



REQUEST FOR PROPOSALS

Qualified Environmental Professional Community-Wide Brownfield Assessment Grant

for the city of

SHAMOKIN, PENNSYLVANIA

ISSUED: November 16th, 2021

WRITTEN QUESTIONS DUE: November 29th, 2021 by 4:00 PM

PROPOSALS DUE: December 6th, 2021 by 4:00 PM

INTERVIEWS: December 13th, 14th, 15th, 2021 (if required)

PROJECT STARTS: January 1, 2022 (tentative)

PURPOSE:

The City of Shamokin is seeking a qualified environmental consultant with the capacity to conduct and prepare Phase I and Phase II Assessments, Remedial Action Plans, Quality Assurance Project Plans, and Sampling and Analysis Plans to provide environmental professional services to implement the City of Shamokin U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grants Project. In 2021, the U.S. EPA awarded the city a \$300,000 Community-Wide Brownfield Assessment Grant for hazardous substances.

BACKGROUND:

The City of Shamokin has a long history of commercial and industrial activities that have resulted in brownfields within the city. As provided by the PADEP, an Environmental Protection Agency (EPA) 128(a) Small Technical Assistance Grant was received to work with the City of Shamokin to inventory, educate, and plan for brownfield properties. Under this grant, thirty-nine properties were identified as brownfields within the City of Shamokin and are listed in the PADEP brownfields database. These listings are due to the presence of underground storage tanks (USTs), leaking underground storage tanks (LUSTs), spills, and industrial activity. The occurrence of these activities may have caused a release of contamination to the soil and/or ground water that requires further evaluation. Additionally, review of eMAP PA has identified five abandoned mine lands (AML) located within the city limits of the City of Shamokin. There is also a large vacant lot located at 1012 Shamokin St, once the Shroyer Factory, that would be ideal for a future housing complex. Plan: GoShamokin, also generated and established a **Target Area** and several potential **Priority Brownfield Sites** located within the targeted study were identified specifically for reinvestment and adaptive reuse. These locations are considered **Priority Brownfield Sites** due to the fact that the locations were positioned in one or more of the following: opportunity zone, flood zone, and historic area; and some of the **Priority Brownfield Sites** were recently acquired for investment activity.

The City of Shamokin has been awarded a \$300,000 Community-Wide Brownfields Assessment Grant, for hazardous substances. The funding will be used to identify, inventory, characterize, rank and select existing brownfield sites contaminated with hazardous substances within the City

of Shamokin for site-specific assessment, and also develop liability management and remedial strategies that allow for the safe and viable monitoring, redevelopment and/or reuse of the identified properties. The selected consultant will assist the City with grant management and will be the primary entity performing site identification, inventory, characterization, ranking, selection, and environmental assessments in addition to preparing all required technical documents applicable to the grant. Throughout the entirety of the project, SEDA-COG and the City of Shamokin will be involved in any decisions regarding grant funding activities.

The established budget for the assessment grant is provided below. Additional details regarding the budget can be viewed in the attached EPA approved work plans.

SEDA-COG Shamokin EPA Community-Wide Assessment Budget Table					
Category	Cooperative Agreement Oversight	Community Outreach & Involvement	Brownfields Assessment Activities	Site Reuse & Cleanup Planning	TOTAL
Hazardous Substances & Petroleum Contamination Project Tasks					
Personnel	\$2,960	\$3,702	\$2,219	\$2,959	\$11,840
Fringe Benefits	\$1,034	\$1,293	\$775	\$1,034	\$4,136
Travel	\$2,700	\$0	\$0	\$0	\$2,700
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies	\$273	\$1,000	\$449	\$400	\$2,122
Contractual	\$4,500	\$8,000	\$144,000	\$121,502	\$278,002
Other: Meeting Expenses	\$0	\$1,200	\$0	\$0	\$1,200
TOTAL	\$11,467	\$15,195	\$147,443	\$125,895	\$300,000

SCOPE OF WORK:

SEDA-COG is seeking the professional environmental services of a Qualified Environmental Profession (QEP) consultant on behalf of the City of Shamokin for the preliminarily identified tasks below. Respondents may suggest as part of their submission, different approaches, refinements, and improvements to the task, provided that are maintaining the overall purpose of the project as approved by the EPA. The grant completion date is September 30, 2024.

