatory compliance and working closely with DEQ and USEPA toward a common goal of continued compliance has facilitated excellent report with state and federal regulators, which has proved to be a great asset in permitting and compliance. In fact, three senior Aegis staff members that will serve key roles on this VCU contract and that were formerly with the DEQ have excellent ongoing relationships with several key DEQ Piedmont Region personnel that stem from working together at DEQ.

Aegis has negotiated favorable permit terms on a great many permits with regional permit writers and permitting managers as well as DEQ central office staff on issues in air, water and waste. Aegis also has assisted many of its clients, including VCU, with ongoing compliance reporting and has excellent experience in working with inspectors, compliance

managers and other DEQ and client staff to resolve non-compliance issues that surface. Aegis' outstanding relationships with Virginia DEQ personnel are invaluable in performing this task. Aegis will continue to expand on terrific relationships with both Virginia DEQ and USEPA staff to obtain policies and procedures as soon as they are available and to work with DEQ permit writers and compliance inspectors to negotiate permit terms with the highest probability of compliance. Aegis uses a team approach to resolution of compliance issues in which Aegis, DEQ and client staff are all part of the problem-solving team. This promotes all parties working together and maximizes positive outcome.

Aegis continues to cultivate and nurture the experience of the staff by maintaining an up-to date and relevant knowledge base of the ever-changing environmental regulations. Aegis constantly monitors proposed and final regulatory changes and maintains excellent relationships with Virginia DEQ and USEPA personnel that allows for candid and useful information sharing not only on the status and content of regulations but on the latest information about how a regulation may be interpreted and enforced. Two Aegis staff members are currently serving on Virginia Manufacturers Association (VMA) Air and Water Subcommittees which are charged with monitoring environmental regulations and changes to regulations and helping to shape the development of environmental regulations in Virginia. Aegis is also active in the Air & Waste Management Association and several other Virginia and national environmental organizations. As a service to our clients, Aegis also develops and distributes its popular "Regulatory Alert" which is a regulatory news letter outlining key developments in proposed and final regulations on a quarterly basis. Aegis will continue these regulatory expertise practices and use the information to assess the effects of proposed and final regulations and the enforcement of those regulations on VCU operations.

Aegis' team of senior staff and key personnel proposed to serve on this contract are presented in the table below depicting their years at Aegis and years of total experience. In addition, a professional profile for each of the team members proposed for this contract and an Experience Matrix detailing the areas of expertise of all Aegis professionals is provided in Appendix B.

<b>Management Team Member</b>	<b>Years at Aegis</b>	<b>Total Years of Experience</b>
Kelly Bonds, P.E., Principal & Project Director	21	26
Lori Bonds, P.E., Managing Principal	18	26
Sandra Morse, Sr. Project Advisor	21	53
David Sayre, P.G., Sr. Project Geologist	5	37
Judi Fox, Director, EMS, Training and Auditing, Sr. Project Advisor	1	19
Scott Mortimer, Sr. Project Manager	6	24
Jessica Gunter, Shield® Program Director, Sr. Project Manager	16	17
Chris Lampel, P.E., Project Engineer III	7	7
Mason Pritchett, P.G., Project Geologist II	3	20
Will Ruch, Project Scientist II	5	5

As can be seen in the table above, many of Aegis team members have been with Aegis for five years or more and have worked with VCU in providing the tasks outlined in the Statement of Needs. Kelly Bonds, the proposed Project Director for this contract has been the project director for VCU in all four previous term contracts over the past 20 years and will be heavily involved in this contract. Jessica Gunter, the proposed Project Manager for this contract, has been successfully managing environmental reporting VCU's reporting for approximately 8 years. This level of historical knowledge and continuity in team members is invaluable to VCU's ongoing permitting, compliance and reporting efforts.

In addition to the management team, junior support staff are utilized on projects to provide technical and analytical support to staff and clients in developing documentation & strategies to ensure compliance with federal and state environmental regulations. They assist in the development of client permit applications, compliance reports, and contingency plans. As appropriate for the project, they may also assist in the development of compliance tools including database queries and coding within MS Access. Junior staff may attend site visits to observe and evaluate client activities and procedures. They help to develop and review technical reports for delivery to clients and maintain compliance with exemplary quality of deliverables and they allow for keeping costs minimized while providing the highest level of service.

The experience, skills, and professional relationships that the Aegis team possesses has served VCU and many other universities and other governmental and industrial clients well over the past 21 years. We hope to continue our excellent relationship with VCU as we work together to maintain and even enhance VCU's exemplary compliance record.

#### **4. REFERENCES**

<b>Organization</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone</b>
Virginia Tech	Power Plant Blacksburg, VA 24061	Billy Dudding Associate Director Utilities/Power Plant	540-231-4996
University of Virginia	1450 Leake Drive P.O. Box 400726 Charlottesville, VA 22904-4726	Cheryl Gomez Director of Operations, Facilities Management	434-982-5414
Longwood University	Facilities Management Department Longwood University 201 High Street Bristow Hall Farmville, VA 23909	Ben Myers Director of Facilities Operations	434-395-2740

## **5. WORK PLAN**

### **5.1 PROJECT METHODOLOGY**

Aegis' methods and compliance reporting practices have been proven in successfully supporting VCU's compliance tracking and reporting needs for 20 years. Furthermore, Aegis' in-depth consulting experience with VCU and similar universities in Virginia keeps these decision-makers well informed of the regularly changing regulatory landscape to aid in strategic planning for these growing institutions. Aegis does not intend to change our proven work approach in executing the Statement of Needs. Our general methodology is presented herein, with more specific description of the structured compliance reporting requirements described in the Deliverables section below.

#### **5.1.1 Aegis Shield®**

At the initiation of our contract with VCU, Aegis developed a customized database (i.e., Shield®), to specifically assist VCU with its compliance tracking, documentation, and reporting requirements. Aegis has developed similar Shield® database tools for many other universities including VA Tech, UVA, and Longwood. The Shield® data monitoring, tracking, compiling and reporting functions serve as the backbone for VCU's routine regulatory compliance reporting. From these data and reports, our professionals create the quarterly, semi-annual, and annual reports required by VCU's permit(s) and this Statement of Needs. The Shield® database is maintained on an Aegis server, and a current, password protected copy is kept on a sharefile for VCU access.

#### **5.1.2 Regulatory Consulting**

Aegis constantly monitors proposed and final regulatory changes and maintains excellent relationships with Virginia DEQ and USEPA personnel that allows for candid and informative information sharing not only on the status and content of regulations but on the latest information about how a regulation may be interpreted and enforced. Aegis will continue this practice and use the information to assess the effects of proposed and final regulations and the enforcement of those regulations on VCU operations. Aegis' senior staff will be particularly involved in this task.

Aegis recognizes that environmental compliance and permitting is a critical component to any strategic plan. Aegis would use its experienced staff to work with VCU personnel in the planning and design phases of projects to help identify any regulatory compliance pitfalls and present any alternatives or recommend changes that would help to ensure ongoing continuous environmental compliance will minimizing the regulatory compliance burden. All Aegis staff members would be involved in this task.

#### **5.1.3 Permitting Support**

In developing permit applications, Aegis won't reinvent the wheel unless it is necessary. Aegis has been developing air permit applications for VCU since 1998. Because of this, excellent institutional knowledge of permitting exercises has been gained which is vital in continuing to develop the best workable permits while optimizing operational flexibility. When possible, previously successful permitting methodologies and materials will be used and built upon. Additionally, existing monitoring, recordkeeping and reporting methodologies that are already in place and successful at VCU would be utilized to minimize uncertainty and cost of new methodologies. Aegis would also continue to use its experience

in developing many various permits for Virginia Tech, UVA, Longwood, George Mason University, William & Mary, Clemson University, University of Georgia and many other universities as well as permitting experience for other governmental and major industrial clients both within and outside of Virginia.

Aegis uses the outstanding permitting expertise of its senior staff to develop Title V applications that result in permits that provided optimum operational flexibility while minimizing the burden of monitoring, recordkeeping and reporting. Aegis' vast experience in permitting universities and other similar sources allows for comparison of permits to identify conditions that are favorable and results in permits with most workable permit conditions. When desired by the client, Aegis utilizes remote access to data to allow for the most efficient and cost-effective construction of Title V reports.

#### ***5.1.4 Air Dispersion Modeling***

Aegis would review federal and state regulations and work closely with the necessary reviewing agencies to define what modeling is necessary early in a project, develop the modeling methodology based on those requirements and Aegis' vast modeling experience, test the methodology by running example analyses to ensure that the methodology will work and then develop and submit the modeling protocols to the Virginia DEQ. This approach provides assurance that the proposed modeling methodology will demonstrate compliance with the regulatory requirement prior to submittal of the protocol to the agency. Aegis involves agencies including USEPA, Virginia DEQ, National Park Service and U.S. Forrester Service, as necessary, early in the process to avoid unexpected requirements that may delay approval of modeling and thus delay obtaining necessary permits which in turn would delay construction of the proposed project.

#### ***5.1.5 Environmental Plans and Auditing***

Aegis has recently worked with VCU to develop and format an integrated oil contingency plan to include ODCP, SPCC and stormwater discharge plan requirements which is most advantageous in promoting plan usability and keeping the plans up-to-date. This same approach may be applied to other media plans that often cross similar requirements and responsibilities. These plans are reviewed regularly, but at a minimum of each 6 months, to capture the often-changing components of a university campus.

To meet any environmental audit needs, Aegis would use our team of expert, ISO-14001 certified auditors including Sandra Morse, Lori Bonds, and Will Ruch. Experience of each of these individuals is included in the personnel experience section. Audits would be planned with VCU staff to determine the objective and scope of each audit which will lead to a concise and informative work product.

#### ***5.1.6 Environmental Training***

Aegis has prepared several training modules for VCU Steam Plant operations, most recently Boiler Opacity training. In evaluating other training needs, Aegis would conduct a training assessment prior to developing and implementing a training program. A training assessment would: review training already in place and completed; identify any other environmental training required for VCU' operations; and determine whether the individuals that need the training are receiving the training on the appropriate frequency. Aegis has found that the most common training mistake involves inadequately providing the appropriate personnel



with the appropriate training at the correct frequency. This can lead to under training or overtraining which can lead to excessive and ineffective use of facility funds and the potential for regulatory compliance fines or even injury to personnel.

Aegis may also perform a training audit if requested by the facility. In the audit, training documentation and records would be inspected to check for completeness and to ensure that the proper individuals are receiving the necessary training at the proper frequency and by means of optimum methods. Once the audit is complete, Aegis would make a recommendation for changes to the training already in place and upon agreement with the university, develop training that will efficiently satisfy regulatory requirements and ensuring the proper personnel are trained on the right topics.

## **5.2 DELIVERABLES**

Aegis has performed this environmental reporting and consulting Statement of Needs for VCU consistently over four sequential term contracts for more than 20 years. Accordingly, Aegis is intimately familiar with all contract deliverables and reporting required under the contract. Brief descriptions of these compliance reporting tasks and associated deliverables follows in the sections below.

### **5.2.1 VCU Steam Plant, Main Campus and Sanger/McGuire Compliance Reporting**

#### **5.2.1.1 Monthly Compliance Reporting**

On a monthly basis, Aegis gathers boiler run information from the VCU Steam Plant DAHS system, and generator run logs from the hard copy logs kept at the generators located throughout the Steam Plant, Main Campus and Sanger/McGuire facilities. These data are entered the Shield® which provide the basis from which VCU's compliance reporting is prepared. Using the Shield®, Aegis also tracks compliance tasks (e.g., tank gauge calibrations, fuel certifications, tank shell thickness and pipe pressure testing, etc.) and sends reminders on those tasks as they come due.

#### **5.2.1.2 Quarterly Compliance Reporting**

On a quarterly basis, Aegis prepares the Quarterly Excess Emissions Reports for submittal to DEQ utilizing the DAHS system reports and the Quarterly cylinder gas audit (CGA)/RATA reports. These reports are submitted electronically to DEQ on VCU's behalf (along with a hard copy submittal of the certification signatures). Furthermore, Aegis supports VCU as the primary interface with DEQ concerning any questions or clarifications concerning the data and reporting.

#### **5.2.1.3 Semi-Annual Compliance Reporting**

On a semi-annual basis, Aegis prepares the Semi-Annual Title V Monitoring Report, documenting compliance with the Title V permit for the respective reporting time period. Like the quarterly report(s), this report is also submitted electronically and in hard copy on behalf of VCU to DEQ. On behalf of the VCU Steam Plant, Aegis compiles and prepares the semi-annual fuel oil quality report for submittal to DEQ.

Aegis also prepares VCU's Wastewater Monitoring Report from the sample results provided by VCU plant operations staff and submits hard copy to the City of Richmond (COR) on

behalf of VCU. Along with the 1<sup>st</sup> semi-annual report, Aegis also prepares the annual, hard copy Progress Report for submittal with the Wastewater Monitoring Report.

#### ***5.2.1.4 Annual Compliance Reporting***

On an annual basis, Aegis prepares the Annual Emission Inventory Statements for all university sources compiled from the monthly tracking records in the Shield®. This report is also submitted electronically and in hard copy on behalf of VCU to DEQ.

For the VCU Steam Plant, Aegis prepares the Annual Compliance Certification which includes: the two semi-annual reports discussed above; the quarterly excess emissions reports; and other compliance information obtained from the Shield®. This comprehensive report is also submitted electronically and in hard copy to DEQ on behalf of VCU.

Other routine annual reporting includes preparation and submittal of Mandatory Greenhouse Gas (GHG) Reporting through EPA's eGGRT (electronic submittal) using data gathered in the monthly Shield® records. Lastly, Aegis assists VCU in preparing biennial Boiler MACT compliance reports for VCU Steam Plant.

#### ***5.2.2 Other Deliverables***

As requested, Aegis has routinely assisted VCU with air and water permit renewal applications, SPCC Plan updates, tank registrations, environmental training, and other general compliance tasks as may be applicable.

### ***5.3 WORK SCHEDULE/TIMELINE***

Aegis and its personnel recognize that cost and schedule management are integral parts of our projects and often are as critical as the technical expertise in providing value to our Clients. As the incumbent engineering firm performing these environmental compliance reporting tasks, Aegis is familiar with the structured monthly, quarterly, semi-annual and annual deliverables schedule required of the contract. This schedule and associated period-specific reports is described above in the Deliverables section of this proposal.

The work schedule and timeline for other required elements of this scope of work will be determined and agreed when requested. Examples of other deliverables include: new permit and permit renewal applications; new environmental plans or plan updates; and tank registration(s). For any of these additional elements, Aegis will develop and present a work schedule based on: regulatory requirements; data gathering and information exchange; internal and external document review/comment; potential site visits; and regulatory approval. Each of these schedule components are dynamic inputs, subject to many other constraints. Accordingly, Aegis makes every effort to streamline those work flow elements within our control. However, several of these typical work schedule elements require external inputs beyond our control.

Through all our University permitting and compliance reporting experience, Aegis maintains an outstanding track record in meeting compliance reporting deadlines and delivering necessary environmental permitting functions often critical to the success of many university projects associated with ever growing and developing campuses.

#### **5.4 OUTCOMES AND PERFORMANCE MEASUREMENT**

Perhaps the most critical factor in project performance, schedule and cost control is communication. Corporate management performs oversight and review of project status with individual project managers on a periodic basis and as needed. The project manager is central to maintaining communications with the University, Aegis staff and management and project team members.

Mr. Kelly Bonds, P.E. will be the Project Director/Contract Manager. As a principal and original founder of Aegis, his leadership role enables him to mobilize all resources within Aegis and the project team members. Mr. Bonds has been integral in directing each of Aegis' university contracts dating to 1996 at Aegis' inception and is thus intimately familiar with compliance requirements of universities. Ms. Jessica Gunter will be the Project Manager who is responsible for knowing and meeting the compliance and reporting needs of VCU, reporting back directly to Mr. Bonds. Both Mr. Bonds and Ms. Gunter are well experienced with this VCU contract having performed this work for the university and several others over the past 20 years.

The majority of VCU's compliance reporting requirements are currently managed through Aegis' Shield® compliance tool. This custom compliance database provides the necessary compliance tracking, monitoring and reporting functions, including automated data triggers and regulatory reminders, which has facilitated the University's outstanding environmental compliance record since its implementation at VCU in 2010. Aegis plans to continue to use and develop the application of this compliance tool in meeting the requirements of this contract.

#### **5.5 RISK MANAGEMENT**

The greatest risks to the success of this environmental reporting and consulting contract are: accurate and timely submittal of required compliance reports, staying abreast of regulatory change affecting the university, and project cost control. Aegis' proven project and financial management systems assures that our team delivers accurate and complete compliance reports within the budget and time constraints established by the contract, facility permits and regulations. Our Shield® compliance tool provides outstanding support in most efficiently and cost-effectively meeting the university's reporting requirements.

Aegis' management and staff regularly participate in industry-specific professional organizations (e.g., AWMA, VMA, VWEA) to stay abreast of regulatory changes within air, water and waste media. These organizations bring together environmental professionals from private industry, public institutions, and regulators through monthly/quarterly meetings, seminars and conferences to support discussions and solutions to the regulatory challenges each face in their own profession. From these resources and other studies, Aegis publishes a quarterly regulatory alert tailored to address these regulatory issues.

Most of the Aegis team members proposed for this project have been with Aegis for five or many more years. Aegis utilizes multiple team members on a project and contract so that in the unlikely event that a key team member was to leave Aegis, another Aegis team member is poised to take over this role.

### ***5.5.1 Project Cost Control***

Aegis uses Beyond Software for both its project and corporate financial management. Time, expenses, and material charges are input to the system on a weekly basis but can be tracked daily. Using the task and subtask assignments, costs can be monitored individually for separate activities within a given project. Real time information is available to project managers through our local area network. These real-time system capabilities allow our project managers to immediately recognize trends and respond to potential budget overruns.

### ***5.5.2 Project Performance***

Aegis' direct experience with similar scopes of work completed for many other universities offers unique experience, institutional knowledge and collaborative solutions to each area of the Statement of Needs. Lessons learned from one university's challenges are routinely applied to other university clients as applicable. These collaborative efforts will assure we limit duplicative efforts and maintain an appropriate Client-focused approach to the project while bringing the best value to every task.

