

ATTACHMENT A

Services

In support of management of the quality of air, land, energy and water resources, and to promote the health and welfare of the citizens of the State, MES can provide the following planning; compliance support; engineering; field investigation; auditing; remedial assessment; training; technical and operations services (hereafter “Services”). Upon a request for Services, MES will prepare task proposals for review and approval by the TOWN as detailed in Article II of the attached Intergovernmental Agreement (hereafter “Agreement”). Types of Services under this Agreement may include the following:

I. Water and Wastewater Reclamation Efforts:

- a. The MES Water and Wastewater Operations and Maintenance, and Engineering Division can provide a full range of water supply and wastewater treatment services from plant operations (and related infrastructure) and management, design and construction inspection, project management, and operations maintenance; to ensure a safe water supply and keep wastewater discharge in compliance with federal and state regulations.
- b. Engineering services to determine water and wastewater needs, assist in selection of the right size facility, and technology and equipment, prepare specifications and oversee the construction or modification of facilities. Includes trouble-shooting and investigation of operations issues, infrastructure assessment of systems with focus on inflow/infiltration issues; design of small on-site sewage disposal systems, well and potable water treatment installations, and construction management and inspections services.
- c. Other services include:
 - i. Mechanical, electrical, and plumbing maintenance and on-call response, and repair or rehabilitate equipment
 - ii. Standby Power Systems
 - iii. Water Tanks Services
 - iv. Biosolids Management
 - v. Facility and Operations consultation, studies, assessments, evaluations, surveys

II. Environmental Management, Compliance Support and Field-based Efforts:

- a. MES can provide Environmental Program Management to support the TOWN in its overall goal of compliance related to environmental regulations. Support may include but not be limited to: on-site construction management services; facilities management and improvements; general subcontractor procurement and management; project and compliance reporting and permitting; materials management; health & safety management; contract laboratory management and support including data QA/QC; regulatory interaction; public outreach programs; infrastructure management and planning (stormwater, etc.); and engineering services.
- b. MES can provide services related to Total Maximum Daily Load (TMDL) regulations and requirements. Services may include: baseline field sampling; regulatory liaison and reporting; professional and expert consulting; GIS mapping services; and watershed impact analysis.

- c. MES can provide underground utility locating and clearing services as part of our field safety initiatives. As required, Miss Utility is contacted for any off-site, public property underground utility location process. Additionally, MES has the capacity to provide on-site underground utility locating services.
- d. MES can provide staff to work at TOWN offices and facilities as needed to provide environmental management, support in the completion of environmental audits, and safety and risk management.
- e. MES can provide peak load assistance in the form of current MES staff or MES consultant assistance, environmental compliance support, auditing support, and/or individual project assistance.
- f. MES can provide the preparation of written reports of findings together with conclusions and recommendations, using a format agreed to by the TOWN and MES.
- g. MES can provide comprehensive noxious weed control program services.
- h. MES can provide staff to inspect, operate and maintain client facilities, including, but not limited to, oil/water separators, water and wastewater collection and treatment facilities, pump stations and stormwater facilities.
- i. MES can provide solid waste services such as facility planning, design, permitting, construction, operation and storm debris management.
- j. MES can provide wetland mitigation, delineation, identification, restoration, permitting and regulatory liaison support, as well as earth and forest disturbance plans and associated permits.
- k. MES can provide hydrologic, geologic and hydrogeologic analysis, as well as assessment studies and environmental impact statements.
- l. MES can provide comprehensive archaeological and historical studies and related support services in accordance with environmental impact assessments.
- m. MES can provide contract and vendor management services. This service can include scheduling, coordination, procurement, management and oversight, and invoicing review.
- n. MES can provide Material Safety Data Sheet (MSDS) electronic warehousing, organization and management services.
- o. MES can provide, through our Contract Laboratory program, rapid turnaround and cost-effective analytical laboratory services.
- p. MES can provide comprehensive stormwater management program services, including, but not limited to, engineering design; field inspections; Illicit Discharge Detection and Elimination (IDDE) investigation; and structure inventory.
- q. MES can perform corrective actions such as routine and site-specific maintenance; erosion and sediment control measures; dewatering services; grading; structure repair; minor dredging; traffic control; grubbing and clearing; vegetation removal, and disposal, vendor coordination; and seeding.

