



August 8, 2019

Reference No. 11178090

Roy Acree, GA-PCEM
Fire Chief
Director, Emergency Management
Smyrna Fire Department
2620 Atlanta Road
Smyrna, Ga.30080

Dear Mr. Acree:

**Re: Proposal for Professional Industrial Hygiene and Risk Assessment Services
Hazard Assessment and Ambient Air Sampling – Ethylene Oxide
City of Smyrna, Cobb County, and City of Atlanta, Georgia**

1. Introduction

GHD Services Inc. d/b/a GHD Environmental and Consulting Inc. (GHD) is pleased to submit this Proposed Scope of Work and Cost Estimate (Proposal) to provide air quality services for public and private sector properties located within the areas noted above. The assessment of air quality shall be performed to evaluate the potential risk of exposure to ethylene oxide (EtO). Specifically, GHD health professionals will collect ambient air samples for EtO from indoor and outdoor locations for comparison to applicable community / worker health guidelines established for EtO. These services are requested on behalf of representatives for the City of Smyrna and Cobb County, Georgia; with an option to include sampling for the City of Atlanta, Georgia; for the purpose of evaluating the levels of ethylene oxide in the area.

GHD envisions the assessment services shall consist of two main tasks, as follows:

- Task 1 – assist the City of Smyrna and Cobb County, Georgia officials in the identification and retention of recognized experts in the following fields to form a Technical Task Force:
 - a. Industrial Hygiene and overall Project Strategy and Management (to be provided by GHD)
 - b. Toxicology
 - c. Air Quality Engineering
 - d. Environmental Law
- Task 2 – Quantify EtO concentrations at selected locations in inside and outside air within the City of Smyrna and Cobb County to assess potential exposures for recognized receptors. Characterize indoor and outdoor concentrations of EtO and otherwise provide guidance on the risk for receptors within these areas. As part of this assessment, GHD will identify additional potential sources of EtO emissions within the immediate areas throughout the City of Smyrna and Cobb County, Georgia.

2. Scope of Work

GHD will rely on an experienced team of health professionals to meet the expectations for this project. The GHD team includes professionals from industry and regulatory agencies having a broad range of applicable industrial hygiene, risk assessment, chemical engineering, and toxicology experience. The on-site portion of the project will be conducted by GHD Certified Industrial Hygienists (CIH) with support from additional GHD resources.

2.1 Technical Task Force Recruitment and Formation

GHD will assist the City of Smyrna and Cobb County in the recruitment and formation of a Technical Task Force to provide expertise in the areas of Industrial Hygiene, Toxicology, Air Quality Engineering, and Environmental Law. These individuals will report periodically to the Oversight Committee and provide consulting expertise during the project.

2.2 Area Airborne Sampling

GHD will work with the City of Smyrna and Cobb County officials to identify locations within the area to be assessed based on the potential for exposures to EtO. GHD proposes to collect a total of approximately 14 air samples at indoor outdoor locations over a fourteen-day sampling period. GHD proposes to collocate two air samples during each sample period (total of up to 15 air samples per sample event). GHD shall collect air samples at each location every day during the 14-day period. GHD will perform the field activities during periods expected to be representative of normal operating conditions. GHD will work with city and county officials, and other stake holders as warranted to identify sample locations.

To determine the representative inhalation exposures for nearby receptors, GHD will collect area air samples for EtO at the selected locations. The area air samples shall be collected at breathing zone height (approximately 5 to 6 feet) in an effort to simulate representative inhalation exposures for the affected receptors in each area. Area air samples shall be collected using evacuated SUMMA canisters with 24-hour metered flow regulators. All air samples shall be collected according to the Environmental Protection Agency (EPA) Method TO-15 including the analysis for EtO. All samples shall be shipped under appropriate Chain of Custody (COC) procedures to SGS Galson Laboratory and to other laboratories as required for analysis. Galson is accredited by the American Industrial Hygiene Association (AIHA) for the analysis of air samples. Samples will also be submitted to ERG Laboratories for analysis. The laboratory results for the air samples will be relied on to identify any areas where airborne EtO concentrations are present in greater concentrations compared to background.

