

# REQUEST FOR PROPOSAL

## City of Scranton Brownfields Assessment Project

### Introduction

The City of Scranton has been awarded a \$200,000 Brownfields Assessment Grant from the U.S. Environmental Protection Agency (EPA).

The City is seeking professional services from qualified and experienced consultants to assist with management and execution of this grant.

Grant funds will be used to involve the community in the decision making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, create a GIS inventory of sites, to perform health monitoring activities, and to conduct cleanup and redevelopment planning of assessed brownfield properties.

Brownfields are defined as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

### Scope of Work

**Attached to this RFP is a copy of the Project Work Plan submitted to the EPA by the City of Scranton. It is the intention of this request that the professional retained under this request will assist the City of Scranton in attaining all the goals set forth in the work plan.**

The City of Scranton is seeking professional consulting services from qualified firms or individuals to manage and/or perform the following professional services.

- Serve as technical liaison between the City and the Pennsylvania Department of Environmental Protection (DEP) and EPA.
- Negotiate assessment requirements on City's behalf with DEP and EPA.
- Communicate progress regularly to the City, DEP, and EPA.
- Prepare a Quality Assurance Management Plan (QAMP) according to EPA requirements.
- Perform Public Involvement activities as directed by the City, such as drafting community notices, facilitating community meetings, attending neighborhood association meetings, etc.
- Prepare Property Profile Form for the designated site for assessment activity.
- Complete Phase I Environmental Site Assessments at the designated site according to the American Society for Testing and Materials (ASTM) standard E 1527-05 and the EPA's All Appropriate Inquiries rule.

- Complete Threatened and Endangered Species Survey in compliance with Endangered Species Act (ESA) and Historical and Cultural Resource Survey in compliance with the National Historic Preservation Act (NHPA) of the property designated for a Phase II Environmental Site Assessment.
- Prepare Quality Assurance Project Plans (QAPP) and Health & Safety Plan (HASP) according to EPA requirements for sites that require a Phase II Environmental Site Assessment.
- Complete Phase II Environmental Site Assessment at the designated sites according to the site-specific QAPP, EPA, PADEP and ASTM Standard E-1903-97.
- Conduct health monitoring activities in communities/neighborhoods surrounding assessed brownfield properties.
- Assist with preparing and negotiating Voluntary Cleanup Contracts/Brownfield Agreements with DEP, as needed.
- Conduct site-specific risk assessments as needed for the designated site where a Phase II Environmental Site Assessment has been completed.
- Develop integrated cleanup and redevelopment plan as needed for the designated site using risk-based corrective action.
- Prepare monthly reports documenting activities
- Complete and distribute a final close-out report summarizing all grant activities.

### **Site Inventory and Mapping**

In response to input from stakeholders/investors, cooperative partners, the target population, the Site Inventory will select brownfields sites with the greatest potential for economic development and education of risk to human health and the environment. The inventory is likely to include the following data on approximately 10-20 brownfield sites in the Project Area: current and past land uses, tax values, historic site status, owner information, site access, known or suspected environmental hazards or contamination, previous assessments, and available utilities. The consultant and City staff will incorporate the data into the City's comprehensive GIS-based property inventory and mapping systems. The database will assist in Site Identification and Selection as well as subsequent ESAs, brownfields redevelopment visioning, and site remediation planning. Project tasks completed by consultant are likely to include, but will not necessarily be limited to, the following items:

- a. Development of electronic spreadsheet(s) and GIS-based database for incorporation into the City's GIS network(Arcview based). The goal is to create an online, interactive inventory of brownfields properties accessible to the general public.
- b. Development of a software interface with the Arcview database that will allow for easy searching by city staff and the general public of the database.
- c. Completion of a Brownfields Inventory Report highlighting challenges and opportunities identified by brownfields inventory and mapping

- analysis. The inventory will guide the City, consultant, stakeholders, and the public in prioritizing public-private investment in brownfields properties
- d. Public presentation of the City of Scranton Brownfields Inventory
  - e. Development of a preliminary master list of potential brownfield sites for consideration of further action

### **Site Identification and Selection**

The site selection process will involve surveying and requesting additional information on potential priority brownfield sites based on input from cooperative partners, the target population, and key stakeholders - which might include neighborhood groups or leaders, developers, the chamber of commerce, banks and lending institutions, and public officials. Site submittal forms will be made available to all interested parties. Information from sites will be collected and evaluated using specified site prioritization criteria that will focus assessment resources on properties that have high public interest and that combine accessibility with a higher likelihood of profitable reuse. The tentative ranking criteria are as follows:

