

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7270

FAX (860) 282-4857

PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

## TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #16-18

RE: R.F.P. – Licensed Environmental Professional (LEP) for the Town's EPA  
Brownfields Grant

Proposals will be received at the Office of the Purchasing Agent, Town Hall,  
740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, January 19, 2016  
at 11 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of  
East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the  
best interest of the Town of East Hartford, Connecticut

Michelle A. Enman  
Purchasing Agent  
(860) 291-7271



## TOWN OF EAST HARTFORD, CT.

### STANDARD INSTRUCTIONS FOR PROPOSAL

1. Sealed proposals will be received by the Purchasing Agent until the date and time specified on the title sheet. Proposals received later than the date and time specified will not be considered and will be returned unopened. **Proposals will not be accepted via fax or e-mail.**
2. All proposals will be opened and recorded and are subject to public inspection. Firms may be present or be represented at all openings.
3. Municipalities are exempt from any sales, excise or federal taxes. Fees must be exclusive of taxes and will be so construed.
4. The Town of East Hartford reserves the right to reject any or all proposals or any part of any or all proposals and to waive any informality when such action is in the best interest of the town and also reserves the right to extend an awarded proposal by mutual consent and negotiate any terms, conditions and prices if it is in the best interest of the town.
5. Firms should familiarize themselves with the items and/or conditions set forth in the Request for Proposal specifications. Failure to be informed will not be accepted as an excuse from fulfillment of the requirements.
6. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after an award if not part of the original proposal terms.
7. For professional services - a selected town committee will evaluate all responses and make a recommendation to the Mayor. **If deemed necessary** by the committee, an interview may be required as part of the selection process.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

## **INSURANCE REQUIREMENTS**

### **A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER**

#### **INSURANCE INDEMNIFICATION CLAUSE**

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

#### **INDEMNIFICATION**

**AGENCY** agrees to indemnify and hold the Town of East Hartford, CT harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of **AGENCY** or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the **AGENCY** agrees to indemnify and hold harmless the Town of East Hartford, CT against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford, CT agrees to resist and defend such action proceeding, unless **AGENCY** causes the same to be discharged and satisfied.

#### A. **GENERAL REQUIREMENTS**

The **AGENCY** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **AGENCY** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford, CT

The insurer shall provide the Town of East Hartford, CT with **Certificates of Insurance signed by an authorized representative of the insurance AGENCY(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford, CT written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the **AGENCY** responsibility under this contracts.

The **AGENCY** at the **AGENCY’S** own cost and expense, shall procure and maintain all insurance required and shall name the Town of East Hartford, CT as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **AGENCY** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident  
\$500,000 Disease, Policy Limit  
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **AGENCY** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **AGENCY** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

C. **OTHERS: PROFESSIONAL SERVICES – ARCHITECTS, ENGINEERS, ET AL.**

The **AGENCY** shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all **professional services contracts only**. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **AGENCY** shall require its subcontractors and independent contractors to carry the coverages set forth in section B and C above and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The **AGENCY** shall require that the Town of East Hartford, CT be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **AGENCY** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, CT, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS  
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I \_\_\_\_\_, Secretary of \_\_\_\_\_  
(Name of Corporation's Secretary) (Legal name of Corporation)  
a Corporation duly organized and operating under the laws of \_\_\_\_\_ and  
(State)

Qualified and authorized to do business in the State of Connecticut, DO  
HEREBY CERTIFY that the following is a true, correct and accurate copy of a  
Resolution duly adopted at a meeting of the Board of Directors of such  
Corporation, duly convened and held on \_\_\_\_\_, at which meeting  
a duly constituted quorum of the Board of Directors was present and voted in  
favor of such Resolution. I further CERTIFY that such Resolution has not been  
modified, rescinded or revoked since the date on which it was enacted, and it is  
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one  
them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_,  
(Name and title of Officer or Officers)  
is empowered to execute and deliver in the name and on behalf of this  
Corporation contracts, bids and other documents to the Town of East Hartford, State of  
Connecticut, and are further authorized to affix the Corporate Seal to such documents and to  
bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the  
Corporate Seal of the Corporation, this \_\_\_\_\_ day of \_\_\_\_\_.