Task 1: Cooperative Agreement Oversight

Project Implementation: Cooperative Agreement Oversight will be conducted by SEDA-COG staff and will include but is not limited to: registration and travel to two National Brownfields conferences by up to two staff; and general grant management and preparation of Quarterly Reports and other grant-related documentation and budget and invoice reconciliation. The selected qualified environmental professional (QEP) procured will assist with ensuring reporting requirements are met.

The QEP will be required to complete and submit the following EPA reporting documents:

- Quality Management Plan;
- Quarterly Progress Reports;
- Disadvantaged Business Enterprise (DBE) Reporting;
- Federal Financial Reporting (FFR);
- ACRES / Property Profile Form; and
- Final Performance Report.

A brief description of these items and submission requirements are provided below.

- The submittal of Quarterly Progress Reports will be in conformance to the following schedule: Quarterly Reporting: Quarterly progress reports will be due 30 days after the end of each federal fiscal year quarter, or:

Performance Period	Report Due
July-Sept	Oct 15
Oct-Dec	January 15
Jan-March	April 15
April-June	July 15

- Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE): It is the federal government’s goal to support disadvantaged business enterprises with federal funds. Reporting is mandatory. EPA Form 5700-52A is used for this reporting. They will be submitted semi-annually with reports due April 30 and October 30.
- Federal Financial Reporting: Standard Form SF-425, Federal Financial Report (FFR) will be used to report on the financial status of grants. 5 Interim and Final FFRs will be submitted following the schedule stipulated in the terms and conditions of the cooperative agreement.
- ACRES/Property Profile Form: Property specific information will be submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. ACRES is a national database from which project status information is extracted and reported to Congress and the public. Relevant portions of the database must be updated for each property when the

following occur:

- a. Within 30 days of selection of the assessment property for community-wide assessments;
- b. Completion of Phase I;
- c. Completion of Phase II; and,
- d. Completion of Grant.

- **Final Performance Report:** The Final Quarterly Report will become the Final Performance Report. It will be submitted to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report shall generally contain the same information as in the Quarterly Progress Reports but will ensure that copies of all site documents covering the entire project period have been provided to EPA. In addition, the Final Performance Report will summarize the work performed during the entire project period, including a listing of sites assessed and any subsequent cleanup, planning, and/or redevelopment activity. Lessons learned and successes achieved may also be highlighted

Task 2: Community Outreach

Project Implementation: Educational materials will be created and outreach to community citizens and leaders will take place. Owners and developers will be solicited for their input. Development and maintenance of the Brownfield section on the goshamokin.com website will take place and other websites will also be engaged: City of Shamokin and Faith Alliance for Revitalization (FAR). Due to COVID-19 restrictions, much attention will be paid to outreach to the community utilizing social media and print materials; and any public meeting will also be offered in a virtual platform in order to educate and inform the population of Shamokin. Information will be included regarding the new designation of the Flood Zone.

Task 3: Environmental Site Assessments (ESA) Phase I and Phase II (Hazardous Substance)

Project Implementation: Inventory, prioritization, and selection of sites within and outside of the **Target Area** (sites within the target area will be prioritized over others in the area) with the focus on the Central Business District (Independence St) and the gateways into the city is planned. Preparation of site eligibility forms and access agreements for privately owned properties will occur, and environmental assessments for the priority sites including Phase 1 and Phase II ESAs will take place. This task will involve QEP and reporting expenses, printing, and other eligible assessment-related expenses. The work plan for the project will be completed by the QEP. Prior to Environmental Assessment work, site eligibility determinations for the sites will be sent to EPA for eligibility approval.

Task 4: Remedial/Reuse Planning

Project Implementation: Evaluation of cleanup alternatives and reuse options for the assessed sites, with the focus on the Central Business District and the gateways. Completion of ABCAs/reuse plans will take place.

SUBMITTING A PROPOSAL:

The proposal to be submitted must include the following without exceptions:

1. A written statement of the consultant's understanding of the project.
2. The name, resume and role of the individual(s) working on the project. Note: The resumes should not exceed two pages.
3. Specific examples of comparable work completed within the last five years from other local government clients or private organizations where consulting services were rendered.

4. A list of current contracts where consulting work is currently being performed. Provide a list of the contact names and phone numbers for each.
5. A minimum of three (3) samples of remediation documents produced by your firm.
6. A brief description of the work schedule explaining how the consultant will meet the scope of services.
7. A list of professional references including phone numbers.
8. An itemized budget by task as relevant to Scope of Services, materials and travel.

