NYC 9/11 Public Portal Document

November 6, 2002

Ms. Helene Fromm
Chief of Staff
Mayor's Office of Operations
40 Worth Street, 4th Floor
New York, NY 10013

Subject: **Proposal to provide Equipment Sampling and Evaluation Services at 100 Church Street and 40 Worth Street locations**

Dear Ms. Fromm:

TRC Engineers, Inc. (TRC) is pleased to submit this proposal to provide subject services to your organization. This proposal is based on your request and fax dated November 4, 2002.

The key to success of this or any other project is assembling the correct team of professionals. TRC, a national environmental, engineering and architectural company, is a public corporation traded on the New York Stock Exchange (NYSE:TRR). TRC has over 30 years of experience providing clients with value added services and has the resources of over 1,500 professionals including seasoned, senior professionals with proven experience and innovative ideas to address complex engineering, architectural and environmental concerns. TRC will assign the following key individuals to this important project:

Mr. Edward Gerdts, CIH, CSP Vice President of TRC will serve as the Principal in Charge for this project. Mr. Gerdts has over fifteen (15) years experience in Environmental, Health and Safety consulting services with particular emphasis in building toxics projects. Mr. Gerdts is a Certified Industrial Hygienist (CIH) by the American Board of Industrial Hygiene and a Certified Safety Professional (CSP) by the American Board of Safety Professionals. Mr. Gerdts also possesses a Masters of Science Degree in Environmental and Occupational Health Science. Mr. Gerdts is currently involved in similar projects in lower Manhattan area.

Mr. Nitin Dave, PE, CIH, CSP, will serve as the Project Manager for this project. Mr. Dave is a Senior Project Manager with over twenty (20) years of environmental and engineering experience. In addition to being a CIH and CSP, Mr. Dave is a registered Professional Engineer in the State of New York. He has extensive experience with both public and private sector clients and has proven experience in customizing services to fully satisfy client requirements. Mr. Dave is currently involved in similar projects in lower Manhattan area.

Karen M. Vetrano, Ph.D will serve as the Senior Risk Assessor for this project. Dr. Vetrano manages TRC's Health and Safety Assessment Services Group, which is comprised of Risk Assessment and Toxicology, Industrial Hygiene, and Odor Control. Dr. Vetrano holds a Doctorate in Toxicology and has over eleven (11) years of experience in managing and providing technical support for the various components of human exposure and health risk assessments under State and Federal Programs. Dr. Vetrano is currently involved in similar projects in the lower Manhattan area.

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PROPOSED SCOPE OF SERVICES

TRC will provide the professionals, equipment and materials required to perform sampling of Mayors Office of Operations representative computer equipment at the 100 Church Street and 40 Worth Street offices. Representative sampling will include sampling of ten percent (10%) of the computer equipment that was impacted by the World Trade Center (WTC) collapse. The services to be provided will be under the direction of an American Board of Industrial Hygiene (ABIH) Certified Industrial Hygienist (CIH). Upon receipt of authorization, TRC will perform the following services

Task 1 – Equipment Sampling

TRC will collect and analyze asbestos micro-vacuum samples from within representative impacted computer equipment. A list of computer equipment that was present at 100 Church Street at the time of the WTC collapse has been provided to TRC. This equipment is currently located at 100 Church and 40 Worth Streets. TRC has identified one hundred thirty six (136) items that have vents/fans that could have allowed internal components to be impacted by WTC dust. Sampling of internal components will follow American Society for Testing and Materials (ASTM) Test Method D5755-95 Micro-vacuum Sampling and Indirect Analysis (Filter Sample Analysis) of Dust by Transmission Electron Microscopy (TEM) for Asbestos Structure Number Concentration. It is anticipated that up to seventeen (17) samples, including blanks will be collected

All samples will be analyzed by an independent laboratory that is certified by the American Industrial Hygiene Association (AIHA) and the New York State Department of Health (NYSDOH) under the Environmental Laboratory Accreditation Program (ELAP).

Task 2 – Report

Following the completion of the site activities, TRC will provide and deliver three (3) copies of the written Final Report of our findings. The report will include the following:

- Background Information - detailing facility information, TRC Representative's name(s), certifications, dates of inspections, inspection methodologies, sampling and analysis procedures, etc.,
- Survey and Sampling Results Summary - identifying results of the visual inspection, identification of areas, results of sampling, and comparison of results to applicable standards, regulations, guidelines and/or background concentrations;
- Analysis of Data and Interpretation of Results, Conclusions and Recommendations;

Report Appendices – includes report documentation, such as analytical results and chain of custody forms

FEE

TRC will perform the above-defined services for a lump sum fee of $5,930. This fee includes all labor; equipment and materials to complete the above-defined services.

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SCHEDULE

TRC can proceed with the scope of services established in this proposal upon receipt of your Authorization. We anticipate that the work can be started within one week of your authorization and the report completed within one week of receipt of samples from the laboratory.

AUTHORIZATION

If this proposal is acceptable to you, please provide an authorized signature in the authorization block below and at the end of the TRC Terms and Conditions. The receipt of the signed document by TRC will serve as our authorization to proceed with the scope of work described in this proposal.

CLOSING

TRC is pleased to provide this proposal to you organization. If you have any questions or comments, or need further assistance, please contact us at (212) 563-3933.

Sincerely,

TRC ENGINEERS, INC.

Edward A. Gerdts, CIH, CSP
Vice President

Attachment: Terms and Conditions

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