



**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

Division of Facilities Development  
Post Office Box 7866  
Madison, WI 53707-7866  
(608) 266-2731  
(608) 267-2710

July 8, 2013

Whitetail Environmental LLC  
5295 Lincoln Rd  
Oregon, WI 53575

RE: Annual Statewide Unit Environ Training  
Agency: MILITARY AFFAIRS  
Institution: VARIOUS LOCATIONS

Project Number: 13E6X  
Building:

Dear Jason Tanner:

Your firm has been selected under the authority of the Small Projects Program in accordance with your firm's current fees as of 07/05/11, uploaded to your WisBuild AE Data Record and the requirements for submitting a fee proposal for small projects: [http://www.doa.state.wi.us/docs\\_view2.asp?docid=1038](http://www.doa.state.wi.us/docs_view2.asp?docid=1038), to provide professional services for the above project. The services to be provided are generally defined by the attached scope of work and as further defined by the DFD project manager and agency contact.

Within two (2) weeks upon receipt of this letter, Whitetail Environmental LLC, shall initiate a meeting at the site with the agency contact, Paul Cusick, inviting the DFD Project Manager, Jim McMillan, to attend. The purpose of the meeting is to better define the scope of services, budget, confirm existing conditions, determine the availability of record drawings, discuss the agency desired project schedule and any other pertinent considerations.

Provide an original written proposal, either via e-mail or mail, to the Project Manager with a copy to Contract Officer, Lisa Pearson, within 14 days of this meeting. Your proposal should follow the AE Proposal Template (<http://www.doa.state.wi.us/docview.asp?docid=7282&locid=4>) and reference the DFD Project Number and be as specific as possible in regard to the scope and fees:

AS THE SCOPE OF THIS PROJECT IS STRICTLY A/E SERVICES, THE A/E AND THE A/E'S SUBCONSULTANTS SHALL SUBMIT A FEE PROPOSAL INDICATING A DETAILED TASK BREAKDOWN BY TASK WITH ASSOCIATED HOURS AND HOURLY RATES OF THE VARIOUS STAFF ASSIGNED EACH TASK. ALL PROJECT-RELATED EXPENSES SHALL ALSO BE INDICATED AND COMPLIANT WITH THE REQUIREMENTS FOR ELIGIBILITY FOR SMALL PROJECTS. FINALLY, THE A/E SHALL CLEARLY IDENTIFY ALL DELIVERABLES, INCLUDING THE QUANTITY AND FORMAT.

PLEASE ALSO BE AWARE THAT THE STATE RATE FOR LODGING HAS DECREASED TO \$70/NIGHT, EXCEPT MILWAUKEE AT \$80/NIGHT.

- The scope of services shall include all the above referenced considerations, anticipated meetings, construction-related activities and any other project related tasks.
- The fee proposal shall include your fee, agreed upon contract type (lump sum or hourly + expenses/not to exceed), any sub-consultant fees and expenses, quantity of construction site visits PER DISCIPLINE, and any anticipated reimbursable expenses.
- Include in the proposal the name of the contact person in your office who will be responsible for this work as well as the names of any proposed consultants and primary contacts.

Please note that record drawings are to be provided for all construction projects. All drawings are to be provided in the form of one electronic copy and one hardcopy.

THE AE IS REQUIRED TO SUBMIT THE LIST OF SUBCONSULTANTS AT THE TIME OF PROPOSAL SUBMITTAL. YOUR SUBCONSULTANTS ARE REQUIRED TO BE REGISTERED WITH AN AE DATA RECORD BEFORE THE CONTRACT IS INITIATED. To register for an AE Data Record, the Subconsultant shall please contact the WisBuild Program Administrator at [www.wisbuild@doa.state.wi.us](mailto:www.wisbuild@doa.state.wi.us).

- **All work shall conform to the DFD A/E Policy and Procedures Manual and the Small Projects Guidelines.**

Your proposal is requested within two (2) weeks following the initial site meeting. Should that not be possible, please contact me immediately. Upon receipt, review and approval of your proposal, a contract will be initiated.

Upon review and approval of your proposal, a contract for your execution will be initiated.

**ABSOLUTELY NO WORK IS AUTHORIZED UNTIL YOU HAVE RECEIVED A "NOTICE TO PROCEED" AND COPY OF THE FULLY EXECUTED CONTRACT FROM THE DIVISION OF FACILITIES DEVELOPMENT.**

We look forward to working with you on this project. If at any time you have any questions or concerns, please contact me.

Sincerely,

Sharon Blattner Held, AE Contract Officer

Phone: (608) 266-2049

E-Mail: <mailto:Sharon.BlattnerHeld@wisconsin.gov>

**Scope of Work:**

Description: The Unit Environmental Officer (UEO-16 hours) and Initial Spill Response (8 hour) Training is required throughout the State of Wisconsin. This on-site training will be held at the Wisconsin Military Academy, Bldg 90 at Fort McCoy, WI. Buildings and Grounds plus soldiers all require these above listed training courses. WIARNG needs electronic certificates to be placed on the WI Portal.

Explanation: The training will enhance the personnel to improve consistency, accuracy, and knowledge required to deal with hazardous waste, hazardous materials, and response to chemical spills. The introduction to the WI Portal will provide access to the electronic environmental documents that are required by each facility throughout WIARNG. This project will improve communication of environmental requirements to field personnel, and provide environmental resources to all personnel.

Estimated Const. Cost: \$1,000.00

DFD Project Manager: Jim McMillan

E-Mail: jim.mcmillan@wisconsin.gov

P.M. Phone: 6082663855

Agency Contact: Paul Cusick

Agency Phone: 6082423373

Agency: MILITARY AFFAIRS