

Request for Qualifications & Proposals (RFQP)

Environmental Consulting Services

City of Connersville, Indiana



Responses due to City of Connersville

Monday, November 6, 2017

No later than 12:00 P.M. EST

Mail or deliver documents to:
Rosemary Brown
Clerk Treasurer, City of Connersville
500 Central Avenue
Connersville, IN 47331

Introduction

In May 2017, the United States Environmental Protection Agency (EPA) awarded a Brownfields Assessment Grant to the City of Connersville Indiana.

This is a Request for Qualifications and Proposals (RFQP) issued by the City of Connersville, Indiana – hereafter known as “the City”. The intent of this RFQP is to request technical qualifications from qualified environmental consulting firms (Respondents) interested in providing environment assessment services to the City with the needs outlined in the RFQP. The City plans to qualify a single Respondent that meets the threshold and selection criteria outlined in this RFQP.

The RFQP is open to all environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified DBE/MDE/WBE organizations are encouraged to respond.

Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the City will assess each Respondent’s qualifications based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy the City’s expectation of conducting assessment work.

Once the selection committee has reviewed all Respondent proposals, at least two Respondents may be selected for a telephone interview with the selection committee.

Background

The City has received a brownfields assessment grant from the Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous materials in Connersville. While the City has an inventory of some existing brownfield sites, the successful Respondent will work with the City’s Project Manager to hold public meetings in Connersville to identify other potential brownfields sites. Our overall goal is to identify and perform environmental assessments on brownfield sites impacted or potentially impacted with petroleum or hazardous material substances and then seek funding for clean up to return those properties to permitted uses.

The City anticipates the selected Respondent will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with the City, the EPA and the Indiana Brownfields Coalition to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop costs-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.

Scope of Work (See Work Plan Page 8)

The proposed scope of work under this RFQP consists of working with the City’s Project Manager to provide:

- Program Development and Outreach including providing coordination for 4 public meetings, 36 stakeholder meetings; draft media releases, FAQ sheets,

presentations for outreach. Respondent will assist the City's Project Manager in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.

- Brownfields Inventory and Prioritization to include:
 - Tour community, inspect sites, meet with stakeholders, collect eligibility data for sites, maintain inventory, input data into EPA's ACRES, setting up and maintenance of the Brownfield Inventory Tool (BIT), meet with the Site Selection Team and Prioritize sites, document the site selection process.
- Quality Assurance Project Plan (QAPP), Phase I and Phase II Environmental Site Assessments (ESAs). Respondent will draft a QAPP; conduct up to 11 Phase I ESAs and 6 phase II ESAs; develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted; and, conduct up to 4 building assessments. All Phase I assessments must meet the federal all appropriate inquiries (AAI) requirements (e.g., ASTM 1527-13).
- Conduct Cleanup Planning Activities. As deemed applicable by the City, Respondent will prepare 4 remedial action plans (RAPs) in accordance with the Indiana Department of Environmental Management Remediation Closure Guide see attached link <http://www.in.gov/idem/cleanups/2329.htm>.

Terms, Conditions and Exceptions

- a. The City does not create any obligation, expressed or implied, of any kind or description in issuing this RFQP or receiving a response. Neither this RFQP nor the response shall be construed as a legal offer.
- b. The City reserves the right to alter, amend, or modify any provisions of this RFQP, or to withdraw this RFQP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the City to do so.
- c. The City reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQP, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the City deems necessary.
- d. Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. The City hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the City and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the selected Respondent does not enter into the required agreement with the City to carry out the purposes described in this RFQP, the City may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the City unless a written agreement has been entered into.

- g. By submitting a response to the RFQP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQP.