#### POTENTIAL FOR END USERS

- A private or non-profit entity has expressed interest in redeveloping the site, especially if the project will involve job creation
- The site is available for acquisition and expected to be in demand
- The community supports and has an interest in redeveloping the site
- Reutilization of the site has the potential to provide additional open space, community/recreational resources, and/or buffers from industrial uses

#### PUBLIC HEALTH AND ENVIRONMENTAL SAFETY

- The Site has been identified as a possible public health, safety, and/or environmental hazard
- Reutilization of the site has the potential to set a precedent for sustainable or "green" building practices.

The consultant is likely to lead or contribute to the following Project Tasks related to Site Identification & Selection:

- Screen prospective properties prior to proceeding with Phase I & II ESAs to determine if further environmental assessment should be undertaken; observe and understand site conditions; and conduct limited preliminary research into government records and historical information pertaining to priority brownfields sites.

- Facilitate the submission of brownfields site evaluation forms to be submitted to the EPA
- Complete a preliminary market study of selected brownfields sites
- Provide input to City staff and stakeholders on refining site selection criteria. Explain criteria to the EPA Review. Evaluate sites according to selection criteria. Assist the City and stakeholders in selecting priority sites in the Project Area ranked according to Prioritization/Selection criteria
- Finalize and report on the ranking of properties based on prioritization criteria, accessibility, & market analysis
- Complete site eligibility review
- Complete summary report and more thorough market analysis for key sites of interest
- Finalize list of priority sites in the Project Area designated for Phase I ESAs.

### **Phase I & II ESAs**

The consultant will need to have a good working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements and EPA's All Appropriate Inquiries rule requirements and regulations.

The consultant will assess selected brownfields sites, in response to the Site Identification & Selection process, and in accordance with the "All Appropriate Inquiry" standards. If, after completing a Phase I assessment, a site warrants additional investigation, and as additional funds are remaining, a limited number of Phase II ESAs may be conducted on warranted sites (the City of Scranton and cooperative partners will support efforts to leverage additional resources and/or alternative sources of funding for additional Phase II site assessments if necessary.

### **Health Monitoring**

Health monitoring activities will be accomplished by establishing a baseline for the impacted communities to include such variables as cancer, asthma and birth defects. After the assessments are complete, the City will conduct a health impact survey to identify any possible health effects related to the pollutants. Further, if a health impact is determined to have occurred from the contamination, then the city proposes to conduct a concerted monitoring program of the impacted population in cooperation with the state health department. The US Dept. of Health and Human Services, Agency for Toxic Substance and Disease Registry, Philadelphia Office has offered help in this matter and their resources should be used to the greatest extent possible.

The GIS Brownfields Tool to be developed can also be utilized to analyze the health information identified. GIS will be helpful if contamination is identified in order to apply geographic threshold areas based on an area within a certain radius from the contamination, but also identifying potential "carriers" like

streams and rivers. GIS also provides a geographic representation or "picture" of the data that will provide easier dissemination and understanding of data across all interested parties.

## **Schedule**

The estimated project start date is anticipated to be April 1, 2009. Estimated time for the completion of the project is 2 years.

## **Projective Deliverables**

The selected Contractor will deliver the following reports/plans to the City as a part of this project:

- Quality Assurance Management Plan
- Monthly Reports
- Public Involvement Plan
- Property Profile Form
- Quality Assurance Project Plan
- Environmental Health and Safety Plan
- Environmental Site Assessment Reports
- Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports
- Health Monitoring Report
- Cleanup and Redevelopment Plan
- Close-out Report
- GIS Inventory completed in Arcview format with all associated shapefiles and databases

## **Consultant Selection**

The City will select a consultant based on firm capabilities; past project experience; key staff assigned to the project; knowledge of the area; knowledge of the objectives and goals of current redevelopment and revitalization plans in the City; and technical approach.

Responses to this Request for Qualifications (RFP) shall include the following sections:

- A. Consultant's Qualifications and Capabilities:  
Describe the qualifications and capabilities of the consultant as they relate to the managing EPA Brownfield projects,
- B. Past Project Experience:

Include project summaries of relevant EPA Brownfield projects completed in Pennsylvania and EPA Region 3. Summarize the scope of work, and provide client contact information.