(Affix Corporate Seal Below)

\_\_\_\_\_  
(Typed name of Corporation's Secretary)

\_\_\_\_\_  
SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)  
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of

\_\_\_\_\_

(legal name of LLC)

A Limited Liability Company duly organized and operating under the laws of  
\_\_\_\_\_ and

(State)

qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on \_\_\_\_\_, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: \_\_\_\_\_

\_\_\_\_\_

(Name and title of Members)

is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership)  
(required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of \_\_\_\_\_, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of \_\_\_\_\_ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on \_\_\_\_\_, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: \_\_\_\_\_

\_\_\_\_\_,  
(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this \_\_\_\_\_ day of \_\_\_\_\_.  
(day) (month and year)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

**TOWN OF EAST HARTFORD, CT  
REQUEST FOR PROPOSALS**

**INTRODUCTION**

The Town of East Hartford (Connecticut) was awarded a \$200,000 Brownfields Hazardous Substances Assessment Grant by the U.S. Environmental Protection Agency (EPA) during their FY2015 competition.

With this funding, the Town plans to perform a town-wide inventory of Brownfields sites, identify potential contamination issues at selected sites through Phase I and Phase II assessments, evaluate cleanup and reuse strategies, conduct focused redevelopment and area-wide planning, and ultimately return otherwise distressed, abandoned, or environmentally stigmatized sites back to viable and sustainable reuse. The grant will also support on-going public outreach measures in order to keep communities informed about the proposed work activities, completed assessments, and general health and economic issues.

The Town is soliciting proposals from Licensed Environmental Professionals (LEPs) with proven expertise in environmental site and risk assessment, management plans, quality assurance project plans, groundwater and soil sampling, remediation strategies and cleanup, cost estimates and cost control, and community outreach and public presentations. The LEP must be licensed to provide engineering services in the State of Connecticut, and present verifiable qualifications, experience, and knowledge regarding all aspects of Brownfields assessment, remediation, re-use planning, and redevelopment, including, but not limited to, relevant Federal and Connecticut law, policies and guidelines, CERCLA, All Appropriate Inquiries, and EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The LEP will work under the direction of the Development Department and any other Town staff as assigned or required.

**SCOPE OF WORK**

The scope of work for which LEP services are sought is the following:

*Task 1: Cooperative Agreement Oversight*

Specific subtasks: preparing progress reports; completing MBE/WBE and FSR forms; entering site data into ACRES; preparing final report and grant closeout material; maintaining grant files; maintaining site project files; and maintaining financial records.

*Task 2: Community Outreach & Involvement*

Specific subtasks: developing marketing materials; holding public meetings; notifying adjacent landowners and Community-Based Organizations of assessment schedules; and responding to questions and comments solicited from the community.

*Task 3: Brownfields Inventory & Selection*

Specific subtasks: gather recognized and potential Brownfields sites in target areas from public outreach; find additional sites through review of existing EPA and MEDEP environmental databases, historical maps, and conducting of windshield surveys; enter sites on GIS mapping tool; develop criteria for prioritization of sites; evaluate site access issues; for each selected site (up to 8 sites), provide site eligibility information to EPA for review; and obtain EPA approval for Phase I assessments.

*Task 4: Phase I and Phase II Assessments (up to 8)*

Specific subtasks: Phase I investigations: conduct planning meeting with project team and Brownfields stakeholders to discuss approved sites; obtain access agreement and perform Phase I investigations; submit draft Phase I reports to project team members; and submit final Phase I report to project team members.

Phase II preparations: meet with project team and Brownfields stakeholders to review Phase I results and project direction; obtain EPA approval to proceed with Phase II; meet with project team and Brownfields stakeholders to plan Phase II; and submit EPA-approved generic QAPP w/updated organization chart.

Phase II investigations: submit draft site-specific QAPP addendum to project team for review and comments; obtain EPA/state approval and submit final site-specific QAPP addendum to team; perform field work according to plan; submit draft Phase II report to project team for review and comments; submit final Phase II report to project team; implement additional Phase II investigations as appropriate to delineate extent of contamination.

Post-Phase II investigations: hold local public meeting on Phase II sites, to discuss results, and potential cleanup and redevelopment plans.