The Aegis Project Managers work with at least one senior staff member to assure dissemination of knowledge throughout the organization. Project Managers in turn work with professional and field staff to assure thorough communication throughout the team. With regular dissemination of project status throughout the project team hierarchy and coupled with the compliance tracking and notification support of the Shield® database, Aegis regularly monitors and mitigates risks of missing compliance reporting deliverables. VCU's compliance reporting requirements are similar to the several other VA state universities for whom we provide like services, and the compliance tools being used are the same (i.e., Shield®). Accordingly, our professional staff are well versed in the reporting requirements and are easily interchanged between university projects should we experience any staff turnover assigned to VCU.

Aegis' QA/QC requires that all reports, letters, proposals, design drawings, plans and specifications containing technical conclusions and/or recommendations be reviewed by at least one Senior Reviewer. Our process requires that the Senior Reviewer be involved in the project from development of the work plan, through project execution, and finally in the deliverable(s) review phase. Documents prepared by Aegis include document control information to facilitate version tracking, verify accuracy, and allow traceability of the various components of a completed project.

## ***5.6 OTHER - SUSTAINABILITY***

In recognition of commitments to sustainable practices by the many universities we work for, Aegis utilizes electronic mail and electronic documentation for submittal of all reports, permit applications and any other work products where allowed and practical. Aegis supports continuing this process with this contract to not only reduce paper usage but also expedite the review and submittal of work products. Aegis has used remote connection to servers and data acquisition systems at both Virginia Commonwealth University and Virginia Tech to most efficiently query data and compile environmental reports and to minimize or even eliminate the site trips to VCU facilities.

Aegis' offices are located less than 15 miles from the VCU campuses which allows for minimal automobile mileage and travel time when a site trip or a face-to-face meeting is required. Aegis also utilizes remote meeting services and would offer this meeting methodology to VCU to conduct meetings most efficiently. Aegis offers sustainability, greenhouse gas/carbon footprint assessments and carbon action plan services to its clients and would continue to use aspects of these programs to minimize carbon emissions and identify and recommend further efficiencies as they are discovered during the term of the contract.

### **5.7 SWAM BUSINESS COMMITMENT**

Aegis is a certified woman-owned, small business and a micro business in Virginia (certification number: 9286). All the environmental reporting and consulting services defined in the Statement of Needs will be performed by our highly-qualified in-house staff of professionals. Where necessary, supplemental services (e.g., laboratory analytical, etc.) are provided by certified SWaM businesses with whom Aegis has long-standing working relationships.

### **5.8 EXCEPTIONS**

Aegis does not take any exceptions to the terms, conditions, specifications, or Statement of Needs provided in the RFP.

## **6. PRICE PROPOSAL**

<b>Title/Position Description</b>	<b>Estimated Quantity (Hours)</b>	<b>Labor Rate (hourly)</b>	<b>Extended Price Estimated Budget</b>
Project Director/Principal	8.0	\$179.00	\$ 1,432.00
Senior Project Manager	10.0	\$145.00	\$ 1,450.00
Senior Project Scientist	144.0	\$125.00	\$ 18,000.00

**Total Proposal  
Amount**

**\$ 20,882.00**

This Price Proposal is provided as requested in the format provided, including pre-established labor category(s) and estimated labor hours. Accordingly, the total price proposal is provided for uniform comparison among all soliciting vendors. As the incumbent professional services provider and based on historical annual contract values, Aegis is familiar with the actual annual costs to perform the services requested, including both routine compliance reporting and periodic permitting/compliance support. As such, Aegis' budgetary estimate to provide these typical environmental reporting and consulting services is provided in Appendix C.

## ***Appendix A***

### ***Qualifications to Meet VCU's Statement of Needs***

## ***APPENDIX A – AEGIS’ QUALIFICATIONS TO MEET VCU’S STATEMENT OF NEEDS***

The following provides detailed description of Aegis’ recent professional experience in providing the services outlined in the Statement of Needs as presented in RFP No. 7833048CK. This Appendix is designed to provide additional information to supplement the summary information provided in the proposal body and in the Aegis Firm Experience Matrix.

### ***A. GENERAL ENVIRONMENTAL:***

#### ***A.1. Development and implementation of environmental auditing programs.***

Aegis has performed environmental auditing services for numerous clients including Virginia Tech, Virginia Port Authority, Chesterfield County, City of Manassas and Prince William County, Virginia, a Fortune 500 Power Producer and Evonik.

Aegis has developed and implemented auditing programs in air, water and waste at various facilities in Virginia including power production, port facilities, fleet maintenance, fueling stations, print shops, landfill & recycling operations, fire & police training facilities, schools and buildings and grounds, chemical storage & maintenance. We develop audit protocols and site-specific checklists for both general and media specific (e.g., waste generation and handling) environmental compliance audits and environmental management systems audits. The latter were generally in preparation for participation in a state-sponsored environmental excellence program or for ISO 14001 certification. In addition to conducting audits, the Aegis staff has developed and delivered training programs in compliance and EMS auditing and in the development and implementation of EMS programs. Aegis staff also revised the organizational and facility EMS documents and audited facility operations for both environmental compliance and EMS program elements.

Under this contract, Aegis would use expert auditors including Lori Bonds, P.E., Sandra Morse, David Sayre, P.G., Judi Fox, Mason Pritchett, P.G., Chris Lampel, P.E. and Will Ruch for auditing activities. Experience of each of these individuals is included in Appendix B. Audits would be planned with VCU staff to determine the objective and scope of each audit which will lead to a concise and informative work product.

#### **Representative Project 1: Fortune 500 Power Producer**

Aegis has provided general environmental support to this client under successive multi-year contracts since 2001 including recently serving on several multi-media environmental auditing teams at various locations including power production and oil/fuel storage and transfer facilities. Projects for both electric and gas services have included air permitting and compliance, staff augmentation, EPCRA reporting, database development and management, SPCC plans, nutrient credits and offsets, visible emissions evaluations, training development and delivery, audits, and Storm Water Pollution Prevention Plans. Since 2011, Aegis has provided general environmental support and adjunct professional staffing to the client’s Gas Environmental Services department on an on-going basis. Projects have included: air permit review and database development; stormwater permit inspections, monitoring and

maintenance; environmental audits; air permitting; and development of air permit requirements tracking.

#### **Representative Project 2: Virginia Port Authority**

Aegis conducted waste and stormwater regulatory compliance audits at six Virginia ports for the Virginia Port Authority. Aegis provided an audit team that toured facilities and inspected documentation alongside port authority personnel. The audits included regulatory interpretation and applicability determinations that were specific to the port operation. Audit findings and recommendations were provided both during audits and at the closing of the audits to assist the ports in maintaining compliance with applicable regulations.

#### **Representative Project 3: Chesterfield County, Virginia**

Aegis conducted environmental audits at elementary, middle and high school facilities for Chesterfield County, Virginia. These audits included assessing environmental compliance with waste, water and air requirements at tech centers, maintenance shops and bus facilities.

#### **Representative Project 4: City of Manassas, Virginia**

The City of Manassas selected Aegis to provide assistance in maintaining compliance with current environmental requirements and in evaluating the potential impact of future requirements under a multi-year general services agreement. Environmental compliance audits were conducted at various City operations including the electric generation facility, Public Works shops, vehicle maintenance garage, and the drinking water treatment plant.

#### **Representative Project 5: Prince William County, Virginia**

Prince William County (PWC) has awarded Aegis several successive, multi-year contracts to assist in the development of its Environmental Management System (EMS) Program and obtaining certifications in the Virginia Environmental Excellence Program (VEEP) of the DEQ. Activities have included conducting environmental compliance audits of some twelve activities (e.g., fleet maintenance, fueling stations, print shop, landfill & recycling operations, fire & police training facility, and buildings and grounds chemical storage & maintenance) and Parks & Recreation operations; and assisting with development of policies and procedures to address best management practices and/or regulatory issues, especially associated with waste handling procedures. Aegis has conducted follow-up audits to evaluate actions taken to address issues noted in the initial audits.

#### ***A.2. Assessment of projected operational changes.***

Aegis has outstanding experience in assessing the environmental impacts of operational changes. Often environmental regulatory requirements can affect proposed facility changes significantly. In one example, Aegis identified that the installation of a proposed boiler at a public university would not have been able to comply with the applicable air regulations for that size and type of boiler. Aegis recommended that the boiler size be decreased slightly to a size that still provided the necessary steam generation and operational flexibility. This averted continuous compliance problems for the university.

Aegis assesses projected operational changes for all of its clients. The Aegis staff has an average of 21 years of experience in environmental compliance for state regulatory agencies,



for industrial facilities and as consultants. This diverse and extensive experience is invaluable in accurately assessing and managing change.

Under this contract, Aegis would use its experienced staff to work with VCU personnel in the planning and design phases of projects to help identify any regulatory compliance pitfalls and present any alternatives or recommend changes that would help to ensure ongoing continuous environmental compliance will minimizing the regulatory compliance burden. All Aegis staff members assigned to the project would be involved in this task.

### **Representative Project 1: Virginia Commonwealth University**

Aegis has been assisting VCU with environmental reporting and consulting services including air quality permitting and compliance through consecutive term contracts since 1998. Aegis recently worked with VCU staff and the Virginia DEQ to streamline the Monroe Park Campus (MPC) State Operating Air permit to allow for less burdensome permitting as small boilers and emergency generators are added. This was done by eliminating the list of individual equipment and replacing it with categories of equipment that are subject to the same state and federal regulations and that have the same emission factors. Aegis continually assesses projected operational changes with regard to environmental regulations at MPC, the MCV Heat Plant (East Plant) and miscellaneous other operations and facilities.

### **Representative Project 2: Virginia Tech**

Aegis has been assisting Virginia Tech located in Blacksburg, Virginia with environmental reporting and consulting services including air quality permitting and compliance through consecutive term contracts since 1998. Recently, Aegis assisted Virginia Tech with the reclassification of three boilers from oil fired to gas 1 fired boilers in the Boiler MACT, a federal regulation, after Virginia Tech was able to gain access to greater natural gas access and operational changes. This reclassification allowed Virginia Tech to have fewer and less stringent regulatory requirements and allowed compliance without having to conduct costly stack testing. Aegis developed a compliance strategy that included this reclassification as Virginia Tech was considering changing these boilers from oil and gas boilers to gas boilers and continues to assist Virginia Tech as master planning for the facility management department continues.

### **Representative Project 3: University of Virginia**

Aegis has been assisting the University of Virginia (UVA) located in Charlottesville, Virginia with air quality permitting and compliance. Aegis initially developed a Prevention of Significant Deterioration (PSD) permit application for modifications to the Main Heating Plant which included an analysis of the technical and economic feasibility of various pollutant control systems and extensive air dispersion modeling to predict the ambient impact of the modification. Aegis services have also included developing compliance strategies for new and potential regulatory requirements, e.g., Boiler MACT and New Source Performance Standards (NSPS). This allowed UVA to assess potential impacts and determine the best option(s) for university operations. Aegis has assisted in determining environmental impacts of various options presented in Master Plan studies.

Recently, Aegis developed a permit application for Boiler 6 and was successful in obtaining the permit in a timely fashion. Future expansion of the Main Heating Plant and other facilities were considered by Aegis in the permitting and regulatory compliance strategy for this project. Aegis developed a regulatory applicability and permitting analysis and made recommendations for which future projects to include in the current permitting effort. This analysis and the recommendations made resulted in the most efficient permitting path and a timely permit.

#### **Representative Project 4: Longwood University**

Aegis performs environmental reporting and consulting services for Longwood University under a term contract. Aegis has developed numerous air permit applications over the last 15 years and continues to provide these services. Most recently Aegis assisted Longwood with permitting Boiler 8. Aegis works with key Longwood staff with regulatory compliance and permitting strategies as their operations and facility equipment needs change. In this way, Aegis assists Longwood with maintaining regulatory compliance by means of permits that allow for the necessary operational flexibility while minimizing the record keeping, reporting and compliance burden.

#### **Representative Project 5: George Mason University**

Aegis performs environmental reporting and consulting services for George Mason University under a term contract. Aegis managed the regulatory compliance and permitting efforts of university facilities including generators and other fuel burning equipment by performing regulatory applicability analysis, providing recommendations and compliance strategies and then developing air permit applications and obtaining permits as necessary for proposed operational and equipment changes.

#### ***A.3. Interpretation of federal and state environmental requirements, including assessment of the potential impact of proposed regulations.***

Aegis has experts in all environmental media that review and interpret proposed and promulgated federal, state and local environmental regulations for a multitude of clients. In addition, Aegis' staff includes four former key members of the Virginia Department of Environmental Quality that were instrumental in the implementation and review of regulatory compliance, six former industrial environmental managers responsible for regulatory compliance and planning for potential regulations and a staff with an average of 21 years of environmental compliance experience. Two Aegis staff members are currently serving on Virginia Manufacturers Association (VMA) Air and Water Subcommittees which are charged with monitoring environmental regulations and changes to regulations and helping to shape the development of environmental regulations in Virginia. Aegis also develops and distributes its popular "Regulatory Alert" which is a regulatory news letter outlining key developments in proposed and final regulations on a quarterly basis. Aegis' senior staff including Kelly Bonds, Lori Bonds, Sandra Morse, Judi Fox, Jessica Gunter, David Sayre, Scott Mortimer and Mason Pritchett will be key team members in performing this task.

Aegis constantly monitors proposed and final regulatory changes and maintains excellent relationships with Virginia DEQ and USEPA personnel that allows for candid and informative information sharing not only on the status and content of regulations but on the

latest information about how a regulation may be interpreted and enforced. Aegis also actively participates in VMA air and water subcommittees and in the Air & Waste Management Association and several other Virginia and national environmental organizations. Aegis will continue this practice and use the information to assess the effects of proposed and final regulations and the enforcement of those regulations on VCU operations. Aegis' senior staff will be particularly involved in this task.

#### **Representative Project 1: Virginia Commonwealth University**

Under four consecutive term contracts with VCU for environmental consulting services which have included reporting requirements continuously since the first contract in 1998, Aegis has interpreted both federal and state environmental regulations and assessed the potential impact of proposed regulations. Included in the long list of regulations that Aegis has interpreted for VCU are New Source Performance Standards (NSPS) for boilers and generators, National Emissions Standards for Hazardous Air Pollutants (NESHAPs, also known as Maximum Achievable Control Technology or MACT regulations) for boilers and generators, and the Greenhouse Gas (GHG) Rules. Aegis' institutional knowledge of these interpretations and how they affect VCU operations are very important to the continued environmental compliance of VCU. Aegis has and continues to interpret and assess regulations for the MPC, the MCV heat plant (East Plant) and miscellaneous operations and facilities as the university grows.

#### **Representative Project 2: Virginia Tech**

Just as with VCU, Aegis has interpreted proposed and promulgated federal and state regulations and determined their effect on Virginia Tech since 1998. Aegis' projects with many sources that are very similar to VCU include several major universities: George Mason University, Longwood University and William & Mary among others; affords collaborative efficiency in tracking and interpreting regulations that benefits VCU.

#### **Representative Project 3: City of Manassas, Virginia**

Under its contract with City of Manassas, Aegis has provided evaluation of more stringent requirements with the ozone nonattainment reclassification and assessed potential impacts on City power production facilities. Aegis interprets regulations for each and every client with which we work and takes great pride in assisting our clients in maintaining outstanding compliance records.

#### ***A.4. Analysis of requirements within the context of the Virginia Department of Environmental Quality's policies and procedures. The contractor should have experience with construction permit terms and resolution of compliance issues.***

Aegis' vast experience in permitting and developing compliance strategies for a multitude of various governmental and industrial operations coupled with the experience of four Aegis team members as key Virginia DEQ staff, including one who served as the DEQ compliance manager for waste issues, makes Aegis an ideal partner for this task. Aegis has negotiated favorable permit terms on a great many permits with regional permit writers and permitting managers as well as DEQ central office staff on issues in air, water and waste. Aegis also has assisted many of its clients, including VCU, with ongoing compliance reporting and has excellent experience in working with inspectors, compliance managers and other DEQ and

client staff to resolve non-compliance issues that surface. Aegis' outstanding relationships with Virginia DEQ personnel are invaluable in performing this task.

Under this contract, Aegis will continue to expand on terrific relationships with both Virginia DEQ and USEPA staff to obtain policies and procedures as soon as they are available. Often such policies and procedures are provided to Aegis personnel by the DEQ or EPA as soon as they are available. Aegis works with DEQ permit writers and compliance inspectors to negotiate permit terms with the highest probability of compliance and uses a team approach to resolution of compliance issues in which Aegis, DEQ and client staff are all part of the problem-solving team. This promotes all parties working together and minimizes confrontation. Aegis' active membership in the VMA Air and Water Subcommittees and in other state and national environmental organizations affords an additional mechanism for staying abreast of DEQ policies and procedures and allows for trading of notes on permit terms and resolution of compliance issues.

#### **Representative Project 1: Virginia Commonwealth University**

Aegis has assisted VCU with understanding, interpreting and complying with Virginia DEQ policies and procedures since 1998. During that time the policies and procedures have changed significantly as regulations and DEQ personnel have changed. Aegis' close working relationship with DEQ permit writers, compliance managers and inspectors and central office policy staff, many of whom worked with Aegis staff while employed at the DEQ, allows VCU to stay ahead of the curve and effectively plan for and remain in compliance with policy and procedure changes.

Aegis managed environmental reporting and has developed multiple construction permit applications including a Prevention of Significant Deterioration permit application for the MCV steam plant and several revisions to this permit over the years, permit applications for the Siegel Center boilers, and revisions to the Monroe Park Campus permit to allow for installation of new boilers and generators. Since Aegis began working with VCU, very few compliance issues have surfaced and any that did were very minor deficiencies. Aegis worked closely with VCU staff and DEQ personnel to resolve these issues and minimize or eliminate any potential fines or notices of violations or warning letters. Aegis also made recommendations for corrections that would avoid recurrence of the compliance issue.

#### **Representative Project 2: Virginia Tech**

Just as with VCU, Aegis has managed environmental reporting and interpreted DEQ policies and procedures and their effect on Virginia Tech since 1998. During this time, Aegis has developed PSD, minor New Source Review and Title V permit applications for Virginia Tech. Aegis negotiated favorable permit terms and has been instrumental in minimizing compliance issues because of this and based on our strong working relationship with DEQ and Virginia Tech staff.