- r. MES can provide traffic control services in accordance with the TOWN traffic control plan for identified environmental projects and related contractual efforts.
- s. MES can provide comprehensive support for elements of environmental management systems related to operation of facilities, properties, programs and ancillaries.
- t. MES can support the development of standard operating procedures (“SOPs”), compliance permits, environmental management manuals, guidebooks and training manuals, and regulatory federal and state requirements.
- u. MES can provide training services to assist in the areas of health & safety, SPCC Plans, stormwater management, policies and procedures, SOPs, geographic information systems (“GIS”) database training, and all other areas as deemed appropriate by the TOWN.
- v. MES can provide staff to perform management, assessment, reporting, sampling and monitoring services in accordance with National Pollutant Discharge Elimination System (NPDES) permits, local wastewater pretreatment permits and other permits as specified.
- w. MES can provide comprehensive oil/water separator services including inspection, testing, sampling and analysis, removal, repair, maintenance, design, installation, development of preventative maintenance programs, and permitting.
- x. MES can provide Indoor Air Quality (IAQ) services to include the investigation, plan writing, testing, sampling, analysis, abatement, waste management, associated training, disposal, regulatory interaction and notification, and subsequent reporting of potential lead, asbestos, mold, and other IAQ issues.
- y. MES can provide support in facilities management, construction management, operation and support services to include design, contracting, assessment, engineering, labor, materials, work order development, Maximo assistance and management, inventory control, field-based assistance, vehicle fuel management, crankcase oil testing and fuel cleaning/filtering.
- z. MES can provide field and other such remedial efforts related to facilities and properties including, but not limited to, both the on-site and off-site treatment of hazardous and non-hazardous contaminated soils and groundwater. Site-specific treatment options to be detailed in individual Task Order Scopes and will be tailored to site-specific conditions. These options will include, but not be limited to, the implementation, design, installation and construction, operations and maintenance of such technologies as pump and treat (air-stripping), soil vapor extraction, air-sparging, advanced oxidation technologies, chemical treatment, bioremediation, excavation and disposal, incineration, underground storage tank removal, repair and/or closure, catalytic oxidation, and bulk transportation and disposal.
- aa. MES can provide drilling and excavation services for the purposes of subsurface investigative analysis.
- bb. MES can provide comprehensive environmental emergency response services to include program development, management and technical support, schedule and contractor coordination, regulatory interaction, training, field-based services, lab packing, sampling and analysis, data management and

tracking, manifesting, drum packing, transportation and disposal of both hazardous and non-hazardous drummed and bulk wastes.

cc. MES can provide public outreach task management and services.

dd. MES can provide permit-related services including permit review, tracking, draft preparation and completion, management, execution, corrective actions and responses, requisite sampling and regulatory liaison services for MS4 permits, NPDES, industrial, water, et.al.

III. Alternative and Renewable Energy-based Efforts:

a. MES can provide support services related to renewable and alternative energy programs and services such as carbon footprinting, level-based energy audits, feasibility studies, management, evaluation, technical expertise and oversight, installation and construction/contracting services for solar, geothermal, wind (including wind analysis) and waste-to-energy. These support services can also be provided as part of planning for provision of emergency energy supply alternatives.

b. MES can provide technical assistance with federal and state energy grants, such as the American Recovery and Reinvestment Act (ARRA), DOE's Energy Efficiency and Conservation Block Grant (EECBG), and MEA's EmPOWER Clean Energy and Jane Lawton Loan programs.

IV. Geographic Information Systems (GIS) Efforts:

a. MES can provide application and database development, web hosting, design recommendations, maintenance, training, warehousing and documentation services to support management of the quality of air, land and water resources.

b. MES can perform the following tasks as related to ESRI GIS programs and other software and data file types.

i. Digitizing and Data Conversion:

1. Develop databases, geodatabase and GIS-based files, as well as update, merge, append and validate datasets related to GIS.
2. Digitization of paper data sets, such as paper maps containing geographic boundaries or delineations that can be traced into a digital file to be used in a GIS.
3. Data conversion of data from CADD to GIS, as well as outdated database files from no longer supported database software programs.
4. Application development with ERSI's suite of GIS software packages to customize functions to meet the user's needs. Functions can be streamlined with the use of GIS applications and integrated applications development tools to aid the user through data collection, entry, reporting, and analysis.

ii. Preparation of software systems for reporting of EMS compliance and data collection, and for creating and maintaining a compliance support schedules that can be implemented by client and contractor staff.

iii. Scanning, Digital Archiving, and File Management: Tasks may include scanning and digital archiving of mapbook data and products, file storage, document management, and other duties that promote easier data access and management.