PROPOSALS DUE:

Five (5) bound copies of proposals and one electronic copy in PDF format are required and should be submitted to:

Betsy Kramer
Revitalization Coordinator
201 Furnace Rd Lewisburg, PA 17872

Proposals are due no later than 4:00 p.m. on Monday, December 6, 2021. For further information, please contact Betsy Kramer at 570-898-4083 or email bkramer@seda-cog.org

PLEASE NOTE:

- Proposals received after this date will not receive consideration.
- All costs of developing proposals and any subsequent expenses relating to the contract are the responsibility of the applicant.

- The Request for Proposal is subject to the competitive bidding process, and any contract entered into as a result of any proposal will not be based on the concept of the “lowest responsible bidder.” Criteria have been established to guide the evaluation of each consultant’s proposal. The top-ranked firms may be asked to make an oral presentation to representatives from SEDA-COG and/or the City of Shamokin. Furthermore, as mentioned previously, SEDA-COG and/or City of Shamokin reserves the right to reject any and all proposals.
- SEDA-COG and The City of Shamokin reserves the right to procure services by another means.
- SEDA-COG and/or the City of Shamokin reserve the right to modify the selection process or project scope.
- Soliciting proposals and granting exclusive negotiation rights do not commit SEDA-COG and/or the City of Shamokin to accept any terms of the proposal. Final terms of any agreement will be determined by direct negotiation and all agreements are subject to approval by the governing body SEDA-COG and the City of Shamokin.
- Negotiations may be suspended or terminated at any time that it is determined that additional negotiation would be unproductive.
- Submission of a proposal constitutes express acceptance by the proponent of all provisions of the RFP.
- SEDA-COG and/or the City reserves the right to modify the scope of the RFP with one or more respondents, and to waive any or all requirements which are deemed to be in the City’s best interest. To the extent permissible by law SEDA-COG and the City of Shamokin will maintain the confidentiality of all proposals. However, the Pennsylvania Right to Know Act does apply to this RFP. It is the submitters responsibility to identify any confidential or trade secret information contained in the proposals.

- SEDA-COG encourages the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for this project

EXHIBIT A:

EPA Community-Wide Brownfield Assessment Grant Work Plan

BROWNFIELDS OUTLINE
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
FOR
SHAMOKIN COMMUNITY-WIDE BROWNFIELD ASSESSMENT
5/21/2021

Submitted by
SEDA-COUNCIL OF GOVERNMENTS (SEDA-COG)
201 Furnace Rd Lewisburg, PA 17837
Betsy Kramer 570-898-4083

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Attachments

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1.0 PROJECT OVERVIEW

- **Project Description**

The City of Shamokin has a long history of commercial and industrial activities that have resulted in brownfields within the city. As provided by the PADEP, an Environmental Protection Agency (EPA) 128(a) Small Technical Assistance Grant was received to work with the City of Shamokin to inventory, educate, and plan for brownfield properties. Under this grant, thirty-nine properties were identified as brownfields within the City of Shamokin and are listed in the PADEP brownfields database. These listings are due to the presence of underground storage tanks (USTs), leaking underground storage tanks (LUSTs), spills, and industrial activity. The occurrence of these activities may have caused a release of contamination to the soil and/or ground water that requires further evaluation. Additionally, review of eMAP PA has identified five abandoned mine lands (AML) located within the city limits of the City of Shamokin. There is also a large vacant lot located at 1012 Shamokin St, once the Shroyer Factory, that would be ideal for a future housing complex. Plan: GoShamokin, also generated and established a **Target Area** and several potential **Priority Brownfield Sites** located within the targeted study were identified specifically for reinvestment and adaptive reuse. These locations are considered **Priority Brownfield Sites** due to the fact that the locations were positioned in one or more of the following: opportunity zone, flood zone, and historic area; and some of the **Priority Brownfield Sites** were recently acquired for investment activity.

The program objectives for the three years of this cooperative agreement includes such aspects as oversight by SEDA-COG staff including hiring and overseeing a selected qualified environmental professional (QEP), receiving brownfield training, preparing reports and grant-related documentation, providing community education and outreach, creating and maintaining a Brownfield website resource in goshamokin.com, providing environmental site assessments (ESA) Phase I and II, and planning for remediation and reuse and completing at least one Analysis of Brownfield Cleanup Alternatives (ABCA).