*Task 5: Cleanup Planning (for up to 3 hazardous sites)*

Specific subtasks: meet with project team and Brownfields stakeholders, CT DEEP, and EPA to develop cleanup alternatives and remediation plans for sites (Focused Feasibility Studies/Analyses of Brownfields Cleanup Alternatives, and Conceptual Remedial Action Plans); strategize with project team and Brownfields stakeholders on reuse plans for each site; conduct marketing to leverage developer/lender interest in the property; perform public outreach and involvement in cleanup and reuse planning.

*Task 6: Area-Wide Planning*

Specific subtasks: identifying a Brownfields-impacted area and conducting one area-wide plan, through identifying potential reuses of the Brownfields properties, developing strategies for reuse of existing infrastructure in the area, and identifying resources needed for the strategy.

(The complete workplan follows as Appendix A for more detail. Please note that the current Period of Performance begins on March 1, 2015.)

**PERIOD OF PERFORMANCE**

The period of performance for this grant is March 1, 2015 to September 30, 2018.

**COMPENSATION**

The grant contains all financial resources to be used for this project. Approximately \$180,000 will be available for LEP work. Payment for LEP services will be made on a lump sum basis with periodic payments based on progress.

**FAIR SHARE GOALS**

Consideration of all consultants, which includes equal opportunity for minority business enterprises (MBEs) and women business enterprises (WBEs), will be made in the LEP selection process. The Town of East Hartford, as a grant recipient through the EPA will exercise appropriate measures to ensure good faith efforts are made during LEP selection. Fair share goals are to attract and utilize WBE/MBE contracts, subcontracts, and procurement.

## **PROPOSAL FORMAT**

Proposals should consist of:

- A cover letter expressing the LEP's interest in working with the Town of East Hartford and its Brownfields Committee, identification of the project manager and/or principal staff – including any subconsultants – that will provide the requested services.
- The approach to be taken toward completion of each of the 6 tasks outlined above and an explanation of any proposed variations to the work program. Address each of the 6 tasks separately.
- A list of individuals that will be committed to this project and their professional qualifications.
- Documentation of relevant experience, including a brief project description and contact information for each reference.
- A list of all current Brownfields projects (both assessment and cleanup) that your firm is currently working on.
- Any other information illustrating the LEP's qualifications for performing the work outlined in this RFP.
- A chart of hourly rates for staff that are expected to be involved in this project.

## **SUBMISSIONS/SELECTION CRITERIA**

Proposal packages (one original and three copies) can be submitted to:

Town of East Hartford  
Attn: Michelle Enman, Purchasing Agent  
740 Main Street  
East Hartford, CT 06108

Hardcopy submittals only. Faxed or emailed proposals will not be reviewed.

Proposals from interested LEPs are due by 11:00 AM, Tuesday, January 19<sup>th</sup> 2016. Questions regarding this RFP will be received until Friday, January 8<sup>th</sup>, 2016. Answers to questions will be posted on the Town of East Hartford's website by Wednesday, January 13<sup>th</sup>, 2016.

The Brownfields LEP hiring group will be responsible for screening proposals, conducting interviews of selected firms (if needed), and making a recommendation of an LEP to hire to Mayor Marcia A. Leclerc. The Mayor will make the final decision regarding selection of an LEP.

The criteria used in evaluation of the proposals will include:

- The clarity of the proposal, understanding of the project objectives, and responsiveness to the work program.
- The respondent's experience and qualifications to perform the requested service.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the Town of East Hartford and other interested parties.
- Labor rates. (The Town of East Hartford, however, does reserve the right to choose an LEP that is not the lowest-cost one.)
- References.

## **CONTACTS FOR FURTHER INFORMATION**

Technical Questions concerning this Request for Proposals should be submitted in writing by email to Town of East Hartford, Eileen Buckheit, Project Manager, at [ebuckheit@easthartfordct.gov](mailto:ebuckheit@easthartfordct.gov). Purchasing-related questions should be submitted to Michelle Enman, Purchasing Agent by email at [menman@easthartfordct.gov](mailto:menman@easthartfordct.gov).

[Appendix A: East Hartford Brownfields Assessment Workplan]

## ASSESSMENT WORKPLAN

### Town of East Hartford, Connecticut Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement 10/1/2015 – 9/30/2018

#### 1. GOAL 3: Cleaning Up communities and Advancing Sustainable Development Objective 3.1 Promote Sustainable and Livable Communities

##### CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

**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 cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields 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 Town of East Hartford, CT, as a general purpose unit of local government, was selected for Assessment funding in the FY 2015 competition.

