



Indiana Brownfields Program

an Indiana Finance Authority Environmental Program

100 North Senate Avenue, Room 1275
Indianapolis, Indiana 46204
www.brownfields.in.gov

James P. McGoff
Director of Environmental Programs
(317) 232-2972
jmcgoff@ifa.in.gov

January 14, 2025

Mr. Glen Howard
Senior Project Manager
SES Environmental
3807 Transportation Drive
Fort Wayne, Indiana 46818

Re: Cost Proposal for Environmental Assessment
Community Wide Assessment Initiative
Loveless Property
1883 South 14th Street
New Castle, Henry County, Indiana
Brownfield Site #4240904
SES – CWAG Project Amendment #15a

Dear Glen:

The Indiana Brownfields Program (Program) is in receipt of SES Environmental's (SES) proposal (see Attachment A) submitted in response to the Program's request for a cost estimate for the completion of environmental assessment activities at the Loveless Property in New Castle, Indiana (Site). We have attached a Project Amendment to be attached as part of Exhibit A of your firm's Professional Services Contract with the Indiana Finance Authority (Authority) which acknowledges the Program's acceptance of your proposal and will serve as your authorization to proceed.

Scope of Work

As outlined in Attachment A, SES will perform the following tasks:

- Task A:** Prepare a Sampling and Analysis Plan (SAP) and Site-specific Health and Safety Plan (HASP) and submit for Program and United States Environmental Protection Agency (US EPA) review and approval
- Task B:** Conduct subsurface soil and groundwater investigation activities
- Task C:** Complete and submit all necessary reports, including an Investigation Report and documentation for US EPA reporting as requested by the Program

Site Access

SES will need to execute a site access agreement (Site Access Agreement) with the owner of the Site granting access to the Site for the environmental assessment activities. An executed copy of the Site Access Agreement will be attached hereto by the Program as Attachment B after it is received from your



firm. If the Site owner refuses to sign the Site Access Agreement, the Program may determine to withdraw funding for the Site.

Schedule for Project Tasks

The schedule outlined below approximates the timeline for implementation of the work outlined in Attachment A:

- January 14, 2025: Project Amendment transmitted to consultant
- January 15, 2025: Signed Project Amendment and Site Access Agreement received by the Program
- February 5, 2025: SAP and HASP submitted to the Program
- February 26, 2025: Subsurface investigation activities initiated
- April 18, 2025: Investigation Report and final invoice submitted to the Program

Total Estimated Project Expense Budget & Payment

The cost to complete the above-referenced Scope of Work will be based on the proposal contained in Attachment A and total project expense budget (Project Budget) outlined herein. SES will not change the Scope of Work or exceed the Project Budget for this project without prior written authorization from the Program. The Program has executed the Project Amendment attached hereto to authorize initiation of the activities under the Scope of Work. As soon as the Program receives SES's signed acknowledgment on the Project Amendment, invoicing can begin according to the following proposed payment schedule:

- Category I: HASP and SAP
- Category II: Assessment Activities
- Category III: Reports

Modifications to the above schedule shall be discussed with the Program's Project Manager for the Site, Haley Faulds, and are subject to approval by the Program. Invoicing for this project will be in accordance with the above-listed payment milestones. The Program's *Federally-Funded Project Payment and Disbursement Procedures* (August 2018) (Disbursement Guidelines) will apply to invoicing for this project. The guidelines are attached to your firm's contract as Exhibit C and can also be found on the Program's web site at: www.brownfields.in.gov/. Requests for payment should be submitted using the Disbursement Request Form attached hereto as Attachment C and should be accompanied by all required supporting documentation. As there is no grant recipient for this project, the form may be submitted directly to the Program's Project Manager for the Site. Following invoice approval by the Program's Project Manager, payment will be made directly by the Program to SES.

PROJECT AMENDMENT #15a

Description of Services: Environmental Assessment

Project Name: Loveless Property
1883 South 14th Street
New Castle, Henry County, Indiana
Brownfield Site #4240904

Proposed Budget: \$11,500.00 (federal funds)

SES will perform the Scope of Work described above and in Attachment A for a total project cost of \$11,500.00. This form shall serve as an authorization by the Program to proceed with the Scope of Work. Invoicing may begin according to the above-referenced payment schedule upon the Program's receipt of SES's acknowledgment below.