Responses to this RFQP

Responses must be received on or before 12:00 P.M, Eastern Time, Monday, November 6, 2017. Respondents should submit one original written single sided response, plus four (4) paper copies, and one (1) electronic copy in PDF format to:

**Rosemary Brown, Clerk-Treasurer
City of Connersville, Indiana
500 Central Avenue
Connersville, IN 47331
treasurer@connersvillein.gov**

Responses not received by the deadline WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

Please note the following:

- a. The City will not be held responsible for response envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed responses will not be accepted.
- b. For ease of evaluation, the response should be presented in a format that corresponds to and references sections outlined within this RFQP and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- c. An individual or individuals legally authorized to bind the Respondent must sign the cover letter.
- d. Any questions regarding this RFQP must be submitted in an e-mail to Rosemary Brown at treasurer@connersvillein.gov no later than 12:00pm EST, Monday, October 23, 2017. A timely written response, which includes electronic transmittal, to all e-mail questions will be provided to the Respondent and all firms who received the RFQP.
- e. Other than as provided above, inquiries pertaining to the RFQP are NOT to be directed to any other staff member of the City. Any such action MAY disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.
- f. Respondent shall certify that to the best of its knowledge, all information provided in their respective response materials is accurate and complete. Any

misrepresentation by a Respondent shall be treated as fraudulent concealment from the City of the true facts relating to the qualification.

- g. Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQP, may be rejected.
- h. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQP, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the City or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The City will determine whether a conflict of interest exists and whether it may reflect negatively on the City's selection of a Respondent. The City reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- i. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.

Selection Process

The City will review all of the responses in the following manner:

- a. Each response will be evaluated on the basis of the threshold eligibility and selection criteria listed below.
- b. The City reserves the right to conduct interviews with any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to the City taking into account all of the evaluation criteria, will be selected by the City.

Project Timetable

October 4, 2017	RFQP materials e-mailed to potential Respondents
October 4, 2017	RFQP posted on City website: www.connersvillecommunity.com ; published in Connersville News Examiner
October 23, 2017	RFQP questions emailed to treasurer@connersvillein.gov no later than 12:00pm EST
November 6, 2017	Respondents' materials due back to the City
November 8, 2017	Respondents' materials provided to Selection Committee for individual evaluation
November 15, 2017	Selection Committee evaluations returned to the City for compilation; Finalists contacted to schedule telephone interviews
November 20, 2017	Finalists notified of final selection

Threshold Eligibility

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQP. Threshold eligibility requirements include the following:

- a. Respondent has at least one (1) full-time Indiana licensed professional geologist in good standing on staff.
- b. Respondent has at least one (1) full-time Indiana professional engineer in good standing on staff.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-13.
- d. Respondent has a minimum of ten (10) years' professional engineering experience.
- e. Respondent must have previously completed EPA Quality Assurance Project Plans for a minimum of two (2) projects.
- f. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondent must have demonstrated experience in conducting a minimum of ten (10) public meetings soliciting input regarding potential brownfields assessment sites.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

RFQP Response Contents:

Each Respondent must include the following materials in its response to this RFQP:

- a. Cover Letter not to exceed one page, signed by an individual(s) authorized to bind the Respondent contractually. The cover letter must include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Statement describing the Respondent's general understanding of the scope of work and the key issues associated with performing the required services. The statement must include Respondent's familiarity with the project and describe unusual conditions or problems prospective Respondent believes may be encountered.
- c. Resumes of the Respondent's personnel who would be assuming primary responsibility for this project, including those meeting the definition of Indiana licensed professional geologist(s), and Indiana licensed professional engineer(s). Please identify the applicable Respondent personnel and their respective responsibilities as they will relate to the requirements of, and activities included in, this RFQP. Please limit response to ten (10) or fewer individuals.
- d. A written, detailed description of your approach to the scope of work, including the tasks described in the attached Work Plan. The proposal should include time and material cost estimates for the activities listed in the Work Plan. Unit rates on which costs are based should be included with the proposal, as well as a timeline and project milestones. The City is seeking creative, proven approaches, as well as innovative investigation technologies, to address the following:
 - a. Ability to meet all applicable state and federal regulations governing environmental site assessments.