C. Key Staff Assigned to the Project:

Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Professional Geologist, Professional Engineer, PA Certified Lab, Certified Well Driller, etc.) must be used to perform work as required.

D. Technical Approach:

Describe the Technical Approach that will be used to complete the tasks described in this RFP.

E. Cost

The total budget for this work has been determined to be \$185,000.00. The anticipated scope of environmental assessment activities is (7) phase 1 audits and (4) phase 2 audits.

# **EPA Brownfields Assessment (Hazardous Substances) Project Work Plan for the City of Scranton, Pennsylvania**

**EPA COOPERATIVE AGREEMENT # \_\_\_\_\_**

**June 30, 2008**

**Submitted by**

City of Scranton, Pennsylvania  
Scranton Life Building  
538 Spruce Street, Suite 812  
Scranton, PA 18503  
Linda B. Aebli  
Executive Director, OECD  
(570) 348-4216  
[laebli@scrantonpa.gov](mailto:laebli@scrantonpa.gov)

**Prepared for**

EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103-2029

## TABLE OF CONTENTS

1.0	Objective.....	3
1.1	Community Need.....	3
2.0	Funding .....	4
3.0	Workplan Tasks .....	5
3.1	Task 1 – Brownfields Community Involvement and Awareness Program .....	5
3.2	Task 2 – Site Inventory.....	6
3.3	Task 3 – Site Characterization.....	7
3.4	Task 4 – Cleanup and Redevelopment Planning.....	8
3.5	Task 5 – Health Monitoring.....	9
4.0	Project Management and Reporting .....	10
4.1	Project Management .....	11
4.2	Periodic Reporting.....	11
4.3	Contractor Procurement.....	11
4.4	Final Performance Report.....	11
5.0	Schedule and Deliverables.....	12

## **1.0 Objective**

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Scranton, PA, as a general purpose unit of local government, was selected for Assessment funding in the FY 2008 competition.

### **1.1 Community Need**

The City of Scranton has significant physical, economic, and financial problems that are inherent in an older, formerly heavily industrialized community. As a result of the decline of the anthracite coal industry, not only has Scranton's industrial and commercial base changed significantly, but its population has also declined steadily. The population in Scranton has declined from a high of 143,433 persons in 1930 to 76,415 in 2000 then to an estimated 72,861 in 2006 (U.S. Census Bureau). Simply stated, the City of Scranton has lost more than 50% of its population or more than 2.5 people per day since 1930.

The Brownfields program will allow the city to assess a number of properties throughout the community that are vacant and underutilized due to their potential contamination. Redeveloping the sites will allow new economic development that will provide new jobs and growth.

The proposed Brownfields program is designed to identify areas to be cleaned up to:

- Make sites available for economic development to provide additional employment opportunities and added tax revenue
- Remove blight from neighborhoods and facilitate neighborhood renewal, housing rehabilitation, community recreation areas and "smart development"
- Eliminate health and environmental hazards.

Previous informal inventory efforts by the City of Scranton have identified more than 19 potential brownfield sites distributed throughout the City. These sites are located within the heart of residential communities, as well as in the downtown and riverfront districts. Within the residential

communities, the brownfield properties affect residential property values, and abandoned sites can be dangerous for neighborhood children.

The City has plans to revitalize an area along the Lackawanna River to create a “Riverwalk” including both commercial and recreational areas. There are a number of the identified brownfield sites that are included within the area of interest. The assessments on these properties will clarify the presence of potential contamination and provide redevelopment opportunities that will benefit the City’s future plans. There are four sites within the central downtown riverfront area that ‘dovetail’ programmatically with the current riverfront development plans and “vision”. While the property between Lackawanna Avenue and Mulberry Street will be the initial access point to the riverfront – properties “upstream” from there by only two city blocks are situated near the river. The properties could also be potentially a part of the redevelopment across from the greenspace and adjoining the riverwalk along the Lackawanna River going through town. The properties close to the river in the downtown area are comprised of one 2.16-acre plot, two 1-acre plots, and a small plot between the two latter properties. In keeping with the riverwalk concept, these properties could draw on their historic use as industrial and commercial keystones for the center of commerce that it once was, while cleaning up the negative remnants of that industrial age.