#### **Representative Project 3: Longwood University**

Aegis has managed environmental reporting and interpreted DEQ policies and procedures and their effect on Longwood University since 2003. As with VCU and Virginia Tech, Aegis has developed both New Source Review and Title V permit applications for

Longwood. Aegis negotiated favorable permit terms and has been instrumental in minimizing compliance issues because of this and based on our strong working relationship with DEQ and Longwood staff.

### **Representative Project 3: City of Manassas, Virginia**

The City of Manassas selected Aegis to provide assistance in maintaining compliance with current environmental requirements and in evaluating the potential impact of future requirements under several general environmental services agreements. Aegis interprets Virginia DEQ policies and procedures for City of Manassas and negotiates construction permit terms with the DEQ. Aegis has also successfully represented City of Manassas in compliance issues and worked closely with facility and DEQ personnel to resolve any issues.

## ***B. AIR QUALITY:***

### ***B.1. Development of New Source Review air permit application including minor, non-attainment and prevention of significant deterioration permits.***

Aegis has developed several minor New Source Review, Prevention of Significant Deterioration and State Operating Permit applications for VCU including those for the Monroe Park Campus, the Hospital (MCV), the MCV heating plant, the Siegel Center and an ethylene oxide sterilizer. In addition, Aegis has prepared a great many permit applications for similar operations at universities, federal and local government facilities and numerous and various industrial facilities. Aegis has the capability, skills and experience to successfully develop all types of air permits including air dispersion modeling in house and has been doing so since our inception in 1996.

In developing permit applications, Aegis won't reinvent the wheel unless it is necessary. Aegis has been developing air permit applications for VCU since 1998. Because of this, excellent institutional knowledge of permitting exercises has been gained which is vital in continuing to develop the best workable permits while optimizing operational flexibility. When possible, previously successful permitting methodologies and materials will be used and built upon. Additionally, existing monitoring, recordkeeping and reporting methodologies that are already in place and successful at VCU would be utilized in order to minimize uncertainty and cost of new methodologies. Aegis would also continue to use its experience in developing many various permits for Virginia Tech, UVA, Longwood, George Mason University, William & Mary, Clemson University, University of Georgia and many other universities as well as permitting experience for other governmental and major industrial clients both within and outside of Virginia.

### **Representative Project 1: Virginia Commonwealth University**

Aegis has successfully developed several air permit applications for VCU since 1998. Aegis developed a PSD permit application to allow the MCV Steam Plant to increase fuel throughput and operational flexibility. This application included a regulatory applicability analysis, Best Available Control Technology (BACT) analysis, air dispersion modeling analysis and negotiation of favorable permit terms with Virginia DEQ. Aegis has assisted VCU with the development of two minor New Source Review (NSR) air permit applications and a state operating permit application for the Monroe Park Campus.

**Representative Project 2: Virginia Tech**

Aegis initially was retained by Virginia Tech to assist in the development of a Prevention of Significant Deterioration (PSD) permit application for certain modifications to the central heating plant located on the University's campus in Blacksburg, Virginia. The PSD application required the characterization and quantification of pollutant emissions associated with the modification, an analysis of the technical and economic feasibility of various pollutant control systems (e.g., PM10, SO<sub>2</sub>, NO<sub>x</sub>), and extensive air dispersion modeling (NAAQS, increment, visibility) to predict the ambient impact of the modification. In addition, Aegis provided a comprehensive analysis of the potential technical and economic feasibility of additional controls for nitrogen oxides (NO<sub>x</sub>) from the new mass stoker boiler and assisted in the collection and evaluation of site NO<sub>x</sub> emissions monitoring data to establish an appropriate NO<sub>x</sub> emissions limit for this unit.

In developing the application and negotiating permit conditions, Aegis worked with members of the University's staff, VADEQ, EPA, and Federal Land Managers from the National Park Service and the U.S. Forest Service. Aegis has also assisted Virginia Tech in developing minor New Source Review permit applications for a temporary boiler and various modifications to the Central Heating Plant. Aegis is currently developing a permit application for Boiler 12 at Virginia Tech.

**Representative Project 3: University of Virginia**

Aegis developed a NSR permit for UVA's \$50 million Central Heat Plant upgrade which included replacement or upgrade to all five of the boilers at the plant. Most recently, Aegis developed the permit application for Boiler 6. These projects included regulatory applicability analysis, Virginia DEQ and federal NSPS and Boiler MACT requirements, best available control technology (pollution control) analysis, complex emissions calculations and working closely with UVA and DEQ staff to obtain a permit that provides maximum operational flexibility while minimizing monitoring, recordkeeping and reporting burden.

**Representative Project 4: Longwood University**

Aegis recently developed a minor New Source Review permit application and successfully obtained a workable permit for a new biomass power plant at Longwood University. The application included emissions calculations, a control technology analysis, air dispersion modeling and identification of applicable environmental regulations.

***B.2. Development of modifications, applications and reporting necessary for Title V compliance.***

Aegis has developed numerous Title V permit applications including Title V renewal applications and revisions. Aegis developed the initial Title V permit applications for VCU, University of Virginia and Virginia Tech and continues to support these universities and a multitude of other governmental and industrial clients in developing applications and compiling and submitting compliance reports. In fact, Aegis currently compiles and submits the Title V reports for VCU, Virginia Tech and Longwood.

Aegis uses the outstanding permitting expertise of its senior staff to develop Title V applications that result in permits that provided optimum operational flexibility while minimizing the burden of monitoring, recordkeeping and reporting. Aegis' vast experience in permitting universities and other similar sources allows for comparison of permits to identify conditions that are favorable and results in permits with most workable permit conditions. When desired by the client, Aegis utilizes remote access to data to allow for the most efficient and cost-effective construction of Title V reports.

#### **Representative Project 1: Virginia Commonwealth University**

Aegis developed an initial and renewal Title V operating permit application for the MCV Steam Plant, and a State Operating Permit application for the Monroe Park Campus. Aegis also developed a Title V permit amendment application which was required as a result of the PSD permitting activities. This application included development of a Compliance Assurance Monitoring (CAM) plan. Aegis customized its Shield® (environmental compliance database) for the steam plant air requirements and compiles and submits quarterly Continuous Emissions Monitoring Systems (CEMS) quarterly reports required by NSPS on behalf of VCU to the VADEQ and EPA.

#### **Representative Project 2: Virginia Tech**

Aegis worked closely with Virginia Tech staff to develop an initial Title V permit application and a renewal application. Aegis remotely accesses Virginia Tech's Central Heating Plant data acquisition system to obtain and compile data and put together the quarterly Continuous Emissions Monitoring reports.

#### **Representative Project 3: University of Virginia**

An initial and a renewal Title V operating permit application was also developed for the University of Virginia (UVA) and Aegis assisted in permit terms negotiations with the VADEQ. Aegis worked closely with UVA and DEQ staff in developing these applications which accurately depict the facilities and operations. Aegis also worked closely with UVA in identifying the monitoring, recordkeeping and reporting mechanisms that UVA preferred and that have been shown to work well previously and propose changes where advantageous and allowed by the regulations.

#### ***B.3. Development and interpretation of complex air dispersion modeling.***

Kelly Bonds, P.E., who will serve as Aegis' Project Director on this project formerly served in the Virginia DEQ air dispersion modeling section with the current modeling section chief, Mike Kiss. Aegis has three senior modelers with excellent experience in developing successful modeling analyses. These modeling services have been provided to VCU, Virginia Tech, University of Virginia, University of Mary Washington, Longwood University and Clemson University as well as many industrial clients including Volvo Trucks. Aegis has worked with the Virginia DEQ, USEPA, the National Park Service and U.S. Forest Service to successfully model and have approved simple to extremely complex modeling scenarios using models including SCREEN3, AERMOD, CALPUFF, VISCSCREEN and CTSCREEN among others.

Under this contract, Aegis would review federal and state regulations and work closely with the necessary reviewing agencies to define what modeling is necessary early in a project, develop the modeling methodology based on those requirements and Aegis' vast modeling experience, test the methodology by running example analyses to ensure that the methodology will work and then develop and submit the modeling protocols to the Virginia DEQ. This approach provides assurance that the proposed modeling methodology will demonstrate compliance with the regulatory requirement prior to submittal of the protocol to the agency. Aegis involves agencies including USEPA, Virginia DEQ, National Park Service and U.S. Forest Service, as necessary, early in the process in order to avoid unexpected requirements that may delay approval of modeling and thus delay obtaining necessary permits which in turn would delay construction of the proposed project.

#### **Representative Projects 1, 2 and 3: Virginia Commonwealth University, Virginia Tech and University of Virginia**

Aegis successfully performed complex air dispersion modeling for each of these major universities in separate Prevention of Significant Deterioration air permitting activities. VCU's and Virginia Tech's modeling was associated with increases in fuel usage limits at their respective steam plants. UVA's modeling was associated with a \$50 million expansion to its Main Heating Plant. In all three modeling analyses, the Virginia DEQ, USEPA and federal land managers (National Park Service and U.S. Forest Service) were involved in the review and approval of the modeling protocols and reports.

#### **Representative Project 4: Volvo Trucks, Dublin, Virginia**

In 2016, Aegis developed a PSD permit application and obtained a PSD permit for Volvo Trucks in Dublin, Virginia which included highly complex air dispersion modeling. Aegis developed a modeling protocol for using USEPA's AERMOD. The protocol and the modeling was excepted by the Virginia DEQ and the permit was issued with permit conditions that allowed Volvo the operational flexibility needed to carry out its mission.

#### ***B.4. Development of state operating permit applications.***

Aegis first developed a State Operating Permit (SOP) application for VCU in 1998. This permit application allowed the Monroe Park Campus (MPC) to avoid classification as a Title V major source while providing ample fuel usage and operational flexibility to accommodate a great deal of growth and continuous changes in fuel prices. Since 1998, Aegis has developed several updates to the Monroe Park Campus SOP as emissions units have been added and removed. Aegis has developed similar SOP applications for numerous other facilities.

Just as with other air permits, Aegis uses its deep knowledge of the regulations and the regulators along with our understanding and institutional knowledge of VCU facilities and operations to craft the most advantageous permits for VCU.

#### **Representative Project 1: Virginia Commonwealth University**

Aegis successfully developed a State Operating Permit (SOP) application for the Monroe Park Campus in 1998 which allowed the avoidance of Title V permitting by establishing workable fuel usage permit limits and provided for ample operational flexibility for the many



Monroe Park boilers. Over the years, Aegis has developed several updates to the SOP application in order to keep the SOP current with regulations as boilers have been replaced or added.

#### **Representative Project 2: Longwood University**

Aegis developed a SOP for Longwood that allowed for the construction and operation of a new Biomass Steam Plant. Emissions calculations, air dispersion modeling, emissions control technology analysis and identification and compliance planning for applicable air regulations were all part of the project.

#### ***B.5. Development, interpretation and reporting of greenhouse gas permitting, monitoring and compliance issues.***

Aegis has developed a permit application for VCU including determining permitting applicability for greenhouse gases (GHG) in accordance with Virginia DEQ's GHG tailoring rule and estimating GHG emissions. In addition, Aegis assisted VCU in reporting GHG emissions to ensure compliance with the initial GHG regulations. Aegis has performed similar services for other governmental and industrial clients.

The GHG regulations were promulgated and went into effect within the last several years and have undergone many changes since first being introduced. Because of this, there has been much uncertainty on behalf of the regulated community regarding the implementation and effects on permitting and compliance. Aegis has used its strong relationships with DEQ and EPA representatives to develop the most effective permitting and reporting strategies that are consistent with these new regulations and afford VCU maximum flexibility in permitting and reporting.

#### **Representative Project 1: Virginia Commonwealth University**

Aegis recently developed an update to the Monroe Park Campus State Operating Permit which included GHG permitting for boilers and emergency generators. In addition, Aegis assisted VCU in registering the US EPA GHG reporting software and in reporting GHG emissions in accordance with reporting regulations. Aegis also developed an air permitting strategy for a biomass boiler as part of a feasibility study. The strategy included GHG permitting implications.

#### **Representative Project 2: Bear Island Paper, Ashland, VA**

Aegis managed the mandatory reporting under the GHG Rule for Bear Island Paper. This project included interpreting the rule, making a determination of the applicability, registering the client with USEPA and developing the report so that the facility was in full compliance with the rule.

#### ***B.6. Development, interpretation and reporting of emergency generator permitting and compliance issues.***

The regulations applicable to emergency generators have become much more onerous and complex since 2006. Aegis has developed compliance strategies and successfully incorporated emergency generators into New Source Review, SOP and Title V permits for

such clients as VCU, Virginia Tech, University of Virginia, City of Manassas and several industrial clients. In addition to identifying the applicable requirements and developing compliance strategies for these new regulations, Aegis has assisted sources in determining Best Available Control Technology (BACT) and Lowest Achievable Emissions Rates (LAER) for emergency generators.

Aegis first reviews the type, size and construction and installation dates and the intended use of the generators in question. This allows for applicability determination of the NSPSs and NESHAPs and the permitting requirements for the generators. Once regulatory applicability is established based on generator information, Aegis reviews this with the facility to determine if any concerns based on the generator specifications may arise. If concerns do arise, Aegis will work with the client to identify compliance alternatives or potential alternatives to equipment, operations or controls to provide for the greatest opportunity for ongoing compliance while providing for maximum operational flexibility of the facility.

#### **Representative Project 1: Virginia Commonwealth University**

Aegis recently developed an update to the Monroe Park Campus State Operating Permit which included installation of several emergency generators. New requirements from New Source Performance Standard (NSPS) and National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations were identified and interpreted and the requirements outlined for VCU to ensure initial and ongoing compliance and proper identification in the permit application.

#### **Representative Project 2: Virginia Tech**

Aegis identified the applicable emergency generator regulations in association with a Title V renewal for Virginia Tech. In addition to properly handling the generators in the Title V application, Aegis determined the implications of the new regulations on Virginia Tech facilities and outlined the requirements including those for monitoring, recordkeeping and reporting.

### ***C. OIL DISCHARGE CONTINGENCY PLAN (ODCP) & SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC):***

#### ***C.1. Development of oil discharge contingency plan.***

Aegis developed the ODCP for oil tanks at VCU's MCV steam plant initially and has developed several similar plans for other governmental and industrial clients.

Aegis works with our clients to determine the format of a plan that works best for their particular case. In some cases, an integrated plan which may include ODCP, SPCC and stormwater discharge plans may be advantageous and work best for usability and keeping the plans up-to-date. However, when various staff may need access to one plan but not another, separate plans may be more practical. Aegis works with the client to help determine what works best for them.

#### **Representative Project 1: Virginia Commonwealth University**

Aegis has recently worked with VCU to develop and format an integrated oil contingency plan to include ODCP, SPCC and stormwater discharge plan requirements which is most

advantageous in promoting plan usability and keeping the plans up-to-date. This same approach may be applied to other media plans that often cross similar requirements and responsibilities. These plans are reviewed regularly, but at a minimum of each 6 months, to capture the often-changing components of a university campus.

**Representative Project 2: Confidential Fortune 500 Consumer Products Manufacturer**

This Fortune 500 manufacturer of consumer products retained Aegis to assist corporate and facility environmental staff with environmental requirements. Over the course of several multi-year contracts, Aegis has developed and/or revised SPCC plans and ODCP among many other tasks.

**Representative Project 3: City of Manassas, Virginia**

Aegis has completed the development and P. E. certification of spill plans (SPCC and ODCP) for City of Manassas power generation facilities and a number of electrical substations.

***C.2. Identification of existing and potential waste streams.***

Aegis has identified existing and potential waste streams, characterized the waste, developed handling procedures, developed waste handling reference manuals, developed and performed waste handling training and identified and recommended recycle/reuse opportunities to governmental and industrial clients.

Aegis brings a holistic and proactive approach to identification, handling and reducing waste streams. Often Aegis will address waste as part of the development and implementation of an Environmental Management System (EMS) which allows for a more complete and effective treatment of waste streams.

**Representative Project 1: Prince William County, Virginia**

Aegis works with Prince William County (PWC) under a multi-year environmental services contract. Among many other tasks, Aegis assists PWC with waste characterization and disposition issues.

**Representative Project 2: City of Manassas, Virginia**

Environmental compliance audits were conducted at various City operations including the Public Works shops, vehicle maintenance garage, and the drinking water treatment plant. Aegis specifically reviewed waste generation identification, classification, and handling procedures at these locations and developed a waste handling reference manual for Public Works employees. The manual provides information on typical waste streams, appropriate handling procedures, and recycling/reuse opportunities. This was included in the pollution prevention section of the City's EMS program. Aegis also provided training for appropriate handling of hazardous waste for Public Works employees.

***C.3. Development of spill prevention, control and countermeasure plan.***

Aegis has developed a large number of Spill Prevention, Control and Countermeasure (SPCC) plans for a multitude of clients including comprehensive, integrated plans for VCU, University of Virginia, and plans for City of Manassas and Prince William County, Virginia and many industrial clients among others.

**Representative Project 1: Virginia Commonwealth University**

Aegis has recently worked with VCU to develop and format an integrated oil contingency plan to include ODCP, SPCC and stormwater discharge plan requirements which is most advantageous in promoting plan usability and keeping the plans up-to-date. This same approach may be applied to other media plans that often cross similar requirements and responsibilities. These plans are reviewed regularly, but at a minimum of each 6 months, to capture the often-changing components of a university campus.

**Representative Project 2: University of Virginia**

Aegis has completed the development and P. E. certification of SPCC plans for UVA.

**Representative Project 3: City of Manassas, Virginia**

Aegis has completed the development and P. E. certification of spill plans (SPCC and ODCP) for City of Manassas power generation facilities and a number of electrical substations.

***C.4. Development and implementation of training programs in hazardous materials, requirements for industrial and governmental facilities.***

Aegis develops and implements training programs for a wide variety of clients including a confidential Fortune 500 manufacturing client and several other industrial and governmental clients. In addition to customized onsite training, Aegis also offers online training and training through webinars.