- b. Methodologies to perform site assessments and confirmatory sampling.
- c. Technologies or testing methods utilized to assess specific types of contamination.
- d. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services.
- e. Provide a description of the history, experience and qualifications of the Respondent and any proposed subcontractors to perform tasks outlined in the Work Plan. Please provide a brief description of the Respondent's prior working relationship with any identified sub-contractors, if applicable, and any other relevant information. The use of DBE/MDE/WBE organizations as sub-contractors is encouraged.
- f. Summarize experience in conducting assessment, remediation and project closure work under IDEM's Risk Integrated System of Closure (RISC).
- g. Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent's Occupational Safety and Health Administration safety record for the last three years.
- h. List of other similar projects undertaken, along with references for five (5) similar projects.

Evaluation Process

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of the City. Those that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

- A. Brownfields Site Assessment Project Expertise and Experience
- B. Quality of Written Proposal
- C. Respondent's References and Experience
- D. Response to Scope of Services
- E. Ability to Handle Multiple Simultaneous Projects and Meet the City's Brownfields Assessment Grant Deadlines
- F. Pricing Information

Work plan for the 104(k) (2) Assessment Cooperative Agreement

City of Connersville, Indiana Hazardous Substances and Petroleum

Connersville, Indiana

This project supports:

- **Environmental Results Goal 3:** Cleaning up Communities, advance sustainable development.
- **Objective 3.1:** Promote Sustainable and Livable Communities.

Specifically, the recipient will inventory, characterize, assess and conduct planning and community involvement activities to encourage revitalization and reuse of Brownfields sites.

The City of Connersville (CITY), Indiana anticipates the following outputs:

11 Phase I's, 4 Building Hazardous Materials Assessments, 6 Phase II's and 4 Cleanup Plans.

- Eleven (11) Phase I Environmental Site Assessments (ESAs) in accordance with ASTM E1527-13, including 4 sites impacted by petroleum substances and 7 sites impacted by hazardous substances
- Six (6) Phase II Environmental Site Assessments (ESAs), including 2 sites impacted by petroleum substances and 4 sites impacted by hazardous substances
- Four (4) building materials assessment, including 2 sites impacted by petroleum substances and 2 sites impacted by hazardous substances, in accordance with State guidance
- Four (4) Cleanup and Redevelopment Plans, including 2 sites impacted by petroleum substances and 2 sites impacted by hazardous substances
- Forty (40) community outreach/involvement events, including 4 kickoff meetings and 36 stakeholder meetings

Project Contact: Ms. Diana Wright
Grant Administrator, City of Connersville
500 Central Avenue
Connersville, IN 47331
Email: grants@connersvillein.gov
Phone: (765) 222-1310

Project Period: October 1, 2017 – September 30, 2020

Program Results Code: Hazardous Substances – 301D79-(Action Code: NY)
Petroleum – 301D79XBP (Action Code: OP)

CFDA: 66.818 The Small Business Liability Relief and Brownfields Revitalization Act

CERCLA Authority: 104(k)(2)

DCN: STX

Budget FY: 17

Appropriation: E4

Budget Org: 05F0AG7 Object Class: 4114

I. INTRODUCTION AND ENVIRONMENTAL OUTCOMES:

The USEPA has selected the City of Connersville for two brownfields assessment grants: a \$200,000 Community-wide hazardous substances grant and a \$100,000 Community-wide petroleum grant. The grants combined (\$300,000) will fund community outreach, an inventory of eligible sites, up to 11 Phase I Environmental Site Assessments (ESAs), one Quality Assurance Project Plan (QAPP), six (6) Phase II Environmental Site Assessments (ESAs), four (4) building material assessments, and four (4) Cleanup and Redevelopment Plans. The tasks and budget for the grants are described in this work plan.