## 2.0 Funding

Table 1 contains a proposed budget for each subtask and budget category.

**Table 1: Proposed Budget**

Budget Categories	Project Tasks					Total
	Task 1	Task 2	Task 3	Task 4	Task 5	
Personnel						
Fringe Benefits						
Travel	\$5,719					\$5,719
Equipment						
Supplies	\$7,000					\$7,000
Contractual	\$7,281	\$20,000	\$140,000	\$10,000	\$10,000	\$187,281
Other (specify)						
<b>Total</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$140,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$200,000</b>

*Personnel/Fringe Benefits:* Expenses associated with City personnel managing, supporting, and participating in grant activities will be provided in-kind from the City’s operating budget; therefore, neither personnel nor fringe benefits costs are included in the budget.

*Travel:* The City anticipates personnel will attend EPA-sponsored meetings, workshops, and conferences in 2008 – 2011, including the National Brownfields Conference. In addition, the City anticipates attending brownfield related meetings sponsored by the Pennsylvania Department of Environmental Protection (PA DEP) over the project period. Local travel to meet with community groups and perform project activities will be in-kind.

*Supplies:* The City anticipates funding will be required to produce outreach materials and supplies for execution of programmatic activities under the grant. The City anticipates the need for a computer and software, handheld computer with GPS capabilities, as well as an overhead projector to aid with presentations and community outreach activities.

*Contractual:* The City anticipates hiring a qualified consultant(s) to assist the City in completing the necessary activities to make this a highly successful project. The City will comply with the procurement procedures contained in 40 CFR 31.36 in selecting consultants. The City plans to hire one or more consultants to assist with the day-to-day project activities, to assist with public involvement, conduct environmental assessments, and perform cleanup/redevelopment planning.

### **3.0 Workplan Tasks**

#### **3.1 Task 1 – Brownfields Community Involvement and Awareness Program**

The Brownfields Community Involvement and Awareness Program (BCIAP) is intended to serve two purposes. First, the public should understand the benefits of implementing a proactive program to address underutilized and abandoned properties from the community. Public health and safety along with employment opportunities and the economic health of the City are the key benefits. Gaining support for the activities required to implement such a program will be accomplished through neighborhood notifications, press releases, and the establishment of information repositories in city libraries where program updates and developments would be kept for review. The second part of the program is the marketing of the program to prospective employers, site developers and property owners. This will be done with a targeted series of mailings and informational meetings with developers, industry, real-estate associations, real-estate and business attorneys, and financial institutions and business associations. An information packet will be prepared for distribution.

Community service announcements will be made through several local radio stations, local TV Broadcast Stations and newspapers. Scranton has a large selection of local radio stations including, WVIA, WVMW,

WUSR, WGGY, WWDL, WEZX, WARM, WEJL, WGBI, and WICK. There are also numerous local TV Broadcast stations including, WQPX, WSQB, W26CD, WNEP-TV, WVIA-TV, and WYOU. Research will be conducted into the target audiences of each station and choose stations appropriately to ensure a majority of the population is reached. The main newspaper in Scranton, PA is The Scranton Times Tribune. If applicable, neighborhood newspapers/newsletters will also be used to distribute important information throughout the community.

As part of this program our pre award notification will be implemented by placing news releases about the brownfields grant in all local newspapers and on radio stations and television media notifying the public about the upcoming grant activities. *During the* first weeks of July notification will be made through these public media announcing the brownfield grant for potential redevelopment and all efforts will be made to ensure that a majority of the population is reached. The BCIAP will hold at least two scheduled public meetings during the last two weeks of July to gather community input and discuss community needs regarding potential sustainable and beneficial uses of brownfield sites.

The City will work with existing economic development and community-based organizations to ensure future, long-term involvement of community residents. Team members will hold regularly scheduled public meetings to gather community input and discuss community needs regarding potential sustainable and beneficial uses of brownfield sites. The BCIAP will solicit citizen and owners' feedback on what sites should be addressed, as well as reviewing redevelopment plans and expansion and revitalization efforts.

### **3.2 Task 2 – Site Inventory**

Under this task, the city will inventory industrial and commercial sites within the city that could be available for redevelopment. Previous city efforts have identified 19 sites within the target area. Additional sites will be identified by compiling city records, parcel maps and information from local community groups and partner organizations through the Brownfields Community Involvement and Awareness Program (BCIAP).