Aegis conducts a training assessment prior to developing and implementing a training program. In the training assessment, the types of environmental training required for a particular facility are identified and a preliminary assessment of the training already in place and completed is performed. The assessment also allows Aegis to make a preliminary determination of whether the individuals that need the training are receiving the training on the appropriate frequency. We have found that the most common training mistake involves inadequately providing the appropriate personnel with the appropriate training at the correct frequency. This can lead to under training or overtraining which can lead to excessive and ineffective use of facility funds and the potential for regulatory compliance fines or even injury to personnel.

Aegis may also perform a training audit if requested by the facility. In the audit, training documentation and records would be inspected to check for completeness and to ensure that the proper individuals are receiving the necessary training at the proper frequency and by means of optimum methods. Once the audit is complete, Aegis would make a recommendation for changes to the training already in place and upon agreement with the university, develop training that will efficiently satisfy regulatory requirements and ensuring the proper personnel are trained on the right topics, with the right frequency using the most effective methods given budget constraints of the university.

**Representative Project 1: Confidential Fortune 500 Consumer Products Manufacturer**

This Fortune 500 manufacturer of consumer products retained Aegis to assist corporate and facility environmental staff with environmental requirements, including training, for its facilities in multiple states. Over the course of several multi-year contracts, Aegis has

assisted in the development of core training programs in air, spill planning (SPCC/ODCP), stormwater (SWPPP), waste management (RCRA), and DOT HAZMAT requirements and delivered numerous sessions for plant and corporate personnel.

### **Representative Project 2: City of Manassas, Virginia**

Aegis reviewed waste generation identification, classification, and handling procedures at several city Public Works locations and developed a waste handling reference manual for Public Works employees. The manual provides information on typical waste streams, appropriate handling procedures, and recycling/reuse opportunities. This was included in the pollution prevention section of the City's EMS program. Aegis also provided training for appropriate handling of hazardous waste for Public Works employees.

### ***D. GENERAL SERVICES:***

The contractor shall provide assistance to VCU in areas to include, but not limited to: general environmental services, permitting requirements, New Source Performance Standards (NSPS) compliance; stack testing and monitoring issues; air quality issues and identification of potential problem areas; and recommendations for resolution of specific issues. The contractor should provide, but not be limited to, planning, program development, testing/sampling, analysis, compliance reviews, training, reporting, studies and surveys on environmental issues.

Examples of services required may include, but not limited to, the following:

#### ***D.2.a Environmental Management System support including strategic planning, information systems development, performance development and analysis.***

Aegis has been assisting clients with all facets of design and implement of EMS programs and systems since its inception in 1996. Prince William County, Virginia has awarded Aegis several multi-year contracts to continue to assist in the development and evolution of its Environmental Management System (EMS) Program and obtaining certifications in the Virginia Environmental Excellence Program (VEEP) of the DEQ.

#### ***D.2.b Hazardous substances and materials program (including hazardous waste minimization) development including: tracking, storage, handling and disposal of hazardous materials and waste.***

Aegis' Sandra Morse is a former compliance director for Virginia DEQ's waste section. Ms. Morse has an excellent understanding of the regulations and the DEQ staff and has worked with numerous and various industrial clients in all aspects of waste compliance, permitting, planning and waste minimization. In addition, other Aegis staff members assist various clients with hazardous substances and materials including training on an ongoing basis.

#### ***D.2.c Hazardous management including permitting, waste stream assessments and operation/maintenance plan.***

Aegis staff has assisted industrial and governmental facilities in developing successful hazardous management permits and waste stream categorization and assessment. Aegis has also written workable and practical operation and maintenance (O&M) plans by working with client staffs and using their knowledge of facility operations, procedures and maintenance activities. Often these plans were required for compliance with environmental regulations.

***D.2.d Environmental and health risk assessments.***

Aegis has performed environmental and health risk assessments for both industrial and governmental (including university clients). Aegis has performed risk assessments in the development of Risk Management Plans in accordance with 40 CFR Part 68 and in developing alternative compliance methods for environmental regulations such as National Emissions Standards for Hazardous Air Pollutants (NESHAP) .

***D.2.e Air quality engineering, including new source review, permitting, and source compliance programs.***

Aegis provides air quality services including permitting and compliance strategies to a variety of clients including several major Virginia universities (VCU, University of Virginia, Virginia Tech, Longwood University, George Mason University, William & Mary). The Aegis staff experience in providing these services as former regulators with the Virginia DEQ and other state agencies, as former corporate and industrial environmental managers and engineers and as consultants brings a breadth and depth of knowledge of the DEQ staff, regulations, policies and procedures that works in the clients' favor. Aegis has provided hundreds of major (Prevention of Significant Deterioration, major New Source Review nonattainment and Title V) and minor (minor New Source Review and State Operating Permits for synthetic minor facilities) air permits for many industrial and governmental clients. Aegis has also developed permitting and compliance strategies and plans in order to assist clients with compliance with a multitude of environmental regulations.

***D.2.f Preparation of annual, semi-annual and quarterly EPA/DEQ compliance reports for Title V and New Source permits for the MCV and Monroe Park Campuses.***

Aegis prepares annual, semi-annual and quarterly EPA/DEQ compliance reports as required by Title V and New Source permits for VCU and Virginia Tech and many other clients. Aegis' staff compiles data from the facility into a report, performs QA/QC on the report, makes corrections where necessary and prepares the reports for signature and submittal. In some cases, Aegis has access to the facilities' data acquisition systems and queries the systems for the necessary data remotely. Aegis also has excellent experience in solving compliance issues that may arise from data that is outside of permit limits.

***D.2.g Development and implementation of oil tank removal procedures for the Monroe Park Campus.***

Aegis has assisted VCU, the City of Manassas and several industrial clients with assessing and interpreting regulatory requirements for both underground storage tank and above ground storage tank regulations provided. In addition, Aegis has helped these clients with tank closures and removals.

***D.2.h Design and production of environmental training programs and materials, including instruction.***

Aegis has a strong environmental training program. Aegis' Training Coordinator, Judi Fox, is not only an excellent trainer but is well trained in assessing, auditing, developing and implementing training programs for a variety of industrial and governmental clients. Aegis has a well-educated and high energy training staff that has recently developed training programs and materials and provided training sessions to a variety of industrial clients, including a Fortune 500 Power Producer and a Fortune 500 Manufacturer of Consumer Products and to government agencies.

***D.2.i Furnish and deliver consulting services and reports as needed.***

Aegis has been successfully providing consulting services and reports consistently and continuously since its inception 21 years ago. The quality of Aegis work is evident in the very high percentage of repeat clients and referrals that Aegis receives.

***D.2.j Assist in the planning phase of projects to assess potential environmental requirements and evaluate options.***

One of Aegis' many strengths is the ability of its staff to look at the 'big picture' with regard to environmental compliance. As former environmental regulatory agency staff (including the Virginia DEQ) and former corporate and industrial environmental managers and engineers, Aegis' staff brings a strong understanding of environmental regulations and practices that is vital to the ongoing compliance efforts of its clients. As air permitting and compliance experts and Environmental Management Systems architects, Aegis' staff provides strong planning and assessment skills to each project which fosters a proactive mentality and allows for maximum operational flexibility.

***D.2.k Assess Virginia's Department of Environmental Quality (DEQ) policies and procedures related to environmental permitting and regulatory compliance and assistance in the negotiation of favorable permit terms or resolution of compliance issues.***

Aegis has excellent relationships with Virginia DEQ staff in all regional offices and in the Richmond Central office. These relationships along with the outstanding experience of the Aegis staff in providing environmental consulting services for a variety of clients including many large universities provides for a deep understanding of the regulations, policies and procedures and the underlying basis of them. Aegis successfully uses these tools to craft permit applications that result in permits with favorable terms that provide for the maximum opportunity for compliance. Aegis uses the experience in working on such a large number of permits to identify when there is an opportunity for making changes to a permit or negotiating more favorable permit terms. In the event compliance issues arise, Aegis has an excellent track record of developing a workable solution and negotiating with the DEQ to minimize or eliminate notices of violations and fines.

***D.2.i Ability to provide assistance in all environmental media (i.e. air, water, and waste).***

Aegis has outstanding experience in providing consulting services in all environmental media. In fact, the Aegis staff includes at least one member that formerly held a key position within a regulatory agency having authority in each of the environmental media: air, water and waste. Aegis' staff also includes several former industrial and corporate environmental managers and engineers. Aegis regularly provides expertise in all environmental media to its clients.

***E. OTHER SERVICES AS REQUIRED TO MEET VIRGINIA COMMONWEALTH UNIVERSITY'S ENVIRONMENTAL COMPLIANCE MISSION:***

1. Furnish all expertise, labor and resources to provide complete services necessary for projects issued during the contract term. The following generally summarizes the types of scopes of services that may be required, depending on the individual project orders:

1.a Provide evaluations, analysis, recommendations, cost/time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections/investigations, and code compliance investigation for projects.

1.b Provide documents for small project designs.

- 1.c Provide services to investigate problems and prepare recommendations for corrective action.
- 1.d Prepare cost estimates for proposed projects.
- 1.e Prepare feasibility studies for proposed projects.
- 1.f Other types of professional services of a nature consistent with the intent of the contract.

Aegis has been working with Virginia Commonwealth University, University of Virginia, Virginia Tech, Longwood University and many other governmental and industrial clients on these types of projects since its inception 21 years ago. In many cases, these projects have been completed under an environmental consulting services multi-year term contract.

Aegis has the expertise, personnel and resources to assist Virginia Commonwealth University in providing complete services necessary for projects issued during the term contract and have demonstrated this ability over the last 20 years in four successive term contracts with VCU for these services. Aegis not only understands but also can meet and exceed your requirements and expectations. Aegis has the qualifications and experience required to address and successfully complete these types of projects.



## Aegis Firm Experience Matrix

		Virginia Tech VCU	UVA	Longwood	GMU	William & Mary	Va Port Auth	Cheseterfield VA D&HDS	City of Manassas, Va	Prince William Co., Va	Fortune 500 Power Producer	Volvo Trucks	Nestle Purina	Du Pont	Advanskix (Honeywell)	Waste Management	Fortune 500 Consumer Products Co.	Bear Island Paper Evonik		
A.	General Environmental:																			
A.1.	Development and implementation of environmental auditing programs							x		x	x	x	x						x	x
A.2.	Assessment of projected operational changes	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x
A.3.	Interpretation of federal and state environmental requirements, including assessment of the potential impact of proposed regulations	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
A.4.	Analysis of requirements within the context of the Virginia Department of Environmental Quality's policies and procedures. The offeror should have experience with construction permit terms and resolution of compliance issues	x	x	x	x	x	x				x		x	x	x	x	x		x	x
B.	Air Quality																			
B.1.	Development of New Source Review air permit application including minor, non-attainment and prevention of significant deterioration permits	x	x	x	x	x	x		x		x			x	x	x		x	x	x
B.2.	Development of modifications, applications and report necessary for the Title V compliance	x	x	x									x		x					x
B.3.	Development and interpretation of complex air dispersion modeling		x		x								x							x
B.4.	Development of state operating permit applications	x			x	x	x		x											
B.5.	Development, interpretation and reporting of greenhouse gas permitting, monitoring and compliance issues	x															x			x
B.6.	Development, interpretation and reporting of emergency generator permitting and compliance issues	x	x	x	x	x	x					x							x	
C.	Oil Discharge Contingency Plan (ODCP) & Spill Prevention Control and Countermeasures (SPCC)																			
C.1.	Development of oil discharge contingency plan	x									x		x					x		
C.2.	Identification of existing and potential waste streams										x	x							x	x
C.3.	Development of spill prevention, control and countermeasure plan	x		x								x								x
C.4.	Development and implementation of training programs in hazardous materials, requirements for industrial and governmental facilities										x							x		x
D.	General Services																			
D.1.	The contractor shall provide assistance to VCU in areas to include, but not limited to: general environmental services, permitting requirements New Source Performance Standards (NSPS) compliance; stack testing and monitoring issues; air quality issues and identification of potential problem areas; and recommendations for resolution of specific issues. The contractor shall provide, but not be limited to, planning, program development, testing/sampling, analysis, compliancereviews, training, reporting, studies and surveys on environmental issues.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
D.2.	Examples of services required include, but not limited to, the following																			
D.2.a.	Environmental Management System support including strategic planning, information systems development, performance development and analysis											x	x							
D.2.b.	Hazardous substances and materials program (including hazardous waste minimization) development including: tracking, storage, handling and disposal of hazardous materials and waste											x							x	x
D.2.c.	Hazardous management including permitting, waste stream assessments and operation/maintenance plan							x		x	x	x	x						x	x
D.2.d.	Environmental and health risk assessments										x									x
D.2.e.	Air quality engineering, including new source review, permitting, and source compliance programs	x	x	x	x	x	x		x		x			x	x	x		x	x	
D.2.f.	Preparation of annual, semi-annual and quarterly EPA/DEQ compliance reports for Title V and New Source permits for the MCV and Monroe Park Campuses	x	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
D.2.g.	Development and implementation of oil tank removal procedures for the Monroe Park Campus	x	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
D.2.h.	Design and production of environmental training programs and materials, including instruction											x	x					x	x	
D.2.i.	Furnish and deliver consulting services and reports as needed	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	
D.2.j.	Assist in the planning phase of projects to assess potential environmental requirements and evaluate options	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	
D.2.k.	Assess Virginia's Department of Environmental Quality (DEQ) policies and procedures related to environmental permitting and regulatory compliance and assistance in the negotiation of favorable permit terms or resolution of compliance issues	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	
D.2.l.	Ability to provide assistance in all environmental media (i.e., air, water, and waste).							x		x	x	x	x						x	x
E.	Other services as required to meet VCU's Environmental Compliance Mission																			
E.1.	Furnish all expertise, labor and resources to provide complete services necessary for projects issued during the contract term. The following generally summarizes the types of scopes of services that may be required, depending on the individual orders																			
E.1.a.	Provide evaluations, analysis, recommendations, cost/time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections/investigations, and code compliance investigation for projects	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x
E.1.b.	Provide documents for small project designs	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x
E.1.c.	Provide services to investigate problems and prepare recommendations for corrective action	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x
E.1.d.	Prepare cost estimates for proposed projects	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x
E.1.e.	Prepare feasibility studies for proposed projects.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x
E.1.f.	Other types of professional services of a nature consistent with the intent of the contract	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x

***Appendix B***  
***Personnel Resumes***

## **KELLY B. BONDS, P.E.**

*Vice President & Managing Principal*

### **Fields of Competence**

New Source Review and Title V Air Permitting  
Air Permitting Compliance & Strategy Development  
Prevention or Significant Deterioration and Major  
Nonattainment Permitting  
Control Technology Analyses including BACT,  
MACT & LAER  
Air Dispersion Modeling  
112(r) Risk Management Plans

### **Experience Summary**

Mr. Bonds has over twenty-six years of experience in environmental permitting and compliance, including NSR, PSD and Title V permitting throughout the Eastern U.S., development of Risk Management Plans including off-site consequence analyses, control technology analyses, and air dispersion modeling. He is an original founder and principal of Aegis Environmental, Inc. He was formerly with the Virginia DEQ air modeling section with the current DEQ modeling lead. His extensive experience includes development of many NSR and Title V permit applications and regulatory compliance strategies for a variety of facilities, including chemical, semi-conductor, automotive, wood, paper, iron, steel and many other manufacturing and power and steam production facilities. He has developed and assisted in implementing numerous NSPS, NESHAP and state regulatory compliance strategies and successfully negotiated favorable permit terms with many regulatory agencies. He is a current member of the Air & Waste Management Association, Virginia Manufacturing Association Air Sub-Committee and Manufacture Alabama Environmental Committee.

### **Credentials**

B.A., 1989 (Chemistry), University of Virginia,  
Charlottesville, VA  
M.S., 1992 (Civil Engineering/Environmental),  
University of Virginia  
Virginia P.E. obtained 7/97.

### **Key Projects**

#### **DuPont, Richmond, Virginia**

Mr. Bonds is the Project Manager providing environmental services for this multi-year contract involving development of multiple New Source Review permit applications and Title V permit applications for this large multi-operation chemical manufacturing facility; applicability of the Boiler MACT requirements for air

compliance planning; technical and air regulatory support during development of Boiler MACT submittals such as notifications and semi-annual compliance reports; development of the required Boiler MACT Startup, Shutdown and Malfunction Plan; development of a comprehensive air permit compliance tracking system; and general assistance with air regulatory interpretations.

#### **Dominion Energy, Various locations**

Mr. Bonds has served as Project Manager providing environmental services since 2001. Projects have involved development of NSR and Title V air permit applications for combustion turbine facilities including those involving HRSG or duct burners, support in the development of minor NSR air permit applications for five coal-burning facilities, support in the development of ammonia Risk Management Plans and initial notifications for three coal-burning facilities, EPA Method 9 visible emissions evaluations, air dispersion modeling in support of new source review permit applications, air quality assistance for annual emissions inventories and development of air reports to agencies for multi-state locations, and general assistance with regulatory interpretation.

#### **Volvo Trucks, Dublin, Virginia**

Mr. Bonds was the Project Manager for the development of a major Prevention of Significant Deterioration (PSD) permit application for a major expansion of this heavy-duty truck manufacturing facility. This New River Valley Plant is the largest Volvo truck manufacturing facility in the world. This project included the development of a successful air permitting strategy, complex emissions calculations, regulatory applicability determinations and compliance strategies including NESHAPs and NSPS, detailed pollution control technology analyses, complex air dispersion modeling, incorporation of several iterations of design and equipment changes and in-depth negotiations with the Virginia DEQ. The PSD air permit was successfully obtained in time to meet the aggressive construction schedule.



**Nestlé Purina, King William Co., Virginia**

Mr. Bonds has served as the Project Manager in the development of multiple NSR permit applications for this pet litter manufacturer over many years. Projects have included the development of emissions calculations, regulatory applicability determinations and compliance strategies including NESHAP and NSPS and control technology analyses.

**Bear Island Paper, Ashland, Virginia**

Mr. Bonds has worked as Air Permitting Expert on several major permitting projects for Bear Island including a major PSD permit application and a recent New Source Review permit to allow the plant needed flexibility in operation of its main boilers while complying with the Boiler MACT at minimum capital cost. The projects included working closely with boiler, paper production and pollution control equipment vendors, plant engineers and the DEQ to arrive at solutions that were workable economically and technically. In addition to implementing compliance strategies for Boiler MACT compliance, NSPS and state and other federal regulations, compliance was achieved and the necessary permits were obtained while saving the company critical funding.