Connersville Indiana is located equidistance from Dayton, Cincinnati and Indianapolis along the banks of the Whitewater River. One of the earliest settled locations in Indiana, the City quickly grew into an industrial hub for the state. At the turn of the century Connersville became known as “Little Detroit”, playing a key role in the manufacturing of the first automobiles. The south and west sides of Connersville became heavily industrialized with foundries, metal manufacturing and stamping and other heavy industries and as typical at the time, neighborhoods quickly filled in the areas adjacent to the industrial plants. In the early 1900’s the City’s automotive expertise soon expanded into other industries including industrial blower kitchen appliances, dishwashers and enamel coated components. Just like it’s better known counterpart in the late 1970s, “Little Detroit” began experiencing rapid and severe industrial decline, which cumulated in 2007 with the closure of the Visteon plant resulting in a job loss of over 3,000. With a population of only 13,267, Connersville is experiencing the same “Big Detroit” problems except without the financial resources and big city benefactors to assist in turning the City around. The City has a staggering amount of vacant brownfields, and the central business district has a vacancy rate exceeding 47%, the majority which are brownfields. The lack of employment has caused deplorable poverty rates recently resulting in a crime and heroin epidemic that rivals any large city.

The EPA funding will catalyze the city’s efforts to prioritize the brownfields inventory, assess sites and develop cleanup plans. The prioritization process will target projects that provide opportunities to create jobs, improve public health through cleanup and redevelopment, improve the quality of life in communities suffering from income disparity, and have strong potential for redevelopment from an economic development standpoint and job creation.

The following outcomes from the grant will be tracked and reported:

TASK	OUTPUT MEASUREMENT	OUTCOME MEASUREMENT
Task 1 – Programmatic Activities/Outreach	# of public, community meetings attended # of public announcements printed/aired # of targeted area meetings held	# of attendees at meetings # of public inquiries received # of attendees at meetings
Task 2 and 3– Inventory and Site Assessment	# new sites submitted to inventory #sites prioritized # of Phase I Assessments # of Phase II Assessments (QAPP, SAP)	Citywide inventory Prioritized sites # and acres of sites assessed dollars leveraged for assessment
Task 4- Cleanup and Redevelopment Planning	# of ABCAs # of Redevelopment Plans	#acres redeveloped into greenspace, # redevelopment \$ leveraged, jobs created tax base increased

II. MANAGEMENT AND COORDINATION

As Chief Executive, **Mayor Harold Gordon** has selected an experienced team to implement and comply with State and Federal grant programs. The Mayor will also engage the community at large and identify leveraging resources for the project. **Diana Wright, Grant Administrator**, will direct the brownfields initiative as well as serve as the fiscal manager for this project. Ms. Wright has been with the City for over 12 years and is a Certified Grant Administrator by OCRA. Ms. Wright will manage the effort and lead the brownfield team, manage schedules and market the program. **Rosemary Brown**, City Clerk Treasurer, will work closely and assist Ms. Wright throughout the project and will assist with grant drawdown through the ASAP system. Elected in 2016, Ms. Brown's term will not expire until after the grant is completed. Ms. Brown has a Bachelor of Science degree in Decision Science from Indiana University. To ensure continuity and successful project completion, Ms. Brown will be able to step in and continue the day to day management of the grant in the unforeseen event of Ms. Wright's absence or departure. To complete the project, the City will require a qualified environmental consultant, who will be selected in compliance with state and federal procurement requirements. We will select a consultant experienced with the EPA and Indiana Brownfields Program, has the capacity to complete the project in 3 years. Our consultant will prepare all technical documents and will guide us through the environmental review stages of our Brownfields Initiative.

III. WORK TO BE PERFORMED

The schedule presented in this work plan assumes that the cooperative agreement with the USEPA will be completed and approved by October 1, 2017.