Target: The central riverfront. Studies have already been completed on the importance of redevelopment and reuse of brownfield properties along the riverfront. The Scranton Master Plan, The 2004 Green and Open Space Redevelopment Plan, and the Scranton-Abingtons Planning Association's Comprehensive Plan all reiterate the need for more open and community space along the riverfront in central Scranton, as well as remediation of unused and underutilized industrial buildings.

The City of Scranton is working with Concurrent Technologies Corporation to develop a visualization and prioritization tool using GIS (geographic information system) technology which can be used in public forums to create “what-if” scenarios for different sites and proposals and to illustrate redevelopment plans using an interactive query and modeling tool. Data sets to be compiled and included in the GIS include: zoning maps and development plans, transportation services, water sources, known hazardous releases, businesses, demographics, housing, infrastructure, public health, and economic, social and environmental factors. Economic and environmental benefits will be quantified showing acreage, cost and land “restored” to public use from current hazardous and undeveloped status.

One of the benefits of this tool is that it is adaptive to changing scenarios, concepts and variables. It is possible to incorporate and modify the results based on new information gathered during the community meetings and assessment interviews.

The goal is to identify:

1. Sites that have a health hazard affecting the subject property and/or the immediate community and/or the environment.
2. Sites that are potential economic development sites where development has been hindered by potential contamination.
3. Sites that may be redeveloped for community improvement and sustainable “green” use. This planned development would include parks, bicycle and scenic walking trails and other recreation or open space areas.
4. Sites for which there is sufficient public and private support that will ensure successful redevelopment.

### **3.3 Task 3 – Site Characterization**

The results from Task 2 will be an inventory of brownfield sites, including prioritization based on the GIS Brownfields Tool and community needs. Environmental site assessments will be conducted on the highest priority sites.

#### Phase I Environmental Site Assessments

The City of Scranton and the selected consultant(s) will work with the Pennsylvania Environmental Protection Division (EPD) and EPA to ensure sites are eligible under the statute before being selected for assessment. The number of properties that will be selected for Phase I ESA is difficult to determine at this stage, since it will largely be determined by community input. All Phase I ESA’s will follow procedures specified in the American Society for Testing & Materials (ASTM) Standard Practice for Environmental Site Assessment (E 1527)

and the EPA approved All Appropriate Inquiry Rule. The primary goal for this activity is to make an “appropriate inquiry into previous ownership and use of the property consistent with good commercial or customary practice.” There are four primary components to the Phase I ESA: Records Review, Site Reconnaissance, Interviews, and Report Preparation. The final report will include a statement as to evidence of recognized environmental conditions. Where concerns are identified, recommendations for Phase II ESA activity may be included in the report. A property profile form will also be submitted to EPA with the final Phase I ESA report for each property.

#### Site Characterization - Phase II Assessments

Due to its dependence on the results of the Phase I ESA’s and community input, the number of properties that will be selected for Phase II ESA’s is difficult to determine at this stage. Site-specific sampling and analyses will be performed as part of Phase II ESA in an effort to characterize the occurrence, distribution, nature and extent of hazardous compounds in soil and groundwater at a property. Site assessment reports will be prepared and submitted to EPA and EPD summarizing results of Phase II ESA activity. An updated property profile form will be included with the final Phase II ESA report.

#### Quality Assurance & Health and Safety Plans

Prior to conducting field activities, a site specific Quality Assurance Management Plan (QAMP), Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HSP) will be prepared for each site(s) selected for Phase II ESA activity and submitted to EPA and the EPD for review and concurrence. Every effort will be taken to identify and establish practices and procedures to assure that the overall project will be implemented in manner that provides acceptable, useable results according to US EPA guidelines and recommendations. Environmental assessments conducted under this project will be performed by qualified contractors and in accordance with the recently published All Appropriate Inquiries Final Rule.

### **3.4 Task 4 – Cleanup and Redevelopment Planning**

After assessment activities are complete, the City will develop remediation and cleanup plans on sites determined to be high priority. These activities will include the development of an Analysis of Brownfield Cleanup Alternatives (ABCA) by identifying potentially applicable remediation alternatives and estimating the nature, extent, duration and cost of implementing selected remediation alternatives. This task will provide

potential buyers with a general description of possible remediation alternatives and approximate cost to assist in redevelopment planning. Remediation planning activities will evaluate the potential risk posed by hazardous compounds in soil and/or ground water. Data from Phase II ESA activity will be used as the basis for evaluating potential environmental risk posed by the property. Risk assessments will follow US EPA guidelines.