PROPOSAL ACCEPTED BY:

I hereby acknowledge and agree to the proposal including the Scope of Work in Attachment A hereto and the conditions set forth in the letter to which this Project Amendment is attached.



James P. McGoff, Director Environmental Programs
Indiana Finance Authority

1/14/2025

Date

ACKNOWLEDGED BY: SES Environmental

I hereby acknowledge and accept the conditions set forth in the enclosed letter and this Project Amendment.



Signature

Cheryl Ryan, VP of Business Operations

Print Name & Title

01/22/2025

Date

For Approval of Charges, Send Invoice(s) to:
Haley Faulds
Indiana Brownfields Program
100 N. Senate Avenue, Room 1275
Indianapolis, Indiana 46204
Email: hfaulds1@ifa.in.gov
Telephone: (317) 234-0685

Attachment A
Approved Proposal & Scope of Work



Alana Christlieb, CHMM

Senior Project Manager

3807 Transportation Drive

Fort Wayne, IN 46818

Phone: (260) 497-7645

email@sesadvantage.com

October 30, 2024

Indiana Finance Authority

Attn: Haley Faulds

100 North Senate Avenue, Suite 1275

Indianapolis, IN 46204

Re: Phase II ESA Investigation Proposal

Loveless Property

1883 South 14th Street

New Castle, Henry County, Indiana 47362

SES Project No.: 2024-0813

BFD #4240904

Submitted via email to: hfaulds1@ifa.in.gov

Dear Ms. Faulds:

The purpose of this proposed investigation is to determine current conditions related to the following *recognized environmental conditions (RECs)* documented in the Phase I Environmental Site Assessment (ESA) dated October 28, 2024 for the referenced site.

- REC #1** The subject property address was not listed in reviewed city directories prior to the year 1955; however, a city directory from the year 1926 lists a filling station, "Goodwin Bros Filling Station" on South 14th Street at the southeast corner of J Avenue. Based on this description this filling station may have been located at the subject property; however, no other historical records concerning this filling station were found.

- REC #2** According to the fire department, an arson fire occurred at the subject property approximately 30 years ago in which gasoline was used as an accelerant. The total amount of gasoline was estimated to be 15 to 20 gallons.

Scope of Work

SES recommends advancing four soil borings at the property to determine current soil and groundwater conditions. Two soil borings will be advanced at the north end of the site to evaluate potential former filling station operations. The remaining borings will be advanced near the building to evaluate potential impact from the historical fire. A site specific Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP) will be prepared prior to site work. The following narrative provides recommended scope of work details.

- Indiana811 will be notified to mark underground public utilities at the jobsite.
- A geophysical survey will be conducted to clear boring locations.
- Up to 4 soil borings will be advanced using direct-push probing methods. Soil borings will be advanced to a depth of 20 feet or refusal. Please note, borings will be positioned accordingly based on location of utilities.
- A portion of each soil sample interval will be equally divided and placed in a plastic container for headspace analysis using a photoionization detector (PID) instrument.
- Soil samples will be retained from each proposed boring for laboratory testing. By convention, the interval exhibiting the highest PID response will be retained for testing.
- Samples will be placed in laboratory-provided glass containers with Teflon[®]-lined lids, labeled and placed in a cooler containing ice pending transport to the laboratory. In-field sample preservation for volatiles will be consistent with



Method 5035A and will include the use of Terra Core[®] sampling devices. Chain-of-custody documentation will be maintained throughout sample collection and transport to the laboratory.

- Following soil sampling, temporary groundwater sampling points will be constructed at locations where groundwater is encountered. Temporary points will be constructed with 1-inch diameter PVC and 10-slotted screen. The sampling points will be developed to improve water clarity and to remove fines.
- One soil sample and one groundwater sample per boring (or 2 soil samples if no groundwater is encountered) will be analyzed for VOCs, PAHs, and RCRA 8 Metals.
- Following sampling, groundwater sample points will be removed, boreholes will be filled with bentonite, and the surface restored to near-original condition.
- In accordance with the approved QAPP, quality control samples will include a trip blank, equipment blank, duplicates and matrix spike/matrix spike duplicates.
- Mapping will be conducted to establish boring and sampling point locations relative to the building structures.

Assumptions and Site Owner Responsibility

- The current site owner and/or occupant will be cooperative in providing site access and allow soil borings to be advanced on the site. The site owner will work with SES to gain access to all proposed soil boring locations.
- Additional labor, equipment, soil borings, and/or analytical beyond the proposed scope of work presented above, will be conducted under a Change Order.