Task 1 Programmatic Activities and Outreach (\$21,000: \$15,000 hazardous budget and \$6,000 petroleum budget)

Activities include:

- Maintaining Compliance with Cooperative Agreement and grant and financial reporting.
- Participating in brownfields/economic development workshops, conferences.
- Overseeing consultant contract terms/consultant activities.
- Tracking outputs/outcomes; seeking partners and leveraging funds from State, and Federal resources.
- Community outreach will include drafting media releases for newspaper and radio releases, posting FAQ sheets and program status on the City website, providing individualized presentations for targeted areas; coordinating/maintaining outreach and services that our partners offer this initiative.
- Engaging the community by providing coordination/support/record for four (4) public meetings that include outreach and updates at our City Council meetings annually and a community-based TAB workshop. The council meetings are held in the Council Chambers at City Hall and are aired LIVE on local cable Channel 3 (TV3). The City will request a TAB workshop in Spring 2018. The focus of all of the public meetings are to educate the community on brownfields redevelopment as well as request community input on sites of concern.
- The 36 stakeholder meetings will include initial meetings as well as annual updates for our community-based organizations and their constituency that include the Boy Scout Troop 166, Fayette County Ministerial Association, Connersville Urban Enterprise Association, and the Fayette County Chamber of Commerce. Other community outreach meetings will include local stakeholder groups such as the Fayette County Foundation, Fayette County Economic Development Group, Rotary, Lion's, Eagles, and Optimists clubs. The remaining stakeholder meetings may be project site-related and will be conducted with individual city-council members, churches, prospective purchasers, and property owners.

Activities also include the attendance at brownfields training conferences, meetings with the Indiana Brownfields Program, as well as contractual costs for outreach and program support. Quarterly reports and other grant documents, such as annual reports, MBE/WBE Utilization reports, Sampling and Analysis Plans, Phase I and II reports will be submitted to EPA throughout the grant cycle per requirements of the Cooperative Agreement. All submittals will be in electronic format or via a CD. Before and after photographs of individual properties will be included in quarterly and final reports.

The following table presents the various Task 1 activities, associated deliverables, and due dates for completion.

TABLE 1: TASK 1 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Planning and Implementing community engagement and outreach	Press releases and Outreach materials	Beginning October 2017 and continuing throughout grant cycle
Participate in U.S. EPA Brownfield Conference and other brownfield conferences and seminars	N.A.	To be determined
Tracking Outputs/Outcomes and Quarterly, MBE/WBE, Final Reporting	Quarterly Progress Reports Annual MBE/WBE Reports Final Report	Quarterly-January 2018 through Sept. 2020; MBE/DBE annual reports begin October 2018 through EOT; final report due Nov. 2020

Task 2 Inventory and Prioritization (\$8,500 with \$5,500 hazardous materials budget and \$3,000 petroleum budget):

The activities include meeting with stakeholders, collect eligibility data; input data into EPA's ACRES, and set up and maintenance of the Brownfield Inventory.

The following table presents the various Task 2 activities, associated deliverables, and due dates for completion.

TABLE 2: TASK 2 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Update current inventory of sites as well as collect new brownfield site information from community partners, local officials, and stakeholders	N.A.	December 2017 and ongoing
Brownfields Site Selection Committee will update (if needed) prioritization/scoring criteria and prioritize sites	N.A.	January 2018: Site Selection Committee will continue to meet throughout the term of the grant; Prioritization will continue throughout the term of the grant

Draft site eligibility determinations (hazardous to EPA; petroleum to Indiana Brownfields Program)	Eligibility Determinations	January 2018 and ongoing
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Task 3 Phase I and II Environmental Site Assessments (\$254,500 with \$171,500 hazardous and \$83,000 petroleum): The activities include arranging site access, contractor oversight, report review, and discussion of findings with stakeholders. Contractual costs include a QAPP and annual updates, 11 Phase I ESAs per ASTM E1527-13, 4 building material assessments and 6 Phase II ESAs per ASTM standards and State guidance.

The following table presents the various Task 3 activities, associated deliverables, and due dates for completion.