Integrated remediation and redevelopment plans will be developed based on the findings of the Phase II ESA(s) and identified community goals. The City will review land use alternatives identified through community outreach activities and compare the potential land uses with the environmental impacts associated with the properties and the steps required to redevelop the property. The level of remedial action can then be determined to accommodate the different land uses. The land use/redevelopment options will be ranked based on community interest and the level of remedial action required. Redevelopment planning will include meetings with prospective purchasers, developers, and lenders. Redevelopment plan(s) will be developed based on community input, desired end use, and environmental contamination issues.

### **3.5 Task 5 – Health Monitoring**

Health monitoring activities will be accomplished by establishing a baseline for the impacted communities to include such variables as cancer, asthma and birth defects. After the assessments are complete, the City will conduct a health impact survey to identify any possible health effects related to the pollutants. Further, if a health impact is determined to have occurred from the contamination, then the City proposes to conduct a concerted monitoring program of the impacted population in cooperation with the state health department.

The GIS Brownfields Tool can also be utilized to analyze the health information identified. GIS will be helpful if contamination is identified in order to apply geographic threshold areas based on an area within a certain radius from the contamination, but also identifying potential “carriers” like streams and rivers. GIS also provides a geographic representation or “picture” of the data that will provide easier dissemination and understanding of data across a broad spectrum of media, and to a wide range of interested people.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement	Actual Accomplishments
<b>TASK3.1: Brownfields Community Involvement and Awareness program</b>	4th Quarter 2008 and Ongoing throughout the Project	Form Core Group and post pre-award notices	Ongoing community involvement and activities and awareness	Current community activities, groups and partner organizations	
<b>TASK 3.2: Site Inventory</b>	1st Quarter 2009	Photograph and Inventory all 19 Brownfield Sites within Riverfront District. Brownfield GIS Prioritization Tool will be Developed for use during work with BCIAP Outreach work	Provides reasonable estimate of number, likely locations, and general characteristics of sites	Original List of 19 Possible brownfield sites	
<b>TASK 3.3: Site Characterization</b>	1st Quarter 2009 Phase I ESA's 1st Quarter 2010 Phase II ESA's	Prioritization of Sites based on GIS Brownfields Tool and community needs. Environmental site assessment will be conducted on the highest priority sites. It is estimated that the number of sites to be assessed will be refined down to 3 to 4 of the highest priority.	Phase I ESA is estimated to be conducted on approximately 7 of the higher priority sites in the riverfront district with Phase II Assessment ESA's on 3 to 4	Parameters will be defined based on 1) Community Need 2) Economic Value to the City 3) Riverfront Redevelopment Impact 4) Environmental/Greenspace Potential	
<b>TASK 3.4 Cleanup and Redevelopment Planning</b>	4th Quarter 2009 - 2011	Analysis of Brownfield Cleanup Alternatives (ABCA)	Integrated remediation and redevelopment plans	Existing city and county master plans and riverfront development planning measures	
<b>TASK 3.5 - Health Monitoring</b>	2nd Quarter 2010	Conduct Health Monitoring Survey of the City	Develop Monitoring Plan (if applicable)	Previously cited health surveys for local areas	

#### 4.0 Project Management and Reporting

The City will perform the following project management tasks as required to implement and manage this project under the cooperative agreement, including all required reporting and contractor procurement.

#### **4.1 Project Management**

Those activities necessary to manage the project in accordance with the work plan and all required statutes, circulars, terms & conditions, including establishment and maintenance of necessary cooperative agreement records and files; financial management, project oversight, attendance at necessary project meetings, and attendance at EPA conferences and meetings.

#### **4.2 Periodic Reporting**

The City will complete and submit the following required periodic reports.

- Quarterly Progress Reports within 30 days of the end of each federal fiscal quarter
- MBE/WBE reports (Quarterly)
- Financial Status reports (Annually)
- Property Profile Form for each site, when identified and verified as eligible, updated quarterly

#### **4.3 Contractor Procurement**

The City will hire one or more consultants to assist with day-to-day project activities, to assist with public involvement, conduct environmental assessments, conduct health monitoring activities, and cleanup/redevelopment planning.