Reporting

Investigation methods and results will be presented in a report. The report will present background information concerning the site and surrounding area. Testing results will be compared to the Indiana Department of Environmental Management's latest Risk-based Closure Guide (R2) published levels for determining the extent of impact, as well as contaminant concentration significance. Supporting documentation consisting of laboratory analytical reports, and boring logs will be provided in the report appendix. One electronic pdf copy (via email) of the final report will be provided.

Schedule

Field sampling will be conducted within 20 days of receiving authorization to proceed. Field sampling will require one day to complete. Laboratory testing will require approximately two weeks. The report will be provided approximately four weeks after field work.

Cost Estimate

SES Environmental proposes to complete the investigation on a time and material basis in accordance with the attached terms and conditions. This firm's opinion of the probable cost to conduct the above work scope on a normal schedule is **\$11,500**. A cost breakdown is presented in the following table.

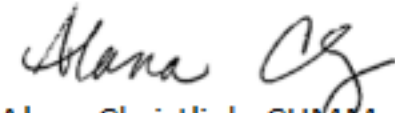
Project Management and Reporting		\$2,930
Subsurface Investigation		\$8,570
	<i>Field Services</i>	\$1,585
	<i>Geophysical Survey</i>	\$1,295
	<i>Probe Services</i>	\$3,250
	<i>Laboratory Services</i>	\$2,440
Total		\$11,500



Closing

Please contact the undersigned at 260.497.7645 with any questions regarding this proposal.