TABLE 3: TASK 3 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Secure Site Access	N.A.	Prior to submittal of eligibility requests (January 2018-Ongoing)
Conduct Pre-QAPP call with EPA	N.A.	November 2017
Prepare Draft QAPP	Draft QAPP submission to EPA	December 2017
Prepare Final QAPP	Final QAPP submission to EPA	February 2018
Phase I + AAI Checklist	Phase I ESAs in compliance with ASTM E1527-13 and All Appropriate Inquiry	Beginning January 2018 upon approval of eligibility requests through July 2020
Prepare Site-Specific Sampling and Analysis Plans, Health and Safety Plans for sites selected for Phase II investigations	Site-Specific SAPs and HASPs	Beginning January 2018 throughout term of the grant
Phase II and Building Assessment Reports	Phase II and Building Assessment Reports	Beginning March 2018 throughout term of the grant.

Task 4 Cleanup Planning (\$16,000 with \$8,000 hazardous and \$8,000 petroleum) Activities include meeting with State agencies, owners and stakeholders to develop 4 greener cleanup plans and viable reuse plans (2 sites impacted by petroleum and 2 sites impacted by hazardous substances) integrating green remediation options. Each cleanup plan for these properties will comply with the Indiana Department of Environmental Management (IDEM) Remediation Program Guidance or other appropriate IDEM programs.

The following table presents the various Task 4 activities, associated deliverables, and due dates for completion.

TABLE 4: TASK 4 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Meetings with State Agencies, property owners, stakeholders, and consultants on clean up requirements and activities	N.A.	Anticipated Summer 2018 and ongoing
Development of clean up plans and site use strategies	Clean Up Plans and State approval letters (as available)	Anticipated Summer 2018 and ongoing

IV. BUDGET

The City was awarded a combined \$300,000 U.S. EPA community assessment grant with \$200,000 for hazardous substance and a \$100,000 for petroleum brownfields. This workplan combines the two budgets on Table 5 by funding mechanism and by budget categories, for each award. The City will track hazardous and petroleum budget costs separately.

Budget Detail:

Task 1 Programmatic Activities and Outreach (\$21,000: \$15,000 hazardous budget and \$6,000 petroleum budget) includes programmatic/community engagement and personnel costs (\$8,000), travel (\$2,500) and contractual (\$10,500).

Grant Administrator: \$8,000 (160 hrs at \$50/hr): (\$6,500 haz; \$1,500 petroleum): The City will:

- Maintain Compliance with Cooperative Agreement and grant and financial reporting.
- Participate in brownfields/economic development workshops, conferences.
- Oversee consultant contract terms/consultant activities.
- Track outputs/outcomes; seek partners and leveraging funds from State, and Federal resources.
- Engage the community by providing coordination/support/record for four (4) public meetings, 36 stakeholder meetings as summarized in Section III; draft media releases for newspaper and radio releases, post FAQ sheets and program status on the City website, provide individualized presentations for targeted areas; coordinate/maintain outreach and services that our partners offer this initiative.

Travel: \$2,500 with \$1,500 in hazardous materials and \$1,000 in petroleum materials: Travel estimates are detailed below for one (1) City employee.

TRAVEL ESTIMATES	
National Brownfield Training Conference	
Mileage to Airport (160 m x .53 rate)	\$ 85
Parking at Airport	\$ 60
Registration (early bird)	\$ 200
Air fare	\$ 420
Hotel 3 nights x \$150	\$ 450
Meals and Incidentals for 4 days x \$65	\$ 260
	\$1,500
Subtotal	Requested \$1,500/Estimated \$1,475

Indiana TAB workshops (August 16-17)	
Hotel in Fishers 3 nights x \$150	\$ 450
Meals and Incidentals for 3 days x \$65	\$ 200
Mileage to Fishers, IN	80
Subtotal	\$ 730
3 Meetings with the Indiana Brownfields Program mileage (450 m x .53 rate)	\$ 240
Subtotal	\$ 240
Travel Budget	Requested \$2,500/Estimated \$2,470

Contractual: \$10,500: (\$7,000 hazardous; \$3,500 petroleum): Costs include technical summaries of activities for 12 quarterly reports (Lump Sum \$1,200); attendance and assistance with community engagement and participation in stakeholder and property owner meetings (40 meetings); develop presentation materials and handouts (\$9,300).

