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June 30, 2016

Mr. Raymond Codey  
Borough Administrator  
Borough of Madison  
Hartley Dodge Memorial  
50 Kings Road  
Madison, NJ 07940

**Re: Hartley Dodge Memorial Building  
Former Police Department UST  
Proposal for Remedial Action Workplan**

Dear Mr. Codey:

The Borough of Madison removed a 550-gallon underground storage tank (UST) in 1991 from the former police department located in the Hartley Dodge Memorial Building. Discharges of gasoline from the UST resulted in soil and groundwater contamination that was investigated and remediated since the time of removal. The Borough retained Mott MacDonald in January 2016 to assume the Licensed Site Remediation Professional (LSRP) responsibilities and complete the remedial investigation.

This proposal addresses the tasks required as a follow up to the Remedial Investigation Report, specifically, the Remedial Action Workplan and contaminated soil removal. In addition, the Borough has decided to proceed with contaminated soil removal as the remedial action. Mott MacDonald will prepare the specifications for soil removal and provide observation during the removal process.

### **Remedial Action Workplan**

Mott MacDonald will prepare a Remedial Action Workplan in accordance with the Technical Requirements for Site Remediation (NJAC 7:26E-5.5). The report will include:

- a summary of the findings and recommendations from the Remedial Investigation Report
- identification of each area of concern where the remedial action will be implemented
- a detailed description of the remedial action and the remedial technology to be used for the area of concern; identification of all applicable remediation standards
- a plan to evaluate the effectiveness of the remedial action
- a perimeter air monitoring and action plan to be implemented during a remedial action, and if applicable, designed to monitor and control off-site excursion of dust, vapor and odors
- a list of all required permits
- a fill use plan
- a plan to restore the site after implementing the remedial action
- the proposed completion date of the remedial action and a schedule of the remedial action for the initiation and completion of each remedial action task.

The report will include an updated Receptor Evaluation. The following forms will be included with the report: Cover/Certification; Remedial Action Workplan, and Receptor Evaluation. The report will be submitted to the NJDEP following review and approval from the Borough.

### **Soil Removal Specification**

The Borough has determined that soil removal is the best available remedial alternative. Mott MacDonald will prepare technical specifications for public bidding purposes, which will be attached to the general front-end specifications provided by the Borough. The technical specifications will include a project description with the objectives of the planned work, and a description of the work including site preparation, pre-excavation waste characterization, identification of a licensed waste disposal facility and the need for an acceptance letter from that facility, soil excavation and loading, dewatering and disposal, clean fill requirements, traffic flow, site protection, and site restoration. The specification will also include a list of documents that will be required to be provided before final payment. Plans will also be provided to support the specifications. Mott MacDonald will attend a pre-bid meeting.

### **Observation of Soil Removal**

Mott MacDonald assumes that the Borough will provide construction management of the work. We will be present during the removal of contaminated soil to direct the contractor as to where and how deep to dig. We will also collect five post-excavation soil samples and analyze the samples for Target Compound List volatile organic compounds so as to document the soil quality that remains. At the completion of the work, we will ensure that the contractor submits all the required documents.

### **Future Tasks**

The Borough will be required to complete follow-on tasks such as monitoring well installation, monitoring groundwater quality, possibly removing contaminated groundwater from wells, reporting on the remedial actions, and permitting. Mott MacDonald will assess the specific needs and submit a proposal and cost estimate for the work at the completion of the tasks described above.

### **Project Management**

Under this task, Mott MacDonald will prepare monthly progress reports to accompany our invoices. We will attend project meetings with the Borough as needed.

### **Schedule**

Mott MacDonald will complete the draft Remedial Action Workplan within 60 days and the Soil Removal Specifications within 90 days of approval to proceed.

### **Cost Proposal**

Mott MacDonald proposes that the Borough approve \$53,000 for the tasks described above, and that Mott MacDonald be reimbursed on a time and material basis. The Borough will be invoiced for time actually spent on the project. The budget does not include NJDEP fees.

### **Terms and Conditions**

It is proposed that the standard terms and conditions that were agreed to in Hatch Mott MacDonald's original proposal of December 30, 2015 will apply to this follow on work even though our corporate name has changed to Mott MacDonald, as our business and tax



identification numbers have remained the same.

We appreciate the opportunity to be of service to the Borough of Madison. Please call me if you have any questions.

Very truly yours,  
Mott MacDonald

A handwritten signature in cursive script that reads "Roy Redmond".

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c: Jim Burnet, Madison  
Robert Vogel, PE, Madison