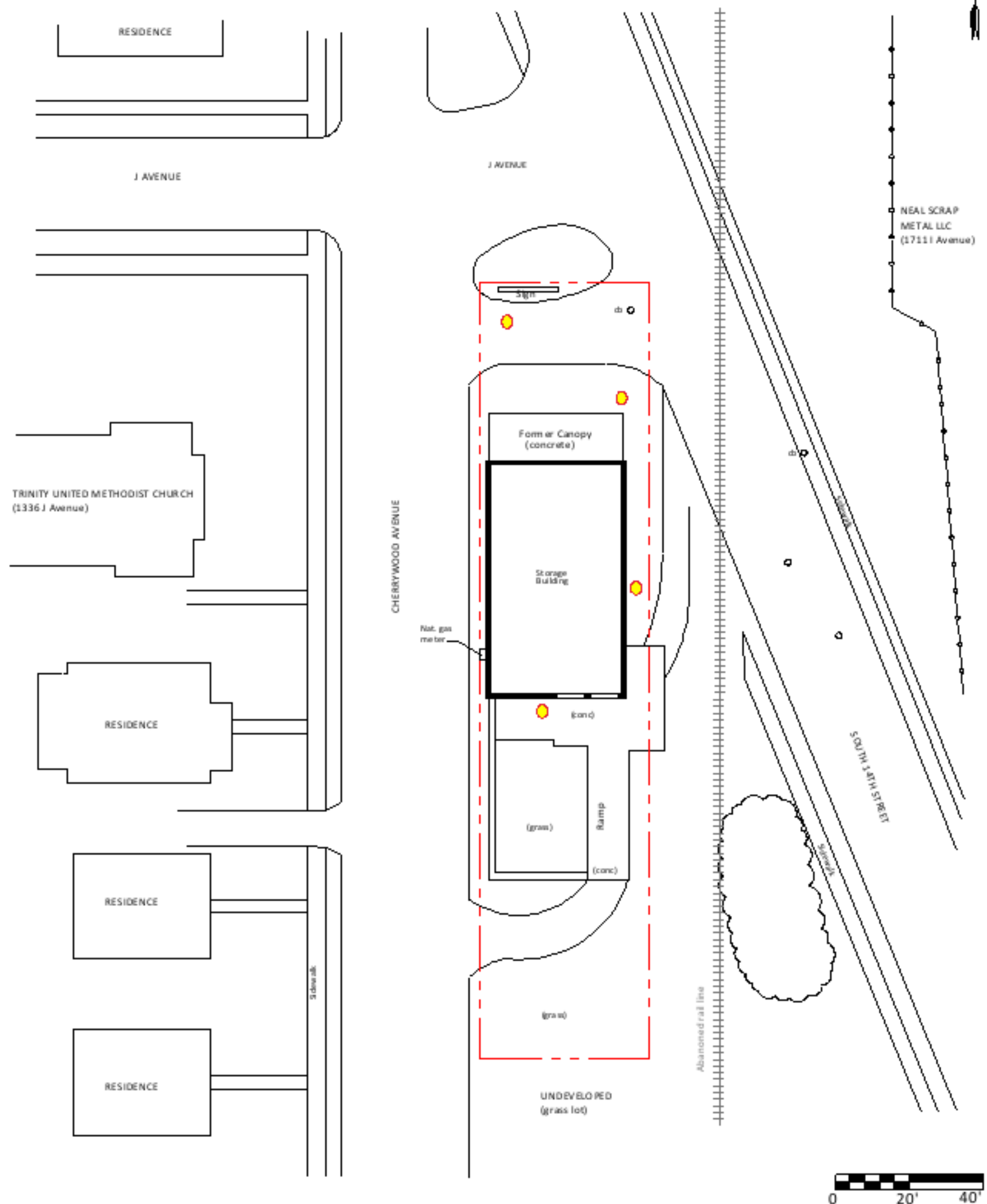
Sincerely,
SES Environmental



Alana Christlieb, CHMM
Senior Project Manager

Attachments:
Proposed Boring Location Map






TITLE	SITE MAP Phase I Environmental Site Assessment
LOCATION	Commercial Property 1883 South 14th Street New Castle, Henry County, Indiana

LEGEND	APPROX SUBJECT PARCEL BOUNDARY
□pp	POWER POLE
□lp	LIGHT POLE
□cb	CATCH BASIN
□mh	MANHOLE
●	proposed boring location

PROJECT	2024-0813
SCALE	1" = 40'
DATE	9/24/24
DRAWN	dn
CHECKED	wg
FILE	20240813
FIGURE	2

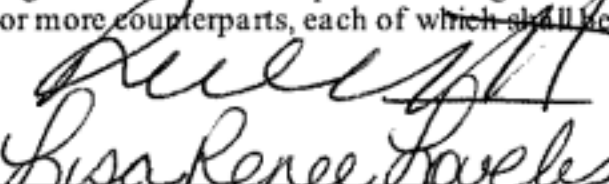


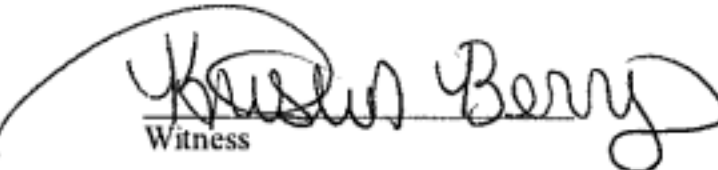
SES		BFD #4240904 Loveless Property 1883 South 14th Street, New Castle, IN			Quantity	Unit	Unit Rate	Approved SUBTOTAL	Approved Category TOTAL	Invoice #1 (Date)	Invoice #2 (Date)	Invoice #3 (Date)	Invoice #4 (Date)	Invoice #5 (Date)	Invoice #6 (Date)	Invoice #7 (Date)	Invoice #8 (Date)	Invoice #9 (Date)	Amount Remaining	
I. Category - Phase I Site Assessment									\$ -										\$ -	
II. Category - Phase II Site Assessment (Field Phase)									\$ 8,808.50											
A. Staff Hours (list hours for each staff separately for this Category)									\$ 1,600.00											\$ 1,600.00
PM - project coordination, Management	2	hr	\$ 125.00	\$ 250.00																
Staff - field oversight	12	hr	\$ 100.00	\$ 1,200.00																
Tech - field prep	2	hr	\$ 75.00	\$ 150.00																
			\$ -	\$ -																
			\$ -	\$ -																
B. Materials and Equipment (list each separately for this Category)									\$ 120.00										\$ 120.00	
PID	1	day	\$ 90.00	\$ 90.00																
Wheel	1	day	\$ 15.00	\$ 15.00																
Peristaltic pump		day	\$ 45.00	\$ -																
sampling supplies	1	day	\$ 15.00	\$ 15.00																
			\$ -	\$ -																
			\$ -	\$ -																
C. Travel (reimbursed at state rates)									\$ 112.70										\$ 112.70	
Mileage	230	mi	\$ 0.49	\$ 112.70																
Hotel		night	\$ -	\$ -																
D. Subcontractors (list all subcontractors separately for this Category)									\$ 6,975.80										\$ 6,975.80	
GPR survey (GRPS)	1	ea	\$ 1,295.00	\$ 1,295.00																
Probing	1	ea	\$ 3,240.00	\$ 3,240.00																
Laboratory - Envision			\$ 2,440.80	\$ -																
VOCs	14	ea	\$ 54.00	\$ 756.00																
PAHs	13	ea	\$ 54.00	\$ 702.00																
RCRA 8 Metals	13	ea	\$ 75.60	\$ 982.80																
III. Category - Remediation, UST/A ST/Hydraulic Lift Removal (Field Phase)									\$ -										\$ -	
A. Staff Hours (list hours for each staff separately for this Category)									\$ -											\$ -
PM - project coordination, Management		hr	\$ 125.00	\$ -																
Staff - field oversight		hr	\$ 100.00	\$ -																
Tech - field prep		hr	\$ 75.00	\$ -																
			\$ -	\$ -																
			\$ -	\$ -																
B. Materials and Equipment (list each separately for this Category)									\$ -										\$ -	
PID		day	\$ 90.00	\$ -																
Wheel		day	\$ 15.00	\$ -																
sampling supplies		day	\$ 15.00	\$ -																
			\$ -	\$ -																
			\$ -	\$ -																
C. Travel (reimbursed at state rates)									\$ -										\$ -	
Mileage		mi	\$ 0.41	\$ -																
Hotel		night	\$ -	\$ -																
D. Subcontractors (list all subcontractors separately for this Category)									\$ -										\$ -	
Laboratory - Envision			\$ -	\$ -																
VOCs		ea	\$ 54.00	\$ -																
PAHs		ea	\$ 54.00	\$ -																
			\$ -	\$ -																
			\$ -	\$ -																