#### **4.4 Final Performance Report**

The City will submit a final performance report to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report will detail all activities conducted under the project and will include before and after photos of the assessed sites, if available. In addition, the Final Performance Report will specifically address lessons learned by the project team in implementing the Brownfields assessment as well as successes achieved.

## **5.0 Schedule and Deliverables**

An estimated project schedule detailing activities and deliverables is provided in Figure 1.

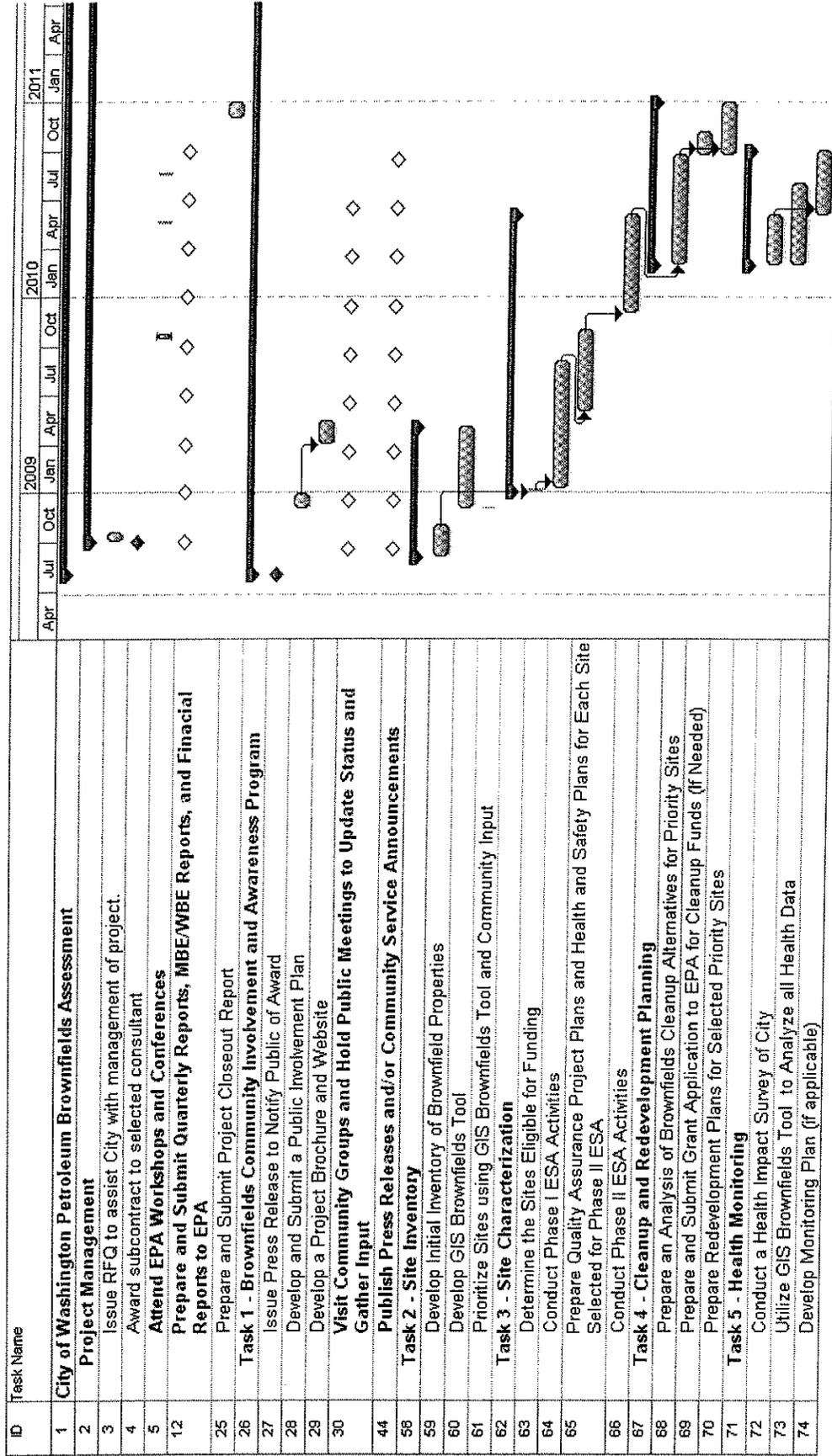


Figure 1: Project Schedule