Our Town’s commercial and industrial base has been in economic and physical decline for many years, with the possibility of lingering contamination from former commercial operations such as dry cleaners, machine shops and others. Assessing the ownership status and condition of potential Brownfields in Town will aid the redevelopment of this area in accordance with the Town’s Plan of Conservation and Development (COPD) and bring about a higher use that is more beneficial to the community. The goals of the project to be funded by this cooperative agreement are to develop an inventory of brownfield properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner, and further action needs will be determined in order to facilitate the properties’ redevelopment. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, area- wide planning and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (# Phase Is, #Phase IIs), preparing site sampling plans, conducting cleanup/reuse planning, and enrolling appropriate sites in the State Voluntary Cleanup Program (VCP), to determine whether further assessment, cleanup, or no action is required before redevelopment can occur.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the, Development Director Eileen Buckheit assisted by Finance Director Michael Walsh and Grants Manager Paul O’Sullivan, with technical assistance and oversight to be performed by a Qualified Environmental Professional (LEP) and the VCP.

**2. FUNDING: \$200,000 Hazardous Substances; \$0 Petroleum**

**3. BUDGET**

	Task 1 Community Involvement	Task 2 Brownfields Inventory	Task 3 Site Specific Assessments	Task 4 Program Development	Total
Personnel	\$2,000	\$3,000	\$4,000	\$4,000	\$13,000
Travel	- 0 -	- 0 -	- 0 -	\$4,000	\$4,000
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies	\$1,000	- 0 -	\$1,000	\$1,000	\$3,000
Contractual	- 0 -	\$10,000	\$170,000	- 0 -	\$180,000
Total	\$3,000	\$13,000	\$175,000	\$9,000	\$200,000

\*EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

**4. WORKPLAN TASKS**

**Task 1: Community Involvement**

<b>Task 1 – Community Involvement Subtasks (Commitments)</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<b>Community Outreach Plan:</b> <ul style="list-style-type: none"> <li>• Develop and implement Community Outreach Plan</li> <li>• Ensure that commitments made by CBOs in proposal are implemented.</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Written Community Outreach Plan</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• A brownfields assessment program that reflects the priorities of community leaders and organizations.</li> </ul>	12/31/15	
<b>Develop Marketing Materials:</b> <ul style="list-style-type: none"> <li>• Create Brownfields fact sheet</li> <li>• Create Brownfields Program webpage on Town website under Development Department</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Written Brownfields fact sheet; easy to navigate and attractive website</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Up-to-date outreach and marketing tools to promote project work and disseminate information</li> </ul>	12/31/15	1/30/16 Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur
<b>Implement outreach strategy in target areas:</b> <ul style="list-style-type: none"> <li>• Meet w/ local community organizations</li> <li>• Hold community meeting</li> <li>• Publish program info in local papers and post notices in town halls &amp; community centers</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Meetings with a minimum of 3 community organizations</li> <li>• Minimum of two community meetings</li> <li>• 3 rounds of ads/postings in local target areas</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Improve community knowledge on BF issues and identify potential BF sites</li> </ul>	Continuously throughout grant period	
<b>Hold local public meeting on Brownfields Assessment Results:</b> <ul style="list-style-type: none"> <li>• Discuss results of Phase I and Phase II Assessments</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Local public meeting, presentation materials, attendance list</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Encourage public participation and support of BF project(s) going forward</li> </ul>	When assessment reports received	

**Task 2: Brownfields Inventory**

Task 2 – Brownfields Inventory Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p><b>Obtain LEP services:</b></p> <ul style="list-style-type: none"> <li>• Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (LEP)</li> <li>• Conduct annual performance evaluations on LEP</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• RFP/RFQ; documentation of meeting of open competition; contract for scope of services</li> <li>• Performance evaluation reports, and applicable corrective actions</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• High quality products and services to meet project needs</li> <li>• Maintain a high level of work effort</li> </ul>	12/31/15	
<p><b>Site inventory:</b></p> <ul style="list-style-type: none"> <li>• Gather recognized and potential brownfields sites in target areas</li> <li>• Enter sites on GIS mapping tool</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• GIS map of potential BF sites</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Graphical capturing of BF sites for planning and marketing work</li> </ul>	2/15/2016	
<p><b>Hold local public meeting on Brownfields Inventory results:</b></p> <ul style="list-style-type: none"> <li>• Discuss Inventory results, and potential cleanup and redevelopment target sites</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Local public meeting, presentation materials, attendance list</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Encourage public participation and support of assessment projects going forward</li> </ul>	3/31/2016	