 BFD #4240904 Loveless Property 1883 South 14th Street, New Castle, IN		Quantity	Unit	Unit Rate	Approved SUBTOTAL	Approved Category TOTAL	Invoice #1 (Date)	Invoice #2 (Date)	Invoice #3 (Date)	Invoice #4 (Date)	Invoice #5 (Date)	Invoice #6 (Date)	Invoice #7 (Date)	Invoice #8 (Date)	Invoice #9 (Date)	Amount Remaining
IV. Category - Monitoring Well Install/Quarterly Monitoring (Field Phase)							\$ -									
A. Staff Hours (list hours for each staff separately for this Category)							\$ -									
		hr	\$ -													
			\$ -													
B. Materials and Equipment (list each separately for this Category)							\$ -									
			\$ -													
			\$ -													
C. Travel (reimbursed at state rates)							\$ -									
		Mileage	mi	\$ 0.38												
		Hotel	night	\$ -												
D. Subcontractors (list all subcontractors separately for this Category)							\$ -									
				\$ -												
				\$ -												
V. Category - Other							\$ -									
A. Asbestos and Lead Paint Surveys							\$ -									
B. Property Acquisition							\$ -									
C. Demolition							\$ -									
D. Bond Counsel							\$ -									
E. Professional Services (Maximum 5% of loan amount)							\$ -									
VI. Category - Reporting							\$ 2,690.00									
A. Health and Safety Plan							\$ 300.00									
B. Sampling and Analysis Plan							\$ 400.00									
C. QAPP							\$ -									
D. Phase II Report							\$ 1,990.00									
E. Remediation Work Plan (RWP)							\$ -									
F. UST Closure Report							\$ -									
G. Remediation Completion Report							\$ -									
H. Groundwater Monitoring Report (Final and Quarterly)							\$ -									
TOTAL							\$ 11,498.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,498.50
Change Order #1							\$ -									
Change Order #2							\$ -									
Change Order #3							\$ -									
Change Order #4							\$ -									
Change Order #5							\$ -									
Revised TOTAL							\$ 11,498.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,498.50	
ADDITIONAL INFORMATION																
1. Category V items are lump sum estimates.																
2. A, B, C, D, E, F, G and H in Category VI are maximum, not-to-exceed estimates. All reporting costs should be included in the report estimate, including staff time to prepare the report, mailing expenses, copying costs, etc.																
3. Payment for the reports listed in Category VI will be issued after the report has been reviewed and approved by the Brownfield's Program. Payment for the Final Report will be made after the Brownfield's Program has issued some form of completion documentation regarding the work completed.																
4. Requests for payment must be submitted on this form and be accompanied by the Disbursement Request Form and all appropriate supporting documentation.																
5. Following Program approval of the scope of work/budget, Program pre-approval is required for cost shifts between categories.																