- iv. Geo-referencing and map processing: Tasks may include georeferencing to preserve historic or even pre-computer based maps. The scanning process of turning paper maps into digital maps, and the GIS task of georeferencing, or applying real-world coordinates to the map allows the historic maps to be used with newer, up-to-date GIS data layers on the computer.
- v. Preparation and delivery of graphics and presentation of internal and external use in advancing the EMS program, using a format agreed to by the client and the Contractor.

V. Technical Services & Global Positioning System (GPS) Efforts:

- a. MES can create of mapbooks containing environmental field data.
- b. Hardware and Software: can provide, and/or purchase the hardware and software necessary to collect environmental field data.
- c. Configuration and Maintenance: utilizing and configuring the appropriate hardware and software required to provide data to the client for the creation of mapbooks containing environmental field data.
- d. Field Data Collection:
 - i. coordinating field data collection activities with client personnel or with other federal, State and local agency staff.
 - ii. data collection of different datasets using various geo-location methods to support geospatial analyses.
- e. Post-processing of Field Data: differential correction of GPS data and entering data into databases managed by the TOWN.
- f. Preparation of Mapping/GIS Procedure Manuals: develop documents to ensure quality of work, data integrity, accuracy, and uniform procedures.
- g. Survey-grade GPS Survey: The collection or location of data sets that require a positional accuracy to be of or near “survey-grade” quality for both the vertical (Z) and horizontal (X, Y) measurements. Data sets may include various boundaries.
- h. Sub-meter Data Mapping: The collection or location of data sets that require a positional accuracy to be of or near one-meter quality for the horizontal (X, Y) measurements. Typically, this type of data capture is used for “mapping” quality GIS data. The vertical accuracy tends to be near two-meters with many standard sub-meter GPS.

VI. GPS-guided Mapping System Efforts:

- a. With GPS guidance, GIS systems may be used or developed to allow users to navigate in the field via a map interface for routing and data location purposes. This is helpful in minimizing the times needed to locate a particular field site without having any prior visits.
- b. Application Development: MES can perform the following tasks as related to development of custom applications for data entry, spatial analysis, and internet/intranet access and interoperability.

- c. Integrated Windows and GIS Data Collection and Management Applications: Integrated custom application development and GIS provides the user with more useful and helpful data sets. Applying spatial analysis and reporting capabilities to the user in a custom, integrated fashion allows the user to be more productive and acquire results easier.
- d. Internet/intranet Web Designed GIS and Data Management Applications: Applying GIS and application development to the World Wide Web and local intranet servers allows user access to critical data sets such as iMap Invasives, a consortium developing an on-line, GIS-based, all-taxa invasive species mapping tool, and applications through such standard software as Internet Explorer.

VII. Emergency Services:

- a. During declared emergency events, MES can provide services as outlined in items I-V above to help protect the quality of air, land, energy and water resources, and to promote the health and welfare of the citizens of the State.
- b. MES can provide staff trained in emergency response procedures including: 40 hour hazmat, traffic management, HAZCOM, confined space, and FEMA 100-700.
- c. MES can provide certified water and wastewater operations to help maintain vital utility systems.
- d. Equipment: MES maintains equipment such as portable emergency generators, water by-pass pumps, tub/stump grinders, equipment trailers, backhoe and dump trucks and can provide, rent and/or purchase equipment necessary to help prevent impact to the environment.