**MGM National Harbor Casino, Maryland**

Mr. Bonds was the Project Manager for developing air permit applications for multiple boilers, generators and hot water heaters serving this new construction resort casino. Tasks included regulatory applicability including NESHAPs and NSPS, emissions calculations, pollution control technology analysis and presentations and negotiations with the Maryland Department of the Environment. After successfully obtaining the air permits, Aegis was selected by MGM to develop a Shield® compliance tool and assist with regulatory and permitting compliance for an additional 2 years.

**University of Virginia, Charlottesville, Virginia**

Mr. Bonds was Aegis' Project Manager and chief developer of an air permit application for a major modification to the University's main heating plant. The application involved the installation of one 95 MMBtu/Hr boiler and modification to two existing boilers. Best Available Control Technology and air dispersion

modeling analyses were conducted in support of this state major New Source Review permit. In addition, Mr. Bonds managed emissions calculations, regulatory applicability analysis (including Boiler MACT) and discussions and negotiations with the Virginia DEQ. Mr. Bonds was also Aegis' Project Manager on the initial development and renewal of UVA's Title V permit application and the air permit application for the John Paul Jones arena.

**Virginia Polytechnic Institute and State University, Blacksburg, Virginia**

Mr. Bonds is the Project Manager for providing general environmental services under multi-year term contracts since 1997. Projects have included development of air permit strategies, Boiler MACT compliance strategies and PSD and minor new source review and Title V permit applications for boilers, generators and turbines; assistance in the development of an air emissions tracking system for permit compliance demonstration and remotely accessing this data to prepare required quarterly reports for submission to the state agency; oversight for required performance testing (pollutant emissions and visible emissions evaluations); development of spill plans; conducting initial and follow-up multi-media environmental audits of university operations; and providing general assistance with interpretation of environmental regulatory requirements.

**Virginia Commonwealth University, Richmond, Virginia**

Mr. Bonds is the Project Manager for three consecutive multi-year General Environmental Services contracts. During the term of this contract Aegis has developed both PSD and minor NSR air permits, Title V and State Operating permits for boilers and generators, assisted with Annual Emissions Statements and Quarterly Continuous Emissions Monitoring reports, assisted in the development of an underground storage tank compliance strategy and provided recommendations regarding assistance with closure/site remediation activities. Mr. Bonds served as project manager on a project for a Biomass Boiler project which has NSPS, Boiler MACT, GHG, potential non-attainment and air dispersion modeling issues.

**Jessica L. Gunter**

*Shield® Program Director, Modeler, Project Scientist III*

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**Fields of Competence**

Shield® software development  
Data Management and Reporting  
Air Dispersion Modeling  
Title V Permitting & Compliance  
NSR Permitting & Compliance  
Air Emissions Inventories  
Climate Action Plans and GHG Strategies  
Integrated Spill & Materials Management Plans  
Stormwater Management & Permitting

**Experience Summary**

Ms. Gunter has over 16 years of experience in environmental programs. Ms. Gunter is experienced in developing database systems, Air Permitting strategies, as well as NSR and Title V air permit applications. She has experience assisting on PSD air permit applications, including air dispersion analysis, and BACT/LAER analysis. She has experience developing and tracking air emissions inventories. She has excellent knowledge and experience in complex air dispersion modeling for compliance and in support of PSD permit applications. Ms. Gunter is experienced in water quality issues and development of SPCC, ODCP, SWPP and Integrated Plans for governmental and industrial clients. She has experience conducting air dispersion modeling and control determinations under the BART regulations. Ms. Gunter also has experience developing permit compliance tracking systems for governmental and industrial clients, including database systems. She also has experience in grant application development, website design and development, water program design and implementation, and Quality Assurance/Quality Control (QA/QC) Plan design and development.

**Credentials**

B.S, 2000 (Biochemistry; Mathematics minor),  
Virginia Polytechnic & State University.

**Key Projects**

**Dominion Resources  
Glen Allen, VA**

Worked on EIS and TRI reports from 2002-2014, as project manager at Aegis for 2005-2013. In 2004, assisted in the standardizing of the EIS workbooks used at that time for all stations.

Assisted Scott Morelen in design, code and standardization of CT tracking workbooks in 2011, to include emissions and tracking required for environmental and energy reporting.

Project manager at Aegis for data summarizing and matrix development for internal Dominion review of Environmental Self Assessments from various facilities in 2014, under management from Glenn Johnson at Dominion.

Project manager and engineer at Aegis for multi-year contracts to assist with air permit requirements and annual emissions reporting, SARA Title III reporting and inventory development. Other projects have included development of NSR permit applications, Title V Compliance reporting, assistance on Title V renewal applications, and air dispersion modeling (using AERMOD and Calpuff) in support of permit applications and BACT/RACT requirements.

**Bear Island Paper Company  
Ashland, VA**

Has developed Air Permit Compliance tracking software (the Shield®) for a paper facility. Database development in Access® for Air Permit tracking for a Title V facility, compliance and reporting. The database was custom-created based on the air permit to meet the facility tracking and reporting needs.

**A Bio-Energy Facility  
Hopewell, VA**

Developed the Air Permit Compliance tracking software (the Shield®) for a bio-energy production facility. Database development in Access® for Air Permit tracking, compliance and reporting. The database was custom-created based on the air permit to meet the facility tracking and reporting needs.

**Colortree Group  
Richmond, VA**

Has developed Air Permit Compliance tracking software (the Shield®) for a coating facility. Database development in Access® front-end for a SQL Server database for Air Permit tracking,



compliance and reporting. The database was custom-created based on the air permit to meet the facility tracking and reporting needs.

**US Navy, NAVFAC Washington  
Facilities in Virginia and Maryland**

Has provided assistance with air reporting, and developed Air Compliance tracking software (the Shield®) for two facilities. Tasks have included emissions reporting and compliance tracking, Shield® development, training and deployment, GHG inventory and reporting, inspections and audits.

**Virginia Commonwealth University  
Richmond, VA**

Has provided assistance with air reporting for Title V Compliance, and developed Air Compliance tracking software (the Shield®) for the steam plant facility. Tasks have included emissions reporting and compliance tracking, Shield® development, training and deployment, GHG inventory and reporting, and remote managing of Shield® on a monthly basis for the steam plant.

**Hill Phoenix  
Colonial Heights, Virginia**

Provides general environmental assistance for all operations at two locations. Tasks include Stormwater permitting, SWPPP development, SPCC development, quarterly visual monitoring and site assessments, development of a Shield® program to track environmental recordkeeping (for air and water requirements) and tasks.

**Alfa Laval, Inc.  
Various facilities throughout United States**

Provides general environmental assistance for several operations in many states. Tasks include air permitting projects, NESHAP XXXXXX training, documentation and reporting, air emissions tracking and other general air support functions.



**LORI A. BONDS, P.E.**

*President & Managing Principal*

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***Fields of Competence***

Air Permitting & Compliance  
Water and Stormwater Management & Permitting  
Environmental Management Systems  
Multimedia Compliance & EMS Auditing  
EPCRA Tier II and TRI Reporting  
Integrated Spill & Materials Management Plans  
Facility Response Plans  
Stormwater Pollution Prevention Plans

***Experience Summary***

Ms. Bonds has over twenty five years of experience in environmental engineering, including air permit compliance and reporting, NSR and Title V permitting. In addition, Ms. Bonds has experience in Environmental Management Systems and audits, NPDES permitting and compliance, storm water pollution prevention plans, WWTP O&M manuals, SPCC and Facility Response Plans, environmental site assessments, landfill management, groundwater monitoring plans, and Virginia Pollution Abatement permits. Her background is mechanical engineering and she has experience both as a consultant and as an industry environmental representative. She has worked at a paper mill as an environmental and project engineer responsible for compliance and permitting issues such as air and water permitting, air emissions tracking, RACT compliance, Title V, Tier II and TRI reporting, solid waste management and landfill issues.

***Credentials***

B. S., 1990 (Mechanical Engineering), North Carolina State University, Raleigh, NC.  
Virginia licensed Professional Engineer since 1997  
Energy Manager in Training Certification, 2010  
BSI ISO 14001 - 2015 Transition and Lead Auditor Competency

***Key Projects***

***Dominion Resources***

***Richmond, Virginia***

Managed a project to develop a company-wide Environmental Management System. The project involved conducting third party gap analyses for 17 Business Groups and assisting in the development of implementation plans for these Business Groups. Aegis also developed EMS detailed and awareness training.

Managed a large project that included reviewing applicable multimedia environmental requirements and existing training resources, developing and revising over 100 training modules in a very tight timeframe of less than four months. Project involved diverse subjects including NPDES permitting and compliance, storm water, ground water, air, CEMs, visible emissions, ODS, wildlife management, how to handle a regulatory inspector and solid, hazardous and universal waste. Unique training products were developed as part of the project including one-page handouts to be used in safety tailgate meetings, environmental compliance posters and a supervisory toolkit to contain critical compliance items for station supervisors.

Project Manager for development of necessary permit applications for compliance with the Pennsylvania RACT II regulation. Aegis is providing support to Dominion to develop Requests for Determination (RFD) applications including NSR analyses, significant Title V modifications with alternative compliance schedule requests and minor Title V permit modifications.

Project manager for a large, multi-state effort to conduct site audits in WV, OH and PA to obtain equipment information on engines, boilers and equipment potentially subject to Subparts OOOO, HH and HHH. Using the gathered information, Aegis developed compliance plans to address RICE NESHAP and NSPS, Boiler MACT and Subpart OOOO.

In addition, reviewed permits and compliance plans for all Dominion Gas sites with air permits to identify maintenance requirements. The purpose of the project was to correct and standardize the maintenance requirements in all environmental compliance plans.

***Bear Island Paper Company***

***Ashland, Virginia***

Providing general consulting services for Bear Island Paper Company for over thirteen years functioning in the role of adjunct environmental engineer. Tasks have included storm water permitting, review and implementation of BMPs to meet benchmarks, development of O&M manual for the WWTP, development of an Integrated Contingency Plan,



emissions reporting and compliance tracking, GHG baseline inventory, pulp and paper MACT ICR response, SARA reporting, inspections and audits, incident response and landfill management. Participated in the development of several PSD, minor NSR and Title V air permit strategies and applications. Successfully negotiated favorable air permit terms with DEQ and serves as liaison for DEQ inspections and reporting.

Developed flexible permitting strategy for the steam plant to obtain operational flexibility for its two boilers while identifying and implementing a control technology system that minimized capital expenditure and achieved compliance with the Boiler MACT. This enabled the facility to continue to have the flexibility to burn coal and required working with equipment vendors, plant engineers, boiler operations experts and the DEQ. In addition, Aegis was able to find an option for the facility's wastewater treatment plant residuals other than burning in the boiler. Aegis worked with Virginia Tech to have the material studied and analyzed as a soil additive. Upon completion of the study, the Virginia Department of Agriculture and Consumer Services (VDACS) approved the material as a beneficial soil additive and the facility is currently marketing the material to local farmers as a by-product.

Managed a project to build a compliance monitoring and recordkeeping tool (Shield™) to aid Bear Island Paper Company in tracking and complying with Title V permit requirements. Included providing support to programmers, working closely with process supervisors and engineers to achieve their objectives as well as training to ensure effective use of the tool to achieve compliance assurance.

Conducted comprehensive environmental site assessments for six sites including one large industrial facility in less than 45 days. Project included site visits, records review, report generation, personnel interviews, and several meetings with site managers and financiers. Received client complement on job performance.

#### **Matheson Tri Gas Nationwide**

Provided oversight and review of numerous SPCC, SWPP, Water Conservation and Risk Management Plans at industrial locations throughout the US. Assisted in the development of air permits and emission inventories, air compliance tracking,

wastewater discharge permit applications and negotiating associated compliance issues with state, local and district agencies in multiple states.

#### **Arlington County, Virginia Trades Center**

Project manager & engineer conducting an environmental audit for a facility including maintenance shops, fueling areas, vehicle storage areas, warehouses and hazardous material storage areas. Worked closely with facility staff to develop an Integrated SPCC Plan/Hazardous Materials Management Plan. Conducted training for management personnel on Plan requirements.

#### **US Navy, NAVFAC Washington Facilities in Virginia, Maryland and DC**

Project manager & engineer for several projects including a comprehensive emissions inventory development and compliance audit and ODS survey and management plan for nine facilities. Tasks involved coordination with base tenants for building access as well as emissions calculations and permit and regulatory reviews including Boiler MACT and generator NESHAP and NSPS applicability analyses. ODS management plan included a regulatory assessment, a plan addressing recordkeeping, reporting and training requirements, and a phase-out plan. Projects have also included Title V permit renewals, SPCC plan development, Integrated Plan renewals and Facility Response Plan development.

#### **Honeywell Hopewell Plant Hopewell, Virginia**

Project manager and engineer for air permitting and compliance projects for large chemical plant since 2008. Assisted in development of minor permit amendments including complex netting calculations. Developed Title V permit renewal application, ACC and SAMR reports, HON & MON reports and quarterly CEMs reports.

#### **Virginia Polytechnic Institute & State University (VPI&SU) Blacksburg, Virginia**

Part of a team conducting multi-media compliance audits of various VPI&SU operations, including landfill, waste incinerator, airport, quarry, print and photographic shops, vehicle maintenance, fuel dispensing, grounds, general maintenance and repair, boiler plant, RD&E sites, farms, UST/AST, and campus hazardous waste accumulation area.





**SANDRA L. MORSE**

*Senior Project Manager*

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***Fields of Competence***

Environmental Compliance and Permitting Strategies  
Multi-media Environmental Compliance Auditing  
New Source Review, PSD and Title V Air Permitting  
Air Emissions Inventories  
Waste Identification/classification and Management  
SPCC, ODCP & Integrated Spill Plans  
EMS Program Development, Auditing and Training.

***Experience Summary***

Ms. Morse has over thirty-five years of environmental experience including management of complex air permitting issues and strategies, NSR, PSD and Title V permitting, control technology analyses, air emission inventories; resolution of environmental compliance issues; conducting multi-media audits at multi-state commercial and industrial facilities; waste management requirements including audits, negotiation of compliance issues; and development and delivery of training in hazardous materials/waste handling and transportation, spill planning, air permitting and compliance, and preparing for and handling regulatory inspections. She has assisted clients in development of basic and comprehensive EMS programs, including preparation for ISO registration audits and certification in the Virginia Environmental Excellence Program (VEEP); conducted internal and third-party audits; and provided training in EMS program development and auditing. She formerly served as the Director of the VDEQ's Division of Technical Evaluation setting policy for air permitting. Prior to that position, she was responsible for hazardous waste enforcement policy, initiation of administrative enforcement actions, working with the Attorney General's office in the negotiation of consent orders, training staff, and assisting law enforcement in investigation of illegal waste management activities.

***Credentials***

B. S., 1965 (Biology), Madison College,  
Harrisonburg, VA  
M. S., 1978 (Aquatic Biology), Virginia  
Commonwealth University, Richmond, VA  
BSI ISO 14001 - 2015 Transition and Lead Auditor  
Competency

***Professional Memberships***

Air & Waste Management Association  
Environmental Law Institute Associate

***Key Projects***

**City of Manassas, Virginia**

Project manager for multi-year environmental services contracts for assistance in compliance and evaluating potential impact of regulatory changes, e.g. reclassification of area for ozone non-attainment. Projects have included air permitting for multiple power generation facilities, control technology analysis for particulate control, negotiation of compliance issues, development of an air emissions tracking system for the power generation facilities, development of compliance guides for engine NSPS and NESHAP, development/revisions of spill plans (SPCC & ODCP), multi-media compliance audits of Public Works operations (including main public works shops, vehicle maintenance, water treatment plant, electric utility, street department, and sewer department), evaluation of waste streams associated with audited operations and development of waste management reference manual.

**Prince William County, Virginia**

Project manager for multi-year contracts for assistance in developing an EMS Program and obtaining VEEP E2/E3/E4 certifications for facilities within the Department of Public Works and Parks and Recreation. The PWC landfill E4 was the first in VEEP. Multi-media compliance audits of numerous operations (landfill, print shop, chemical supply warehouse, fire & rescue training and police training facilities, vehicle & heavy equipment maintenance shops, animal shelter, and parks & recreation facilities), negotiation of NSR permit for an animal incinerator, development/revision of SPCC and SWPP plans, oversight of assessment of former bus maintenance property, evaluation of potential environmental impacts/issues for new police station with fueling islands, and assistance with waste characterization and disposition issues.

**Teaming with Kimley Horn, Port Audits**

Conducted compliance and EMS auditing of six port terminals in preparation for ISO 14001 surveillance audits associated with registration under the ISO 14001:2015 standard. Recommendation included suggestions for improving documentation and compliance to meet the new requirements. Compliance topics included air emissions, stormwater impact, and waste handling.



### **Major Power Producer/Distributor**

Project manager for assistance with environmental compliance audits of permitted hazardous waste management facilities utilized by the client's multi-state locations. Evaluation of control technology requirements for major/minor operational changes at several power plants and development of multi-state air permit applications and air emissions inventories; identification of applicable NSPS and NESHAP requirements for engines at gas production and associated facilities in multiple states, development of regulatory compliance guidance for engines at these sites, and development of training for facility personnel. Assisted in corporate level project for EMS development including gap analysis for ISO 14001 requirements, comparison of ISO driven to compliance based EMS programs, and researched current programs within the industry.

### **Confidential Client**

Project manager for multi-year contracts to assist Fortune 50 manufacturer of consumer products in evaluating multiple facility compliance with environmental requirements and providing environmental training for staff at multiple state locations. Training has included RCRA for Generators; Universal Waste Management; US DOT HAZMAT Transportation; SPCC, ODCP, and storm water requirements; air permit requirements; SARA Title III, handling regulatory inspections; and environmental regulatory awareness for corporate sales staff. Other projects have included evaluation of lab wastewater discharge into the facility wastewater treatment plant, appropriate classification and disposition of waste streams generated at client locations by contractors, development/revision of SPCC and stormwater plans, and SARA Title reporting.