Attachment B
Copy of Executed Site Access Agreement

8. The Program will supply to Owner all information derived from the environmental investigation activities conducted at the Site. The Program may use such information for any purpose at the Program's sole discretion. The Consultant will hold in confidence all such information except as instructed by the Program and the Owner or as required to be disclosed by law.
9. In exercising its access privileges, Authorized Parties will take reasonable steps not to interfere with the Owner's operations on the Site.
10. Authorized Parties will give notice to the Owner at least one (1) week in advance of the start of field activities on the Site.
11. Owner ensures that Owner and any/all Site operators will give Authorized Parties access to the entire Site for the purposes set forth in this Agreement.
12. Any party to this Agreement may terminate this Agreement by giving two (2) months advanced written notice, or all parties may terminate the Agreement at any time by written agreement.
13. This Agreement shall expire upon the Program's correspondence to the Owner indicating completion of project activities under the Community Wide Initiative award.
14. Copies of this Agreement may be executed separately by the parties, and once executed by the parties to this Agreement, all such copies taken together shall constitute a single contract. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original for all purposes.


 Lisa Renee Loveless
 Site Owner Signature


 Witness

BEN F LOVELESS III
 LISA RENEE LOVELESS
 Site Owner Name (Printed)

09/11/2024
 Date

09/11/2024
 Date

Site Owner's Telephone Number:

BEN 765-686-0979
 LISA 765-686-0978

Site Owner's Mailing Address (if other than Site address):

PO BOX 565
 NEW CASTLE, IN 47362


For the benefit of (insert consulting firm's name):

4&A & COMPANY FOUIM


 Consulting Firm's Signature

09/18/24
 Date

Accepted by the Indiana Brownfields Program by:


 Project Manager
 Indiana Brownfields Program

9/17/24
 Date

Attachment C
Disbursement Request Form

INDIANA BROWNFIELDS PROGRAM - DISBURSEMENT REQUEST FORM

Instructions: This Disbursement Request Form is to be typed and completed by the Financial Assistance Agreement Recipient for each payment request.

- The Disbursement Request Form is to be used for all eligible costs associated with the Financial Assistance Agreement Recipient's brownfields redevelopment project.
- Attach a copy of the claim (a bill, invoice or a statement) supporting this Request.
- Requested amounts must be rounded to the nearest whole dollar.
- Attach the Program change order approval if any part of the current claim is a result of a change order.

1a. Brownfield Program Site#: _____ 1.b. Funding Type: _____
2. Project Name: _____
3. Financial Assistance Recipient: _____
4. Contact Person: _____
5. Phone#: () _____
6. Email: _____
7. Recipient's Authorized Representative: _____
8. Authorized Representative's Phone#: () _____

9. Consultant: _____
10. Contact Person: _____
11. Phone#: () _____
12. Email: _____

13. Invoice#: _____
14. Description of work for which claim is being made (service, fees, type of, etc.): _____

15. Amount of this Request: \$ _____
16. Original Financial Assistance Amount: \$ _____
17. Total Amount of Approved Change Orders: \$ _____
18. Revised Project Budget: \$ _____
19. Total Amount of Previous Disbursements: \$ _____
20. Balance Available after this Disbursement: \$ _____

21. Is any part of this claim a result of a change order? YES _____ NO _____
**If yes, please attach the Program change order approval*

22. Do you want payment mailed directly to the consultant? YES _____ NO _____
If yes, payment will be sent directly to the consultant listed in #9 above

23. Payment/Wiring Instructions (for the entity receiving payment)
23a. Bank Name: _____
23b. Bank Contact, Phone#: _____
23c. Account Number: _____
23d. Routing Number: _____

The undersigned hereby certifies that this Request is true and correct, that the claim underlying this Request is due in accordance with the Recipient's Financial Assistance Agreement with the Authority, and that the services contained in such claim were procured in accordance with Indiana's public bidding laws and federal cross-cutting requirements (e.g., Davis-Bacon), if applicable.

AUTHORIZED REPRESENTATIVE SIGNATURE

Date