**MARYLAND ENVIRONMENTAL SERVICE
ENVIRONMENTAL SERVICES GROUP
PAYROLL CLASSIFICATIONS FY 2020**

CLASSIFICATION	HOURLY RATE
<u>PROGRAM MANAGEMENT</u>	
DIVISION CHIEF, ENV MON	\$ 130.00
DIVISION CHIEF, GES	\$ 130.00
DIVISION CHIEF, WATER/WASTEWATER	\$ 130.00
<u>PROJECT MANAGEMENT</u>	
SECTION CHIEF, GIS	\$ 120.00
MANAGER, GIS	\$ 115.00
ENVIRONMENTAL SECTION CHIEF	\$ 115.00
ASST ENV SECTION CHIEF	\$ 105.00
DEPUTY DIVISION CHIEF, W/WW	\$ 120.00
<u>PROJECT ACTIVITIES</u>	
LEAD ELECTRICIAN	\$ 65.00
SR ELECTRICIAN	\$ 60.00
ELECTRICIAN	\$ 55.00
LEAD ENGINEERING TECHNICIAN	\$ 75.00
SENIOR ENGINEERING TECH	\$ 70.00
ENGINEER TECHNICIAN	\$ 60.00
ELECTRICAL/ELECT CONTROL TECH	\$ 60.00
SR ELCTRICAL/ELCT CONTROL TECH	\$ 80.00
SR LEAD ENVIRONMENTAL SPEC	\$ 105.00
LEAD ENVIRONMENTAL SPECIALIST	\$ 90.00
SR ENVIRONMENTAL SPECIALIST	\$ 75.00
ENVIRONMENTAL SPECIALIST	\$ 65.00
ENVIRONMENTAL SPEC TRAINEE	\$ 60.00
LEAD GIS SPECIALIST	\$ 95.00
SENIOR GIS SPECIALIST	\$ 85.00
SPECIALIST, GIS	\$ 75.00
GIS SPECIALIST TRAINEE	\$ 65.00
GRANTS ADMINISTRATOR/AGENCY ENERGY COOR	\$ 90.00
LEAD INSPECTOR	\$ 75.00
INSPECTOR	\$ 60.00
LABORER	\$ 45.00
SR LEAD MAINTENANCE SUPERVISOR	\$ 105.00
LEAD MAINTENANCE SUPERVISOR	\$ 95.00
SR MAINTENANCE SUPERVISOR	\$ 85.00
MAINTENANCE SUPERVISOR	\$ 75.00
SENIOR LEAD MECHANIC	\$ 75.00
LEAD MECHANIC	\$ 65.00
SENIOR MECHANIC	\$ 60.00
MECHANIC	\$ 55.00
MECHANIC TRAINEE	\$ 45.00
ASSISTANT ENGINEER	\$ 75.00
ASSOCIATE ENGINEER	\$ 85.00
SENIOR PROJECT MANAGER	\$ 110.00
SENIOR ENGINEER	\$ 120.00

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ENVIRONMENTAL SERVICES GROUP
PAYROLL CLASSIFICATIONS FY 2020**

CLASSIFICATION	HOURLY RATE
SENIOR ENGINEER - CONSTRUCTION	\$ 130.00
SENIOR SURVEYOR	\$ 110.00
LEAD SURVEY TECHNICIAN	\$ 85.00
SENIOR SURVEY TECHNICIAN	\$ 70.00
SURVEY TECHNICIAN	\$ 65.00
SURVEY TECHNICIAN TRAINEE	\$ 60.00
SR MGR, SOFTWARE APPLICATIONS	\$ 115.00
LEAD SOFTWARE APPLICATIONS SPECIALIST	\$ 95.00
SR SOFTWARE APPLICATIONS SPECIALIST	\$ 85.00
SOFTWARE APPLICATIONS SPECIALIST	\$ 75.00
SENIOR LAB SCIENTIST	\$ 70.00
SENIOR SAMPLER	\$ 60.00
SAMPLER	\$ 50.00
CHIEF OF SAFETY & ENV COMPLIANCE	\$ 130.00
SAFETY OFFICER	\$ 75.00
ENV COMPLIANCE ASSOCIATE	\$ 65.00
SECTION CHIEF - ENGINEERING	\$ 130.00
ENV SYS REGIONAL SUPERVISOR	\$ 110.00
ENV SYS ASSIST REG SUPERVISOR	\$ 90.00
ENV SYS SUPV	\$ 80.00
SR OPERATOR	\$ 60.00
OPERATOR	\$ 55.00
OPERATOR PENDING	\$ 50.00
OPERATOR-IN-TRAINING	\$ 45.00
 <u>ADMINISTRATIVE</u>	
ADMINISTRATOR	\$ 90.00
SENIOR MANAGEMENT SPECIALIST	\$ 75.00
MANAGEMENT SPECIALIST	\$ 65.00
SENIOR ADMIN SPECIALIST	\$ 65.00
ADMINISTRATIVE SPECIALIST	\$ 55.00
INTERN	\$ 40.00
INTERN (UNPAID)	\$ -

APPROVED BY:

C. Jason Gillespie

03/23/2020

C. JASON GILLESPIE, MANAGING DIRECTOR

DATE