### **Matheson**

Project manager for conducting compliance audit of a Tennessee compressed gas production facility; reviewed the corporate ISO 9000 program and assisted in the development of EMS procedures for both corporate and facility ISO 14001 programs; reviewed facility recordkeeping, training, and several other ISO 14001 elements in preparation for a successful ISO 14001 registration audit. On-going projects have involved water withdrawal permitting and wetlands delineation at a Florida facility; air compliance issue resolution and minor NSR permitting for a production facility in Pennsylvania; regulatory requirements at multi-state locations

including waste classification, management, and biennial reports; spill plans and storm water management; general environmental awareness and spill plan training; and review of potential air emissions from multiple facilities.

### **Essentra**

Project manager for multi-media audits for two locations of manufacturer of filter media. The results of the audits were used to prepare for a successful ISO 14001 registration audit and to improve facility waste handling procedures and recordkeeping. Assistance with regulatory requirements is currently provided as needed.

### **Tetra Pak Tubes**

Project manager for EMS audits of a management system incorporating ISO quality, safety, and environmental requirements. The results of the audits were used for top management's review of the program and in preparation for successful ISO surveillance and registration audits.

### **Confidential Client**

Project manager for assistance with environmental permitting for a green field metal coating facility. Development of successful "no air permit" required submittal to the state agency for facility operations, development of wastewater discharge permit application for local POTW, and submittal of successful "No exposure" documentation for stormwater requirements.

### **United States Navy (Naval District Washington)**

Project manager for IDIQ contract to provide assistance in meeting statutory compliance requirements for all applicable environmental laws and regulations to Naval and Marine Corps facilities in Virginia, Maryland and Washington D.C. Projects included air permitting and reporting, development of ozone depleting substances (ODS) inventories, development of air emissions and ODS compliance tracking, conducting compliance audits, developing SPCC/SWPP plans, and providing analyses of potential regulatory requirements.



**David M. Sayre, P.G.**  
*GeoEnvironmental Director*

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***Fields of Competence***

RCRA / CERCLA Programs  
Stormwater Management Services  
Phase I and Phase II Environmental Site Assessments  
Underground Storage Tank Services  
Aboveground Storage Tank Services  
Solid Waste Management Services  
Occupational Health and Safety / Training Services  
Natural Resources Services  
Site characterization of soil, rock, and groundwater for heavy construction

***Experience Summary***

Mr. Sayre is a professional geologist specializing in environmental regulatory compliance. Mr. Sayre is an expert in subsurface investigation of soil and groundwater contamination and the application of investigation results to regulatory compliance and business risk management. Mr. Sayre has a working knowledge of many environmental programs and has wide ranging experience that transcends environmental geology. Some of his more diverse experiences include work in construction, engineering geology, water resources, industrial minerals, and OSHA training. He frequently work in the CERCLA, RCRA, and Virginia Solid Waste Programs. His clients are government agencies, other professionals, industries, and businesses.

***Credentials***

B.S., Geology, 1981, University of Arizona  
Graduate Studies, 1982/1983, Geology, University of Texas  
Graduate Studies, 1985/1989, Geology - University of Houston  
Certified Professional Geologist, VA, 1990, #765  
Certified Class A Operator for Virginia Underground Storage Tanks  
VADEQ Approved Instructor Virginia UST Operator Training  
Industrial General Permit Qualifies Industrial Stormwater Practitioner Trainer of Record in CA

***Key Projects***

**Stormwater Permit Registrations and Stormwater Pollution Prevention Plans Concrete Products Facilities, Chesapeake, Harrisonburg, Ashland, Hanover, Salem, VA**

Mr. Sayre has prepared permit registration forms and Storm Water Pollution Prevention Plans for concrete products facilities. Most plans were integrated plans that also included Spill Prevention Control, and Countermeasures Plans and Operation and Maintenance Manuals.

Stormwater Management Services, Richmond Marine Terminal, Richmond, VA

Mr. Sayer is managing the team providing stormwater services including facility inspections, visual monitoring, chemical analytical monitoring, development of Stormwater Pollution Prevention Plans, and implementation of the facility's TMDL Action Plan.

**SWPPP Permit Renewal  
Hopewell, VA**

Project Manager for preparation of permit renewal application, sampling requirements, and coordination with VDEQ permit specialist to meet industrial stormwater discharge permit renewal deadline.

**United Natural Foods, Inc., Spill Prevention Control and Countermeasures Plans, Industrial Stormwater General Permits, Stormwater Pollution Prevention Plans, CA, CO, CT, FL, GA, IA, IN, NH, NJ, NY, PA, SC, TX, WA, WI**

Mr. Sayre is assisting UNFI in establishing fueling operations for their truck fleet at distribution centers throughout the United States. He is responsible for SPCC Plan preparation, training program development, Storm Water Pollution Prevention Plans, and regulatory compliance assessment for Federal, State and Local programs.

**Geoenvironmental Services, Capital Region Airport Commission, Richmond, Virginia.**

Mr. Sayre was project manager for the storm water management program. We performed permit required storm water monitoring at multiple outfalls at RIC. Mr. Sayre also prepared portions of the airport's Storm Water Pollution Prevention Plan (SWPPP). Preparation of SWPPP involved extensive interaction with airport tenants to determine potential impacts to storm water at the site and to develop best management practices to prevent storm water degradation

**Manassas Regional Airport Environmental Assessment, Manassas, Virginia.**

NEPA Environmental Assessment of Hazardous Materials and Solid Waste, Water Quality, and Wetlands for a runway extension.

**Environmental Assessment for the Runway 4 Extension at Lynchburg Regional Airport, Campbell County, Virginia.**

Mr. Sayre participated in a design team in the preparation of an Environmental Assessment (EA) under the National Environmental Policy Act (NEPA). Project responsibilities included assessment of environmental impacts on or from Floodplains and Floodways, Hazardous Materials and Solid Waste, Water Quality, and Wetlands. Mr. Sayre was the Project Manager.

**Roanoke Regional Airport Master Plan Geologic Hazard Analysis, Roanoke, Virginia.**

Project Manager for investigations of potential geologic hazards in conjunction with master plan revisions for the airport. Monitored drilling services and laboratory testing for wetlands determination, and geologic hazards determination for the airport's master plan. Developed hazard assessment for potential karst and wetlands conditions at the site. Prepared wetlands delineation for a portion of the site, wetlands screening over the entire site, and developed a geologic hazards base map. Geologic hazards included the potential for development of karst geologic features (e.g., caves and sinkholes).

**Phase I & Phase II Environmental Site Assessments Various Transportation Projects**

Mr. Sayre has significant experience in due diligence investigations for transportation projects. These often involve corridor style assessments and multiple parcel investigations. Mr. Sayre meets the criteria for Environmental Professional promulgated by the United States Environmental Protection Agency under the All Appropriate Inquiry Standard. He has served as Environmental Professional for multiple Phase I ESAs using ASTM E1527-00 and E1527-05. Mr. Sayre has been in responsible charge of the following projects:

- McLean Streetscape Demonstration Project, McLean, Virginia. The project site is a two-block corridor of Chain Bridge Road between Cedar Avenue and Pathfinder Lane. Mr. Sayre provided services that included environmental due diligence investigation services to assess the potential for hazardous materials to exist at the site.

- Hillsdale Drive Extension, Charlottesville, Virginia. Phase I and Phase II Environment Site Assessment, development of remedial specification, and management of remediation for a proposed 0.99 mile urban collector roadway.
- Fairfax County Parkway HOV Lanes, Fairfax, Virginia. -Hazardous Waste Due Diligence investigation for new HOV lanes for a six mile alignment of the Fairfax County Parkway.

**VDOT Route 58, Jonesville Bypass**

**Jonesville, Virginia**

The Route 58 Jonesville Bypass project involved the design of a new highway alignment approximately 3.1 miles in length. Jonesville is located in the Valley and Ridge physiographic province of Virginia. The project corridor is situated in active karst developed within Late Cambrian and Ordovician limestones and dolomites. Numerous existing sinkholes and springs within the project area indicate extensive solutional activity. Mr. Sayre managed several investigations along the alignment to facilitate roadway design including a preliminary geotechnical survey, a geotechnical evaluation, a geophysical survey over Gibson Cave Number 2, and a hydrogeologic assessment of the regional aquifer when local government officials became concerned about protecting the source water of springs supplying public drinking water.

**Wetland Mitigation, Dan River Site**

**Pittsylvania County, Virginia**

Mr. Sayre managed subsurface investigation, soil sampling, and design implementation of soil laboratory testing program to facilitate wetland mitigation design for the Route 58 Dan River crossing.

**Publications**

Use of Environmental Site Assessments to Facilitate Roadway Design and Construction in the Church Street Urban Corridor, Norfolk, Virginia, 1999, David M. Sayre, P.G., Virginia Geotechnical Services, P.C., Richmond, Virginia, Bill Nash, P.E., Kimley-Horn Associates, Inc., Virginia Beach, Virginia, 50th Annual Highway Geology Symposium, Roanoke, VA

Erosion and Sediment Control Practices, a Practical Solution to Stormwater Pollution Control, 1993, Proceedings of Environment Virginia Symposium '93, Lexington, VA

## **JUDI W. FOX**

*Director, Environmental Management Systems, Training, and Auditing*

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### ***Fields of Competence***

Compliance Audits and Regulatory Review  
Air Permitting Compliance and Strategy  
New Source Review and Title V Air Permitting  
Environmental Management Systems  
Environmental Training  
Sustainability Reporting and Metrics  
Benchmarking  
Negotiating Violations and Compliance

### ***Experience Summary***

Judi Fox has over 18 years' experience providing managerial and technical expertise on complex multimedia environmental issues, auditing, air permitting, compliance, environmental management systems, sustainability initiatives, and corporate environmental training. Her experience includes facility and corporate management of 30 Title V facilities with responsibilities for multimedia compliance, stack testing, air modeling, regulatory evaluation, and permitting for new or modified equipment, new facilities, and raw material changes. She has experience conducting over 150 multimedia compliance audits in the U.S., Mexico, and Canada, prepared and presented environmental training to more than 700 people, and negotiated permitting, compliance issues, and violation settlements with 22 different state agencies.

### ***Credentials***

M.S., Environmental Management, Illinois Institute of Technology, Stuart School of Business, 2004  
B.S., Chemical Engineering, Virginia Polytechnic Institute and State University, 1999

### ***Key Projects***

#### **Dominion Energy, Air Lead PA / NY Richmond, Virginia**

Responsible for air environmental compliance, permitting, and regulatory

oversight of approximately 40 Dominion Energy Natural Gas facilities. Maintained, developed, and prepared environmental training, guidance, and work practices, air permits, stack testing protocols and test results, and annual / semi-annual compliance reporting. Supported operations management and environmental compliance coordinators for agency inspections, audits, and regulatory compliance and interpretation. Analyzed proposed and new environmental regulations for impact on Dominion operations and compliance with permits

#### **Senior Corporate Environmental Manager Chicago, IL – Ohio, Pennsylvania, New York, Virginia, Maryland, Florida, Alabama, Utah, California, Oregon, Washington, West Virginia, Michigan, Wisconsin, Indiana, Iowa, Arizona, Mississippi, Louisiana, Texas, Georgia, Delaware, Nova Scotia, British Columbia, and Puebla, Mexico**

Managed multimedia environmental compliance for 30 Title V Major Facilities. Responsibilities included multi-media auditing, Title V permitting, stack testing, permitting and violation negotiations, calculating potential and actual emissions, annual EPA certifications, multimedia compliance audits, Stormwater and Spill Plans. Auditing included painting / coating operations, above ground / underground mining, metal forming, recycled paperboard and gypsum products manufacturing facilities.

### **Multimedia Auditing**

#### **Various locations throughout the United States, Canada, and Mexico**

Conducted over 150 multimedia audits and air compliance audits. Clean Air Act, Title V, NSPS, NSR / PSD, CWA, Wetlands, Hazardous Waste, SARA, NEPA, Pollution Prevention, Lead, Mercury, Asbestos, SPCC, and SWPPP.



**Environmental Management System –  
Chemical and Wood Products Processing  
and Manufacturing Facilities – Worldwide  
Operations**

Provided guidelines and created an EMS protocol for collecting and reporting environmental metrics for their worldwide operations. Collected data and reported results in a standardized manner to track progress. The EMS included the following environmental metrics; Energy use, Renewable energy use, GHG emissions, Waste generated, Waste landfilled, and Water use. In addition, it provided the company accurate, reliable, and auditable data for business value and to drive environmental performance improvements.

**Air Permit, Printing Facility  
Maryland**

Developed volatile organic compound (VOC) calculations and estimates, submitted permits to the agency, and obtained air permits for ink processing.

**Violation Negotiations – Fortune 500  
Manufacturing  
New Jersey**

Negotiated New Jersey Department of Environmental Protection (NJDEP) plant permit for Continuous Opacity Monitoring requirements and re-permitted the facility to meet NJDEP air permit regulations and allow operational flexibility.

**Raw Material Safety Analysis  
Virginia, Maryland, Alabama, Illinois,  
Ohio, Pennsylvania, New York, Florida**

Conducted environmental, health, and safety analysis on more than 1,000 raw materials to obtain Safety Assessment approvals for use in manufacturing plants and research. Responsible for determining raw material compliance with Superfund Amendments and Reauthorization Act (SARA) reporting, waste regulations, and air permitting process emissions.

**Spill & Stormwater – University Research  
Campus – Maryland**

Advised university management team regarding Spill and Stormwater Best Management Practices. Prepared Integrated Contingency, Stormwater, and Spill Prevention Plans.

**New Project Development and Permitting  
– Multiple States including Pennsylvania,  
Alabama, Virginia, Maryland, Ohio,  
Indiana, Florida**

Managed nationwide new product development program that included simulating environmental conditions, trial permitting, stack testing, results evaluation to determine compliance, air emission factor development, and permitting for new raw materials. Created guidance documents and templates to assist facilities in making strategic decisions for raw materials, production levels, or equipment changes. This project included negotiations with agencies in 10 different states, determining strategies for permitting in each location, air modeling stack emissions, and implementing solutions for compliance and permitting changes.

**New Facility Permitting – Pennsylvania**  
Managed the environmental multimedia permitting for a new manufacturing facility in Pennsylvania. Responsibilities included wetland studies, land development, storm water prevention and construction plans, spill prevention plans, water use permits, and Title V New Source Review air permitting.

**Consent Orders – Alabama, Virginia,  
Maryland, Ohio, Pennsylvania**

Negotiated Consent Orders for air permitting violations and completed Prevention of Significant Deterioration (PSD) permitting for compliance. This project involved a backwards Best Available Control Technology (BACT) analysis, equipment modifications to comply with permitting requirements, stack testing / analysis, air modeling, and permitting negotiations.

### **Asbestos and Mercury Contamination Remediation Project**

Managed the removal of asbestos and mercury from four different sites. Each property stakeholder required separate negotiations for land access to remediate and conduct risk assessments. Worked to confirm each site's clean up conditions and final site no further action approval.

### **Life Cycle Analysis – California**

Conducted Life Cycle Analysis based on federal green building initiatives in California. Developed and managed a project team to negotiate and research product changes and improvements to win building material contracts for California government buildings.

### **Sustainability Reporting – Ingersol Rand – Multiple States**

Produced the 2010 Sustainability Report. Analyzed the GRI G3 guidelines against the content of the 2009 Report, prioritized and identified report improvements, developed additional G3 indicators, conducted GRI G3 review, produced an A-level GRI report, conducted peer benchmarking and gap analysis against related sustainability standards, developed a PDF downloadable report for the public website, and created web content for the public internet site.

### **Conference Presentation and Training, Recycled Paper Board Technical Association**

Developed and conducted Air Permitting and Compliance Training for 50 paper mill representatives. Environmental Committee member for RPTA, addressing, commenting, and working with agencies and industries on environmental regulations affecting the recycled paper board industry.

**Scott N. Mortimer**  
*Senior Project Manager*

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**Fields of Competence**

Permitting and Regulatory Compliance (UST/AST, Stormwater, Air, Solid and Hazardous Waste)  
Environmental Auditing, Analysis and Assessment  
Hazardous/Non-hazardous Waste Management  
Site Characterization and Remediation  
Environmental Construction and Field Services  
Erosion & Sediment Control  
Operations, Maintenance, and Monitoring (OM&M)  
Environmental Training  
Environmental Health and Safety  
Waste-to-Energy Project Assessment/Evaluation  
Greenhouse Gas and Carbon Credit Monetization

**Experience Summary**

Mr. Mortimer has over 20 years experience in the environmental services industry in both private and federal service markets. Responsibilities have included project management, budgeting and cost estimating, scheduling and planning, project monitoring and controlling, quality control, health and safety, and reporting. Mr. Mortimer exhibits project management experience for numerous site investigation/characterization and remedial sites including petroleum releases, heavy metals contamination (lead and mercury), volatile and semi-volatiles contamination, and manufactured gas plant (MGP) wastes. He has a demonstrated working knowledge of RCRA, CERCLA, TSCA, and applicable state, local, and DOT regulations concerning all aspects of project implementation, regulatory compliance, permitting, and disposal issues. He also has extensive O&M experience in regulatory compliance monitoring and reporting to include: ERD/SPCC programs; wastewater systems; and UST and AST compliance programs; landfill and landfill gas systems; and the Greenhouse Gas Mandatory Reporting Rule (GHG MRR). In addition he has gained unique experience in the carbon offset market industry including the Climate Action Reserve (CAR) and Voluntary Carbon Standard (VCS)

**Credentials**

B.B.A., 1991 (Economics), James Madison University, Harrisonburg, VA  
Post Baccalaureate Certificate, 1994 (Environmental Studies), Virginia Commonwealth University, Richmond, VA  
Certified Class A Contractor – Virginia  
VA Certified E&S Control Inspector – Pending

**Key Projects**

**Dominion Generation Construction**

Summit Farms Solar Project  
Moyock, NC

Site Environmental Compliance Coordinator (ECC) for the development of a 60-megawatt photovoltaic (PV) power project comprising more than 750 acres on a former rural farm property. Environmental responsibilities included: protection of delineated wetlands and jurisdictional waters of the US; construction general stormwater permit compliance; threatened and endangered species awareness; petroleum management and spill compliance; municipal and hazardous waste materials management tracking and guidance; and an air permit applicability determination. Provided daily and weekly site inspections, monitoring, reporting, consulting and general environmental compliance guidance to the Dominion Generation Construction project team and the project developer. The project was successfully completed with zero compliance issues under an expedited, 3-month, construction schedule to qualify for eligible renewable energy, state and federal project incentives.

