

**As Needed Geologic and  
Hydrogeologic Services  
RFP #22-903**



Submitted electronically to:

**Lake County Office of Procurement Services**

October 12, 2021 3:00 PM

<https://procurement.lakelandcountyfl.gov/>

Submitted by:

**MAS Environmental, LLC**

205 North Armenia Ave, #102

Tampa, FL 33609

---

## **Section 8 – Other Information**

### **Quality Assurance and Quality Control**

Our company's structure is streamlined with a single point-of-contact (POC) to direct all contract activities. This POC will report directly to Lake County. Our structure will ensure that we follow the Chain of Command (COC) both internally and within your company policies. As partners, we will meet regularly to discuss the status of active and anticipated projects. We will communicate frequently and effectively, providing appropriate notice of our activities through email and phone.

At the onset of any project, appropriate client personnel will be provided cell phone numbers for all key MAS employees, along with our emergency coordination number. This will ensure that Lake County has access to MAS at any given time.

MAS has established procedures to ensure that our deliverables, including invoices, will be thoroughly reviewed to ensure completeness, accuracy, and conformance. MAS also has the staff members to manage multiple, concurrent tasks while ensuring each one is managed to control costs and is completed on time.

### **Cost and Schedule Control**

MAS has developed a company infrastructure that provides the ability to track project costs, monitor project tasks, and implement any needed corrective action. When beginning a project, it is important to start with a clear and concise scope of work. This will ensure that all parties understand what is proposed. MAS has incorporated Deltek's Vision Essentials cloud-based environmental contractor project and accounting management software programs. MAS uses Vision to track the costs and deliverable deadlines for each project. Vision has the ability to track deliverables and budgets. By using Vision, Site Managers can readily access the status of any project to evaluate its progress.

If additional resources are needed, MAS is then able to correct and allocate, as necessary, the needed resources to ensure a successful completion of the task assigned.

### **Project Problem Prevention and Resolution**

By using Deltek's Vision Essentials program, our site managers ensure that projects are initiated quickly and completed within the agreed upon timeframes. Through good project management, MAS staff are able to see potential scheduling problems and address them early in the process. Change orders are typically only used when there is a change in site conditions and additional field work is warranted.

### **Company Workload**

For each project, MAS develops the best work plan to achieve the required results and implement that plan. Each project is assigned a MAS primary Site Manager at the onset of the project with additional employees assigned in supporting roles. This selection is based on employee experience with similar projects, technical knowledge necessary to complete the project efficiently, best cost rates, prior relationships with the client, and overall

---

workload. MAS is able to track key employee workloads through custom-generated reports using Vision that are reviewed by senior management regularly.

## **Management Approach**

Our approach for this contract will be one of regular communication, cooperation and interaction between our staff and the client. MAS completes each project using our experienced and proven technical staff along with our vetted subcontractors. These subcontractors will perform certain specialty tasks such as laboratory analyses, drilling services, waste transportation, off-site treatment and disposal, and spill and emergency response services.

Our objective is to offer “best value” services to this contract. We define these services as those that assure project requirements are met with high quality technical approaches, reasonable costs, a focus on health and safety, with an awareness of time constraints to maintain the project schedule. We ensure “best value” services through hard work, dedicated communication, and our results-driven management practices. We are proud of our project estimating abilities. While conditions may change at any given time, and we must be ready to adapt, we look at projects from all angles.

## **Safety**

MAS believes that the safety and health of our employees, our subcontractors, and the employees of our clients and partners along with protection of the environment, are the highest priority. This belief is reinforced by our commitment to “Target Zero” as it relates to safety or environmental incidents. We will continue to maintain this high safety standard working for this contract.

## **Organization Structure**

Our strength, as shown below on the following page, includes a streamlined approach that is based in communication and timeliness, with a focus on cost control. The structure features a single point of contact in charge of program oversight, a highly skilled technical support team, and dedicated administrative support. Please refer to **Appendix C** for key personnel resumes.

---