**Task 3: Site Specific Assessments**

Task 3 – Site-Specific Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p><b>Site prioritization and eligibility determination:</b></p> <ul style="list-style-type: none"> <li>• Choose initial sites for Phase I investigation</li> <li>• Evaluate site access issues</li> <li>• For each selected site, provide site eligibility information to EPA/state for review</li> <li>• Obtain EPA/state approval for Phase I</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• # of consultations; # eligible sites identified in initial inventory search</li> <li>• Estimate # additional eligible sites identified during remainder of grant</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• # brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)</li> </ul>	4/30/2016	
<p><b>Phase I investigations:</b></p> <ul style="list-style-type: none"> <li>• Conduct planning meeting with LEP to discuss approved sites</li> <li>• LEP obtains access agreements and performs Phase I investigations</li> <li>• LEP submits draft Phase I reports to project team members</li> <li>• Team reviews/comments on draft Phase Is</li> <li>• LEP submits final Phase I reports to project team members</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Planning meetings</li> <li>• 5 Phase I Reports</li> <li>• updated ACRES database</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• 5 High-potential Brownfields site assessed through Phase I</li> <li>• Total acres assessed through Phase Is</li> </ul>	6/30/2016	
<p><b>Phase II preparation:</b></p> <ul style="list-style-type: none"> <li>• Obtain EPA approval to proceed with Phase IIs</li> <li>• Meet with LEP to Plan Phase II</li> <li>• Encourage LEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities</li> <li>• LEP submits EPA approved generic QAPP with updated organization chart</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Project planning meetings</li> <li>• 1 approved generic QAPP</li> <li>• 3 sites approved for Phase II investigation</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• 3 high priority sites identified for further investigation and potential redevelopment</li> </ul>	7/31/2016	
<p><b>Phase II investigation:</b></p> <ul style="list-style-type: none"> <li>• LEP submits draft site-specific QAPP addendum to project team for review and comments</li> <li>• EPA/state approval is obtained and LEP submits final site-specific QAPP addendum to team</li> <li>• LEP performs field work according to plan</li> <li>• Grantee monitors site work and communicates any concerns with</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• 3 approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site)</li> <li>• Phase II report(s) documenting the results</li> <li>• Updated ACRES database</li> <li>• Green and sustainable efforts reported in quarterly reporting</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• 3 high priority sites with complete</li> </ul>	11/30/2016	

Task 3 – Site-Specific Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
EPA/state <ul style="list-style-type: none"> <li>• Grantee tracks green and sustainable site assessment efforts used during Phase II investigations</li> <li>• LEP submits draft Phase II reports to project team for review and comments</li> <li>• LEP submits final Phase II reports to project team</li> <li>• Project team evaluates Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination</li> </ul>	Phase II assessments that and ready for cleanup and reuse planning <ul style="list-style-type: none"> <li>• Total acres assessed through Phase II</li> <li>• Greener and more sustainable site assessment techniques utilized</li> </ul>		
<b>Cleanup &amp; reuse planning:</b> <ul style="list-style-type: none"> <li>• Throughout Phase II process, consult with community partners on reuse plans for 3 site(s)</li> <li>• Conduct marketing to leverage developer/lender interest in the properties</li> <li>• Meet with LEP to develop draft cleanup alternatives and remediation plans for the site(s)</li> <li>• Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)</li> <li>• Perform public outreach and involvement in cleanup and reuse planning</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• 3 draft cleanup alternatives plans</li> <li>• 3 draft remedial action plans</li> <li>• GSR language in ABCA</li> <li>• Updated ACRES database</li> <li>• At least 1 public meeting on project results</li> <li>• Potential for developer / lender workshop and transaction forum</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• 3 properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment</li> <li>• Acres ready for cleanup &amp; redevelopment</li> <li>• Greener and more sustainable plans for cleanup</li> </ul>	2/28/2017	