**City of Charlottesville - DPW**

Charlottesville, VA

Project Manager responsible for developing five (5) separate stormwater pollution prevention plans (SWPPPs) in response to the VA Stormwater Management Program General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s). Reviewed all city operations and activities to identify each municipal high-priority facility or operation. Development and completion of each plan included: a site audit to assess each activity, interviews with identified City activity managers, City records review of inspections and training. All SWPPPs were completed on an expedited schedule to meet an aggressive USEPA inspection and approval criteria.

**Service Center Metals**

Prince George, VA

Project Manager responsible for helping this recycled aluminum extrusion manufacturer obtain an industrial wastewater pretreatment discharge permit with the South Central Wastewater Authority Permit application included developing process descriptions,



compiling effluent analytical monitoring data, reviewing chemical usage data, and reporting manufacturing throughput data. A discharge permit was successfully issued in Summer 2016. Currently assisting the facility in obtaining its industrial stormwater permit with the VA DEQ to address expanding facility operations which will forfeit their “No Exposure” certification.

#### **Confidential Client**

Fortune 50 Consumer Products Manufacturer  
Facilities in Virginia, Pennsylvania, Tennessee, Kentucky, Illinois, and Montana

Environmental training coordinator responsible for delivering annual training to new and recurring personnel at all staff levels throughout the company, involving over 550 students with more than 50 training sessions. Subject matter includes: RCRA, SPCC/ODCP; Stormwater, Universal waste, DOT, Air compliance, and other special emphasis topics. Responsible for developing new and current content, scheduling and coordinating classes, managing four (4) training staff, and instructing training classes.

#### **Vireol BioEnergy, LLC**

Hopewell, Virginia

Project Manager assisting in guiding this fuel-grade corn ethanol manufacturer through numerous permitting and compliance issues concerning all media (air, water, and waste) resulting from the owner having acquired the operations and associated environmental permits of the previous site operator. After start-up in April 2014, assisted the facility in demonstrating compliance with its inherited Title V air operating permit, including stack testing and initial performance test reporting. Prepared VPDES permit application materials on an expedited schedule to secure a permit shield under an expiring permit while negotiating mutually agreeable terms under the re-issued permit. Assisted with formal response, strategy and reporting in response to two (2) NOV's received pursuant to compliance issues concerning the former operator's VPDES permit.

Developed an O & M Manual, including a Contaminated Media Management Plan for accumulated sediment removal from an on-site stormwater pond. Successful negotiations and approval of the plan allowed the owner to place dewatered sediment on-site, this avoiding potentially hundreds of thousands of dollars in disposal cost.

#### **Wake County, NC**

Solid Waste/Landfill Compliance

Senior Project Scientist assisting Wake County, NC with management and oversight of routine operations, maintenance, and monitoring (OM&M) of three (3) municipal landfill facilities including: their active LFG collection and perimeter migration control systems, surface emissions monitoring, and compliance with NCDENR solid waste and air regulations. Responsible for QA/QC of project correspondence, reports and exhibits for regulatory compliance regarding LFG extraction wells, perimeter probes, surface emissions and interior monitoring locations. Unique task assignments have included: LFG migration control investigations; landfill fire investigations; odor investigations; and preparation of Semi-Annual reports pursuant to NSPS and Title V regulations.

#### **US Navy, NAVFAC Washington**

Facilities in Virginia, Maryland and DC

Project Manager & Sr. Project Professional for several task orders under a multi-year, indefinite delivery/indefinite quantity (IDIQ) environmental services contract. Projects included: author of SPCC and FRP plans; inspections, repairs and upgrades of more than 20 ASTs and spill containment berms; engineering oversight, environmental sampling, and reporting for closure of a 5,000 gallon UST; base-wide hazardous waste surveys, inspections, and inventory; and Title V semi-annual air compliance reporting.

#### **US Navy, former EFA Northeast**

Facilities throughout Mid-Atlantic States, US

Project Manager for multiple task orders performed under a multi-year, environmental services, Operations and Maintenance (O&M) ID/IQ contract. Task orders primarily involved maintenance, repairs and upgrades of fueling systems: aircraft fueling, bulk storage facilities, pipelines, above ground storage tanks (ASTs) and underground storage tanks (USTs). Project locations included the Naval Air Station Patuxent River, MD; Naval Support Activity Anacostia, VA; Naval Support Activity Indian Head, MD; and Naval Hospital, Bethesda, MD. More than 25 task orders successfully completed. Responsibilities included project and financial management, cost estimating, scheduling, subcontractor coordination, liaison with naval personnel, and reporting.

### **Corman Construction**

Former Hess Oil Terminal  
Washington, DC

Project Manager for excavation, demolition and formal closure of fifteen (15) UST's with total capacity of over 2.5 million gallons and four (4) ASTs with total capacity of over 1.5 million gallons at a former Hess Oil bulk fueling terminal in Washington, DC. USTs removed from beneath the Frederick-Douglas Bridge, an active four-lane bridge structure, without compromising structural integrity. More than 10,000 tons of petroleum-impacted soil transported and disposed off-site. Time critical permitting, project planning, and expedited scheduling delivered a successful project to allow for bridge closing and rehabilitation activities necessary for the opening of the Washington Nationals new ballpark.

### **New River Resource Authority**

Dublin, Virginia

Senior Project Scientist providing this regional solid waste authority with senior technical support to monetize carbon offset credits generated from the destruction of methane, a regulated greenhouse gas (GHG) through the Climate Action Reserve (CAR). Provided management, monitoring, reporting, and brokerage services for semi-annual offset credits earned by this project (valued at more than \$200,000). Developed applicable monitoring, recordkeeping, and reporting plans for the CAR Program and the GHG MRR. Managed a formal, public RFP process to pursue a landfill gas-to-energy (LFGE) project including technology feasibility review, proposed project financial analysis and proformas, and assisted with contract negotiations. Developed an Environmental Management System (EMS) for NRRA while achieving the status of an Exemplary Environmental Enterprise (E3) under Virginia's Environmental Excellence Program (VEEP) to include ongoing annual recordkeeping, auditing, and reporting. Oversaw routine operations, maintenance, and monitoring (OM&M) of NRRA's LFG collection and perimeter migration control systems. Responsible for QA/QC of project correspondence, reports and exhibits for regulatory compliance regarding LFG extraction wells, probes, and interior monitoring locations.

### **Volvo Trucks, NA**

Dublin, Virginia

Project Manager for developing compliance with Department of Homeland Security's Chemical Security Anti-terrorism Threat (CSAT) regulations concerning the facility's development and use of alternate fueling technologies for its fleet of commercial trucks. Tasks included an applicability assessment, CSAT registration, chemical vulnerability information (CVI) coordination, Top-screen evaluation, Security Vulnerability Assessment (SVA), site security plan development, inspections, and program training.



## **CHRISTOPHE A. LAMPEL**

*Environmental Engineer III*

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### ***Fields of Competence***

Air Permitting  
Air Compliance & Reporting  
Air Emissions Inventories  
Toxics Release Inventory (TRI) Reporting  
NSPS/NESHAP Applicability and Compliance Requirements  
SPCC and SWPP Plans  
Environmental Audits

### ***Experience Summary***

Mr. Lampel is an Environmental Engineer III and Project Manager with over seven years of experience working on a variety of air, water, and waste projects. Mr. Lampel has extensive experience in air permitting, compliance, and reporting and serves as project manager for multiple air compliance projects. His experience includes completing air permit applications for facilities in multiple states, including NSR permitting and Title V operating permits. Mr. Lampel is project manager of two waste disposal clients working to ensure ongoing air compliance at eleven landfills in Virginia and Pennsylvania. This project work includes air permitting efforts, compliance evaluations, and fulfilling reporting requirements including emissions reporting and completing Annual Compliance Certifications and semi-annual Title V, NSPS, and SSM reports. Mr. Lampel has experience completing Air Emissions Inventories at numerous facilities for multiple clients, including the development of Air Emissions Inventories for both new and existing facilities. Mr. Lampel has experience in annual Toxics Release Inventory (TRI) reporting and tracking air emissions and GHG emissions. He has experience conducting NSPS and NESHAP applicability and compliance requirements, including fulfilling reporting requirements. Mr. Lampel has experience overseeing compliance testing and is certified to conduct visible emissions evaluations (VEEs). He has experience conducting environmental compliance audits for facilities in multiple states. Mr. Lampel has experience in stormwater management and permitting and has helped develop and maintain SWPP and SPCC plans for multiple facilities. Mr. Lampel has experience conducting field surveys for air emissions inventories, ODS inventories, SPCC plans, SWPP plans, and groundwater monitoring programs.

### ***Credentials***

B.S., 2010 (Civil Engineering)  
North Carolina State University  
Virginia P.E. obtained December 2017

### ***Key Projects***

#### **Confidential Solid Waste Management Company**

Various locations throughout Pennsylvania

Project Manager responsible for overseeing numerous projects at multiple facilities. Project work includes completing semi-annual SSM, NSPS, and Title V reports, as well as Annual Emissions Inventories and annual Compliance Certifications. Additional project work includes renewal of Title V operating permits at multiple facilities, and the development of Plan Approval applications. Tasks include reviewing data and working with client to ensure all compliance and reporting requirements are met.

#### **Confidential Solid Waste Management Company**

Various locations throughout Virginia

Project Manager responsible for completing semi-annual SSM, NSPS, and Title V reports for multiple facilities, as well as annual Title V Compliance Certifications. Tasks include working with client to ensure all reporting requirements are met.

#### **US Navy, NAVFAC Washington**

Facilities in Virginia, Maryland, and DC

Project Engineer responsible for conducting field surveys at numerous US Navy facilities for the development of emissions inventories, ODS inventories, and SPCC and FRP plan development. Assisted in emissions calculations, permit and regulatory reviews including NSPS and NESHAP applicability analysis, and SPCC and FRP plan development.

#### **Dominion Energy**

Facilities in multiple states

Project Engineer responsible for annual Air Emissions Inventory reporting for multiple power stations. Project involves updating and utilizing emissions inventories, and revising and developing emissions inventories when necessary. Tasks include

collecting data, editing and reviewing inventories, checking for compliance with existing permits, and completing annual Emissions Inventory Statements and/or online electronic reporting.

#### **Dominion Energy**

Facilities in multiple states

Project Engineer responsible for preparing annual Toxics Release Inventory (TRI) Reporting for multiple power stations. Tasks include updating inventories and completing online electronic TRI reporting.

#### **Dominion Energy**

Facilities in multiple states

Project Engineer responsible for conducting Air Pollution Prevention portion of environmental audit as part of a multi-media environmental audit team. Reviewed records and reports to ensure compliance with all applicable permit and regulatory requirements, including NSPS and MACT requirements.

#### **Marine Corps Logistics Base**

Albany, GA

Project Engineer responsible for developing inventory of Toxics Release Inventory (TRI) chemical usage and releases for Marine Corps Logistics Base Albany. Tasks included analyzing hazardous material usage data, evaluating usage thresholds, evaluating exemptions, estimating chemical releases, and completing online electronic TRI reporting for required chemicals.

#### **Virginia Polytechnic Institute and State University**

Blacksburg, VA

Project Engineer responsible for providing general environmental services on an ongoing basis. Regular project work includes preparing semi-annual Boiler MACT reports and quarterly CEMS reports. Provides assistance with interpretation of environmental regulatory requirements to ensure compliance with applicable regulatory requirements. Assists with the development of air permit strategies and permit applications. Oversees compliance testing on an annual basis.



**MASON A. PRITCHETT, P.G.**  
*Geologist*

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***Fields of Competence***

Environmental inspections at construction projects  
Permit applications for a variety of regulated activities  
Contaminant release investigation, characterization, and remediation  
Groundwater hydrology and geochemistry  
Industrial environmental auditing  
Virginia Petroleum and Solid Waste Regulations  
Fate and transport of organic and inorganic substances in soil and groundwater, particularly hydrocarbons  
Project management  
Groundwater and soil sampling

***Experience Summary***

During his 17 years in private consulting and 3 years as a Virginia environmental regulator, Mr. Pritchett has completed permit applications for stormwater and wastewater discharge, and written solid waste permits for Virginia DEQ. He has conducted and managed numerous landfill and petroleum storage tank release investigations, and conducted hydrogeologic characterizations, corrective action implementation, and environmental site assessments. He has been responsible for coordinating and management of numerous groundwater, soil, and natural resource projects including groundwater and soil remediation. He is experienced in working closely with clients and regulatory agencies.

Mr. Pritchett is knowledgeable in groundwater hydraulics and contaminant transport. He routinely performs investigations and remedial actions under a wide variety of regulatory frameworks, including Virginia's Petroleum, Waste, and Voluntary Remediation Programs.

As Project Manager, Mr. Pritchett lends his technical expertise as well as management support. He ensures that project objectives and strategies as well as Aegis' standards of quality, value, and safety are met.

***Credentials***

M.S., 1998 (Geology), Auburn University, Auburn, AL.

B.S., 1992 (Geology), James Madison University, Harrisonburg, VA.

Virginia licensed Professional Geologist

Washington licensed Professional Geologist

***Key Projects***

**Solar Power Generation Construction Sites  
Various Locations**

Conducts inspections of environmental conditions at construction projects, focusing on stormwater controls, petroleum storage, and required documentation.

**Schrader-Bridgeport International, Inc.  
Altavista, Virginia**

Conducts periodic monitoring of groundwater and treated effluent related to corrective action and post closure care of RCRA regulated units. Prepares analysis and reporting for VDEQ and EPA.

**Griffin Pipe Products Thomas Road Landfill  
Amherst County, Virginia**

Coordinates and conducts semiannual groundwater sampling events for RCRA corrective action. Coordinates subcontractors for site activities.

**SWPPP Permit Renewal  
Hopewell, VA**

Completed permit renewal documentation, sampling requirements, and participated in frequent communication with VDEQ permit specialist to meet impending industrial stormwater discharge permit renewal deadline.

**VPA Permit Renewal and Quarterly Sampling  
Ashland, VA**

Met with VDEQ representatives, produced permit renewal documentation and process schematic figures, and submitted renewal package for industrial wastewater treatment and discharge into surface waters. Conducts quarterly sampling of compliance monitoring wells.

**Spill Prevention, Containment, and  
Countermeasures Plan (SPCC)  
Danville, VA**

Revised and updated a petroleum spill prevention plan to address oil storage regulations at an industrial facility. This required a site inspection to document oil storage conditions, recommending spill prevention procedures and updating existing





information in order to comply with spill prevention regulations and best practices.

### **Avtex Superfund Remediation**

#### **Front Royal, VA**

On-site management of CERCLA remedy implementation for Operable Unit 10 (OU-10), including site grading, monitoring well installation, and geosynthetic and clay cap installation. Responsibilities required coordination with Engineer, Owner's Representatives, Contractors, and Construction Manager.

### **Phase II Site Investigation**

#### **Southern Israel**

Coordination and oversight of groundwater monitoring well installation and sampling at a major semiconductor manufacturing facility in Israel.

### **BP Oil Spill Decontamination**

#### **Biloxi, Mississippi**

Participated with a team to manage decontamination of contaminated oil-recovery equipment, disposal of contaminated waste, and safety of subcontract laborers.

### **RCRA Corrective Action Site**

#### **Winchester, Virginia**

Site manager responsible for contractor management and safety oversight. Directed impermeable cap installation and groundwater treatment system construction for RCRA site remediation. Constructed and operated ISCO groundwater treatment system. Conducted air, soil, and groundwater monitoring before, during, and after construction. Site contaminants include asbestos, lead, and chlorinated solvents.

### **CERCLA Corrective Action, Former U.S. Titanium Facility Piney River, Virginia**

On-site owner's representative, provided demolition and asbestos abatement oversight for industrial site remediation at a NPL (Superfund) site. Monitored demolition activities, ensured compliance with asbestos-handling regulations, conducted petroleum release investigation, facilitated naturally-occurring radioactive materials (NORM) survey. Conducted study of remedy effectiveness and potential improvements.

### **Closed Manufacturing Facility Richmond, Virginia**

Conducted site investigation and remediation for widespread LNAPL contamination at former metal furniture manufacturing building to determine nature and extent of contamination, evaluated remediation alternatives, and directed cleanup effort.

### **Formerly Used Defense Site (FUDS)**

#### **Newport News, Virginia**

Site investigation and remedial design for PAH and arsenic contamination under Virginia's Voluntary Remediation Program (VRP). Conducted multi-phase soil and groundwater investigations to determine extent and source of existing contamination at Former Defense Site. Developed a remediation plan to mitigate contamination risks at the site.

### **Groundwater Permitting Specialist for 60+ solid waste landfills**

#### **Commonwealth of Virginia**

As waste division geologist for Virginia Department of Environmental Quality, Mr. Pritchett was responsible for permitting of groundwater monitoring programs and corrective action at regional solid waste landfills.

### **Groundwater Remediation Project**

#### **Dayton, Virginia**

Gasoline-contaminated groundwater discovered during a routine residential heating oil investigation led to large scale site characterization and corrective action due to proximity of new municipal water supply well. Designed and implemented groundwater treatment system to recover dissolved- and free-phase petroleum, and hydrologically confine contamination plume to recovery zone.

### **Rockingham County Landfill**

#### **Harrisonburg, Virginia**

On-site owner's engineering representative providing quality control oversight of new cell construction at municipal landfill. Monitored contractor activities, conducted materials sampling, and provided field support for construction of new landfill cells.

### **Conducts LNAPL soil and groundwater contamination studies and remediation at numerous sites within Virginia**

Follows VDEQ petroleum program practices and guidelines for site investigation and remediation of petroleum contaminated sites. Additionally, prepares remediation reimbursement claims to storage tank trust fund on behalf of responsible parties.

MASON A. PRITCHETT, P.G.

Geologist

Page 3



**Routinely performs Phase I and II Environmental Site Assessments for due diligence risk assessment.**

Frequently researches and assesses property for environmental concerns. Undeveloped, residential, commercial, municipal, and industrial properties are investigated for potential environmental liability.