3. Field Documentation

Appropriate documentation will be collected including a daily activity log, sampling field forms, site observations, and other pertinent documentation. All sampling data and supporting documentation collected during this assessment shall be stored in a comprehensive electronic database. GHD shall use a custom database application (i.e. mobile data collection and data management tools for field data collection, archiving and reporting) that uploads field data directly to a secure GHD server.

4. Schedules and Deliverables

GHD will work with the City of Smyrna and Cobb County personnel to set up a mutually agreeable schedule for the assessment activities. At the completion of the sampling activities, GHD will provide a written report

and all the results of air samples within twenty business days after receiving the laboratory results. The report will include the following:

- An executive summary
- A comparison of sampling results reported at indoor and outdoor locations
- A site plan presenting monitoring and sampling locations
- A report and all data from services rendered, which will assist the ATSDR to complete a public health assessment report to evaluate the potential risk of exposure to ethylene oxide

5. Estimated Cost

This proposal describes the estimated cost for providing the services described above. Costs for any additional services or labor will be billed on a time and materials basis in accordance with the rate and fee schedule previously provided to the City of Smyrna. Consulting services provided by other members of the Technical Task Force are not captured in this cost estimate, and will be provided on a time and materials basis once Technical Task Force members have been identified. Any and all costs which exceed the estimated cost provided herein in Table 3.1 will require prior approval by the City of Smyrna and Cobb County officials or the Oversight Committee. We estimate the cost to provide these services will be approximately **\$79,200**. This figure includes the estimated costs for labor, expenses, travel, laboratory fees, and equipment usage and represents our good-faith attempt to approximate the cost to achieve the goals of this project and the deliverables noted above.

Due to the proximity of the City of Atlanta, we have also provided a cost estimate for increasing the total number of samples by double, and the additional labor which would be required for deployment of 30 samples instead of 15. Table 3.2 summarizes the cost estimate for conducting sampling for the City of Smyrna, Cobb County, and the City of Atlanta all together. Some cost savings would be realized through this shared effort. For your consideration, GHD has divided the estimated costs accordingly.

Table 3.1 Cost Estimate – City of Smyrna and Cobb County, Georgia

Description	Estimated Cost
Task Force Recruitment and Formation / Project Kickoff	\$5,000
Labor (travel, project coordination, on-site activities)	\$24,500
Labor (data review, reporting, conclusions)	\$10,500
Sample Analysis (equipment use and laboratory fees) – 15 samples, 14 days	\$35,700
Expenses (travel, shipping, transportation)	\$3,500
Total	\$79,200

Table 3.2 Cost Estimate – Total including City of Atlanta

Description	Estimated Cost
Task Force Recruitment and Formation / Project Kickoff	\$5,000
Labor (travel, project coordination, on-site activities)	\$40,000
Labor (data review, reporting, conclusions)	\$12,500
Sample Analysis (equipment use and laboratory fees) – 30 samples, 14 days	\$71,200
Expenses (travel, shipping, transportation)	\$5,000
Total	\$133,700

6. Closing

We appreciate the opportunity to submit this Proposal and look forward to working with you. Please do not hesitate to contact us if you require further information or clarification regarding the Scope of Work and Cost Estimate presented herein.

IN WITNESS WHEREOF, the Parties hereto have caused this Proposal to be executed on the dates hereinafter respectively set forth.

GHD Services Inc.



Dyron Hamlin, MS, PE, CIH

cc: Benjamin Chandler, GHD

City of Smyrna

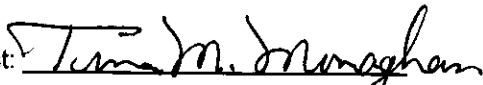
By: _____



Title: Mayor

Date: 8/13/19

Attest: _____



Title: Deputy City Clerk