Task 2: Inventory and Prioritization (\$8,500): The \$8,500 budget (\$5,500 hazardous; \$3,000 petroleum) Activities include personnel costs for the Grant Administrator at \$3,000 (60 hrs at \$50/hr) to meet with stakeholders, collect eligibility data; maintain inventory; input data into EPA's ACRES and the City website. The remaining \$5,500 in contractual covers collecting technical data for eligibility requests and the set up and maintenance of the Brownfield Inventory Tool (BIT) created by EPA TAB program.

Task 3: Phase I and II Environmental Site Assessments (ESAs): The \$254,500 budget includes personnel costs (\$4,500) and contractual costs (\$250,000). Personnel costs (90 hrs @ \$50/hr) include arranging site access, contractor oversight, report review, and discussion of findings with stakeholders. Contractual costs are detailed below: include a QAPP and annual updates (\$2,000), 11 Phase I ESAs per ASTM E1527-13 (7 hazardous, 4 petroleum) estimated at \$4,000 each, 4 building material assessments (3 hazardous, 1 petroleum) at \$6,000 each and 6 Phase II ESAs (4 hazardous at \$30,250, 2 petroleum at \$29,500) per ASTM standards and State guidance. Contractual costs are detailed below.

SITE ASSESSMENT ACTIVITIES (CONTRACTUAL)	#	AVE. COST	TOTAL	NOTES
QAPP (Hazardous)	1	\$ 1,000	\$ 1,000	
QAPP (Petroleum)	1	\$ 1,000	\$ 1,000	
Phase I ESAs (Hazardous)	7	\$ 4,000	\$ 28,000	
Phase I ESAs (Petroleum)	4	\$ 4,000	\$ 16,000	
Phase II (Hazardous)	4	\$30,250	\$121,000	Includes SAPs, HASPs
Phase II (Petroleum)	2	\$29,500	\$ 59,000	
Phase II (Hazardous) Building Materials	3	\$ 6,000	\$ 18,000	
Phase II (Petroleum) Building Materials	1	\$ 6,000	\$ 6,000	
Total of Estimated Costs			\$250,000	

Task 4: Cleanup Planning: The \$16,000 budget includes: \$8,000 each hazardous/petroleum contractual cost to meet with State agencies, property owners and community stakeholders to develop 4 greener cleanup plans and viable reuse plans integrating green remediation options.

CLEANUP PLANNING (CONTRACTUAL)	#	AVE. COST	TOTAL	NOTES
Cleanup Plans (Hazardous)	2	\$ 4,000	\$ 8,000	
Cleanup Plans (Petroleum)	2	\$ 4,000	\$ 8,000	
Total of Estimated Costs			\$ 16,000	

TABLE 5: BUDGET

Program Tasks	Task 1: Programmatic Outreach	Task 2: Inventory, Prioritization	Task 3: Phase I Phase II	Task 4: Cleanup Planning	Budget
Hazardous Budget					
Personnel	\$ 6,500	\$ 2,000	\$ 3,500		\$ 12,000
Travel	\$ 1,500				\$ 1,500
Supplies					
Contractual	\$ 7,000	\$ 3,500	\$ 168,000	\$ 8,000	\$ 186,500
Total Hazardous	\$15,000	\$ 5,500	\$ 171,500	\$ 8,000	\$ 200,000
Petroleum Budget					
Personnel	\$ 1,500	\$ 1,000	\$ 1,000		\$ 3,500
Travel	\$ 1,000				\$ 1,000
Supplies					
Contractual	\$ 3,500	\$ 2,000	\$ 82,000	\$ 8,000	\$ 95,500
Total Petroleum	\$ 6,000	\$ 3,000	\$ 83,000	\$ 8,000	\$ 100,000
TOTAL EPA BUDGET	\$21,000	\$ 8,500	\$254,500	\$16,000	\$ 300,000