## **WILLIAM P. RUCH**

### *Project Scientist II*

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#### ***Fields of Competence***

Air Permitting & Regulatory Compliance  
EMS Program Development, Auditing & Training  
Multimedia Environmental Compliance Auditing  
Environmental Training (SPCC, Stormwater, DOT  
Hazardous Materials, RCRA)  
SPCC, SWPP, and Integrated Contingency Plans  
Stormwater Management Services  
Hazardous Waste Reporting  
EPCRA and Emissions Reporting

#### ***Experience Summary***

Mr. Ruch is a project scientist with six years of experience in development of environmental regulatory solutions for a variety of organizations. Mr. Ruch assists in the development and implementation of ODCP, SPCC, SWPPP, and Integrated Plans. He also has experience in air compliance and reporting including semi-annual Title V, NSPS, SSM, and excess emissions reports and annual Title V compliance reports, annual emissions updates, Tier II and TRI reports. Mr. Ruch has experience developing, implementing, and auditing EMS programs, including ISO 14001 for multiple facilities. He has knowledge of environmental regulations concerning air, water, wastewater, and waste and has assisted industrial facilities in multiple states nationwide. Mr. Ruch also supports senior staff with investigations of soil and groundwater contamination and groundwater monitoring programs, including field sampling, construction monitoring, and excavation oversight.

#### ***Credentials***

B.A., 2011 (Environmental Sciences), University of Virginia  
ISO 14001:2015 Transition and Lead Auditor Competency  
40-Hour OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER)  
VA Erosion and Sediment Control Responsible Land Disturber

#### ***Key Projects***

##### **Dominion Energy Environmental Services Richmond, Virginia**

Project Scientist assisting in preparing annual Toxics Release Inventory (TRI) Reporting for 15 power stations. Tasks include updating inventories and completing online electronic TRI reporting.

Recently part of a team to develop environmental compliance plans (ECPs) for solar Generation Construction sites and Power Generation sites. ECPs addressed all environmental requirements for each site including, air, water, oil, and waste.

##### **Dominion Energy Solar Power Generation Construction Sites**

###### **Various Locations**

Environmental coordinator for several solar construction sites providing inspections of environmental conditions focusing on stormwater controls, petroleum storage, and required documentation. Provides reports of conditions to management and works with contractors to ensure that deficiencies and problems are addressed in the required timeframes. Assisted with the Remington Solar site which was the first Dominion Energy GC site to implement an EMS approach.

##### **Matheson**

###### **Over 300 Locations Nationwide**

Project Scientist assisted with continuous environmental consulting regarding all media: air, water and waste. Services included multi-media compliance audits emphasizing air quality, wastewater treatment, and SPCC and stormwater requirements. Other projects included environmental training, greenhouse gas (GHG) inventory development, Tier II reporting, and hazardous waste management and reporting. A Corporate EMS Manual was developed and utilized as a template for developing and maintaining facility EMS programs at their various facilities, two of which are ISO 14001 registered. Participated with corporate personnel on a team conducting internal EMS audits at the ISO facilities. Training in conducting facility internal EMS program auditing was also provided.

##### **Hopewell Wastewater Treatment Facility Hopewell, Virginia**

Project Scientist assisting in revamping the facility's EMS program. The facility is currently an E3 level participant in the Virginia Environmental Excellence Program (VEEP). The revision is necessary to incorporate a major plant modification and the release of the ISO 14001:2015 standard which is a template for the various levels of participation in the VEEP.





**Confidential Client  
South Carolina**

Project Scientist assisting multiple sites within South Carolina to provide support with SPCC and stormwater regulations. This support included the revisions of existing plans as well as the implementation of the SPCC and Stormwater plans.

**Confidential Consumer Products Company  
Richmond, VA**

Provided support for multi-year contracts to assist a Richmond-based Fortune 500 manufacturer of consumer products with SPCC plan development and environmental training including SPCC, Stormwater, RCRA Hazardous Waste, and DOT hazardous materials transportation. Provide support at multiple locations in several states.

**Confidential Solid Waste Management Company  
Various Locations throughout Virginia**

Project Scientist assisting in the completion of semi-annual Title V, NSPS, and SSM reports as well as annual Title V Compliance Certifications. Responsibilities include QA&QC of the data to ensure regulatory reporting requirements are met.

**AdvanSix (formerly Honeywell)  
Hopewell, VA**

Project Scientist working on-site to access and obtain CEMs data to complete quarterly excess emissions reports. Tasks have included streamlining the efficiency of the data analysis for compliance reports and consolidation of the related environmental computer program monitoring.

**The Bridges  
Roanoke, VA**

Provided Voluntary Remediation Program support for excavation activities during construction of an apartment complex. Conducted targeted environmental sampling to develop soil management program. Assisted the developer in proper management of hazardous soil and HAZWOPER training.

**Schrader-Bridgeport International, Inc.  
Altavista, VA**

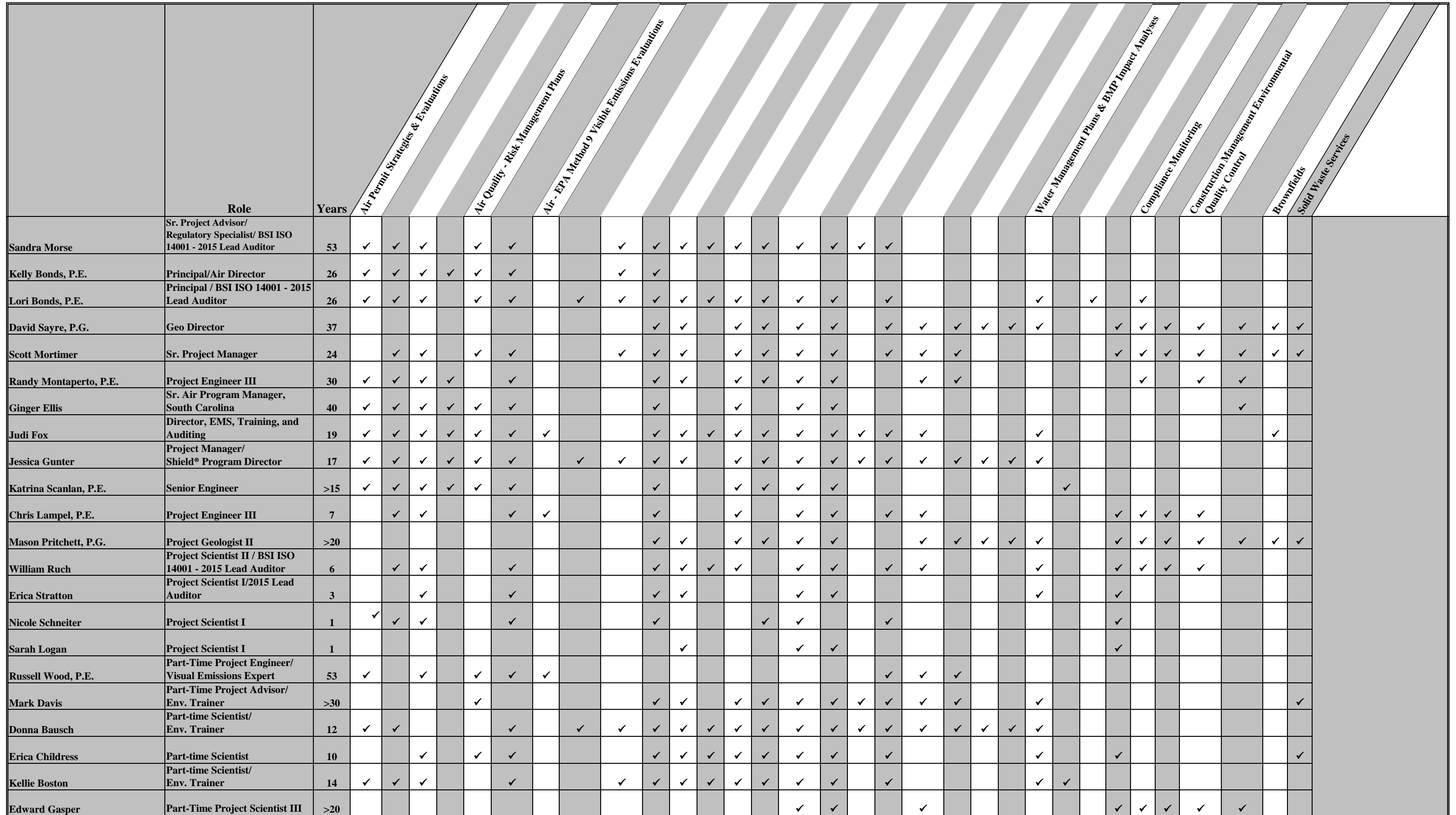
Project Scientist assisting with post closure care of RCRA-related units as well as Corrective Measures required by EPA. Tasks include semi-annual and annual groundwater sampling events as well as quarterly sampling of industrial wastewater discharge to the POTW.

**Rocketts Landing Brownfield Redevelopment  
Richmond and Henrico, Virginia**

Provided support and on-site oversight for project consisting of site characterization, Voluntary Remediation Program coordination, and technical environmental consultant recommendations. Project hailed by Virginia DEQ as an example of cooperation between developer and regulators.

**Valley Timber Sales  
Louisa, VA**

Project Scientist providing quarterly sampling of monitoring wells for a treated lumber manufacturing facility. Also provide data analysis associated with sampling results.



## ***Appendix C***

### ***Aegis Estimated Annual Budget and Hourly Labor Rates***

**Aegis Estimated Budget for VCU Environmental Reporting & Consulting Services**  
**Initial 12 Months of Contract No. 7833048CK**

<b>Title/Position Description</b>	<b>Estimated Quantity (Hours)</b>	<b>Labor Rate (hourly)</b>	<b>Extended Price Estimated Budget</b>
Project Director/Principal	90.0	\$179.00	\$ 16,110.00
Senior Project Advisor	40.0	\$174.00	\$ 6,960.00
Senior Project Manager	150.0	\$145.00	\$ 21,750.00
Senior Project Engineer		\$135.00	\$ -
Senior Project Geologist	80.0	\$135.00	\$ 10,800.00
Senior Project Scientist		\$125.00	\$ -
Project Engineer III	120.0	\$119.00	\$ 14,280.00
Project Geologist III		\$119.00	\$ -
Project Scientist III		\$110.00	\$ -
Project Engineer II		\$107.00	\$ -
Project Geologist II	35.0	\$107.00	\$ 3,745.00
Project Scientist II	150.0	\$96.00	\$ 14,400.00
Project Engineer I		\$86.00	\$ -
Project Geologist I		\$86.00	\$ -
Project Scientist I	80.0	\$79.00	\$ 6,320.00
Technical Specialist		\$70.00	\$ -
Administrative Technician	10.0	\$58.00	\$ 580.00

**Total Proposal Amount**

**\$ 94,945.00**

***Appendix D***  
***Completed RFP Forms***

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**ENVIRONMENTAL REPORTING AND CONSULTING SERVICES**  
**#7833048CK**

**OFFER FORM**

In compliance with this request for proposals and to all conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described herein in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Furthermore, the undersigned agrees not to start any work relative to this particular solicitation until a resulting formal signed Purchase Order is received by the Contractor from University Purchasing. Any work relative to this solicitation performed by the Contractor prior to receiving a formal signed Purchase Order shall be at the Contractor's own risk and shall not be subject to reimbursement by the University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

**A. GENERAL INFORMATION:**

Name & Address of Firm:

Aegis Environmental, Inc. Date: April 2, 2018  
11511 Allecingie Parkway By (Signature In Ink): Kelly B. Bonds  
North Chesterfield, VA Zip Code 23235-4301 Name Typed: Kelly B. Bonds  
E-Mail Address: kbonds@aegisenv.com Title: Principal  
Telephone: (888) 675-1220 Fax Number: (804) 379-2389  
Toll free, if available Toll free, if available  
DUNS NO.: 96-631-2217 FEI/FIN NO.: 54-1828898

**B. SMALL, MINORITY & WOMAN OWNED BUSINESS INFORMATION**

MINORITY-OWNED BUSINESS: ( ) YES (X) NO WOMEN-OWNED: (X) YES ( ) NO  
REGISTERED WITH eVA: (X) YES ( ) NO SMALL BUSINESS: (X) YES ( ) NO  
VIRGINIA DSBSD CERTIFIED: (X) YES ( ) NO VIRGINIA DSBSD CERTIFICATION#: 9286

**C. PROPRIETARY OR CONFIDENTIAL INFORMATION**

<input type="checkbox"/>	Check the box to the left "if" your proposal contains proprietary or confidential information. If so, add an attachment sheet to this form with details.	See Paragraph XII for more information
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**D. ACKNOWLEDGEMENT OF ADDENDA:** Acknowledge your receipt of any addenda that may have been issued under this solicitation.

See Paragraph VIII for more information

Addendum #	1	Addendum #	
Addendum Date	07/21/18	Addendum Date	___/___/___
Addendum #	2	Addendum #	
Addendum Date	03/30/18	Addendum Date	___/___/___

**Affix this Form as the FIRST PAGE of your proposal.**



credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card. Questions regarding this method of payment should be sent to [commcard@vcu.edu](mailto:commcard@vcu.edu).

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://treasury.vcu.edu/banking/vendor-ach/>.

**Contractor must indicate the method of payment selected:**

\_\_\_\_\_ Commercial Card Payment (Wells Fargo VISA)  
\_\_\_\_\_ X \_\_\_\_\_ Automated Clearing House (ACH)

**Invoicing and Payment Method Acknowledgement:**

Signature:	<u>Kelly B. Bonds</u>
Name Printed:	<u>Kelly B. Bonds</u>
Title:	<u>Principal</u>
Name of Firm:	<u>Aegis Environmental, Inc.</u>
Date:	<u>April 2, 2018</u>

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

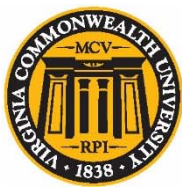
Name of the individual:	<u>Jennifer Witt</u>
Title:	<u>Office Manager</u>
Mailing address:	<u>11511 Allecingie Parkway</u>
Email address:	<u>jwitt@aegisenv.com</u>
Phone number:	<u>804-378-6015</u>
Fax number:	<u>804-379-2389</u>

## EXCEPTIONS

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive.

[illegible]





# VCU Procurement Services

RFP # 7833048CK - Addendum

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DATE: March 21, 2018

## **ADDENDUM NO. 1**

TO ALL OFFERORS:

**Reference: Request for Proposals RFP # 7833048CK**

Commodity/Title: Environmental Reporting and Consulting Services

Issue Date: March 7, 2018

Proposal Due: April 6, 2018

Pre-Proposal Conference: March 26, 2018, 11:00 AM

The above is hereby changed to read:

### **III PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held at **11:00 AM on March 26, 2018** at the:

**Grace Street Center Building  
Procurement Services Conference Room  
912 West Grace Street, Fifth Floor  
Richmond, VA 23284**

**For directions and paid parking information visit:**

<https://parking.vcu.edu/parking/>

- “Dial-In” numbers:  
866-842-5779 (United States and Canada)  
832-445-3763 (International)
- Conference Code # 8291055716, Enter when prompted followed by the # sign.
- “Dial-In” at the scheduled date and time.



# Procurement Services

## **RFP # 7833048CK - Addendum**

DATE: March 30, 2018

### **ADDENDUM NO. 2**

TO ALL OFFERORS:

**Reference: Request for Proposals RFP # 7833048CK**

Commodity/Title: Environmental Reporting and Consulting Services

Issue Date: March 7, 2018

Proposal Due: April 6, 2018 – 2:00 PM

Pre-Proposal Conference: March 26, 2018, 11:00 AM

The following are answers to questions from the Pre-Proposal Conference on Monday, March 26, 2018.

1. Page 4 of 29, Section I, states that "the intent and purpose of the Request for Proposal (RFP #7833048CK) is to establish a term contract with one or more qualified firms..." However, Page 13 of 29, Section XX (Award of Contract) states that "selection shall be made of two or more offerors deemed to be fully qualified and best suited..." How many contracts are intended to be awarded?

**Answer: VCU will enter into negotiations with the two highest rated proposers. From the negotiations, either both vendors will be asked to do Best and Final Offers or an award recommendation will be made with one or both vendors, based on the Evaluation Committee's recommendation after final evaluations.**

2. Page 13 of 29, Section XIX (Evaluation Criteria), SWaM Status/Utilization is 15% of the evaluation criteria. How will SWaM utilization be scored? For example, if a large business submits a proposal to include a small business plan, can the large business receive the entire 15%? Alternatively, will only SWaMs receive the full 15%?

**Answer: Pricing is scored by:  $(\% \text{ Number}/100) \times 15 = \text{SWaM Points}$**

**(ex. 20% SWaM participation:  $20/100 = .2$ ,  $.2 \times 15 = 3$  SWaM points)**

**SWaM Vendors who proposes as a prime contractor will receive the whole 15 SWaM points.**

**Note: For any prime vendor utilizing a Small, Woman and/or Minority-owned business or a Small, Woman and/or Minority-owned business submitting a**

8. In the Deliverables section under the Work Plan portion of the proposal, is the Offeror to make assumptions as to which General Services and Other Services will be requested? Or are the deliverables intended to revolve around the compliance/submittal schedule attached at the end of the proposal?

**Answer: The main work for this proposal is listed in the attached schedule at the end of the proposal (Page 29 of RFP Document).**

9. Does VCU have a strong preference between a single supplier vs. a partnered approach?

**Answer: No.**

10. The evaluation criteria in the RFP is helpful but broad - what is VCU's description of the ideal supplier, what aspects of a supplier are most critical to VCU?

**Answer: Reports for DEQ, City of Richmond and EPA. The priority is to meet the deadline before reports are due. Response by due date(s) is a Regulatory requirement.**

11. What level of importance does VCU place on office location(s) of supplier(s)?

**Answer: The closer to VCU (Richmond) the better. DEQ office is on Cox Road. Anything responding to EPA must to go Philadelphia, PA. VCU would not want excessive travel/mileage included in with hourly pricing for services.**

NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Aegis Environmental, Inc.

Name of Firm

Kelly B. Branch .Principal

Signature/Title

April 2, 2018

Date