The specific environmental outcome of this cooperative agreement is assessment, cleanup and redevelopment of properties identified in the GoShamokin economic development revitalization plan that was adopted by Shamokin City Council in October 2020.

- **Project Team Structure and Responsibilities**

Betsy Kramer, Project Director SEDA-COG Revitalization Coordinator and Project Manager for this grant, operates the SEDA-COG Shamokin Office that is located in the **Target Area**. Betsy has led the Plan: GoShamokin from RFP and into implementation. She facilitates communication and collaboration with city volunteer organizations, non-profits, elected officials and. has established strong working relationships with business/property owners, residents, non-profits, local hospital, school, university, and Anthracite Outdoor Adventure Area (AOAA) and appropriate local, state, and federal agencies. Betsy is a small business owner, motivational speaker, professional organizer, and author.

Teri Provost, CFM, is the Director of Housing Rehabilitation and Flood Resiliency and the Acting Director of the Community Development Program at SEDA-COG: Teri will serve as Project Advisor under this grant specifically related to the regulatory floodplain.

Bo Hornberger, SEDA-COG Fiscal Controller: Bo will serve as Fiscal Administrator (invoicing and budget).

Scott Kramer, IT Director: Scott will create and maintain the GoShamokin Brownfield website.

SEDA-COG understands additional technical expertise and resources will be needed to complete the Brownfield Assessment project in the City of Shamokin. Technical assistance will be achieved by procuring and overseeing a QEP.

2.0 SCOPE OF WORK (Project Task Descriptions)

Task 1: Cooperative Agreement Oversight

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Task 4: Remedial/Reuse Planning

Project Implementation: Evaluation of cleanup alternatives and reuse options for the assessed sites, with the focus on the Central Business District and the gateways. Completion

of ABCAs/reuse plans will take place.

3.0 OUTPUTS / OUTCOMES

See attachment 1

4.0 BUDGET: \$300,000

See attached Budget Detail

5.0 QUALITY ASSURANCE PROJECT PLAN

Prior to undertaking activities involving the collection of environmental samples, SEDA-COG will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of the U.S. EPA Region III Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The QAPP will be submitted at least 30 days prior to the initiation of field activities and approval will be obtained prior to performing any field sampling.

6.0 LEVERAGING

SEDA-COG has no firm leveraging commitments.

7.0 PHASE I SITE ASSESSMENT CHECKLIST

For each Phase I Environmental Site Assessment, or all appropriate inquiry (AAI), conducted using EPA federal funds, the grantee must complete, sign, date, and submit the following checklist with each AAI/Phase I report submitted to EPA:

<https://www.epa.gov/sites/production/files/2014-08/documents/aai-reporting-fact-sheet-and-checklist-062111-final.pdf>

8.0 PRE-AWARD COSTS

SEDA-COG is not requesting pre-award costs.

ATTACHMENT 1: OUTPUTS / OUTCOMES

EXAMPLE TASK 1: Project Management and Reporting

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Obtain QEP: <ul style="list-style-type: none"> • Prepare Request for Proposals, evaluate applications, conduct interviews, hire qualified environmental consultant 	SEDA-COG will prepare a Request for Proposals (RFP) during the first quarter to engage a QEP Firm through a competitive process. SEDA-COG expects to select a QEP in the second quarter.	RFP; documentation of meeting of open competition; and contract for scope of services	High quality products and services to meet project needs	
Reporting: <ul style="list-style-type: none"> • Prepare progress reports and other grant required documents • Enter site data in ACRES • Prepare final report and grant closeout material 	Conducted throughout the duration of the grant period.	Quarterly, annual and final closeout reporting, monthly funding draws prepared/reconciled and submitted to EPA, and project scopes of work	Regular communication of project status and next steps; current database for congressional reporting	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	To be determined	Attend Brownfields conferences	Improve Brownfields knowledge and expand networking opportunities	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 2: Community Involvement

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
<p>Steering Committee:</p> <ul style="list-style-type: none"> • Establish Brownfields steering committee from the stated partners in the application comprised of numerous governmental, local, and community entities 	<p>Steering Committee will be established by the first quarter and involvement will occur throughout the duration of the grant period.</p>	<p>Minimum of 4 Steering Committee meetings will occur throughout the grant period.</p>	<p>An active and motivated workgroup driving Brownfields initiatives</p>	
<p>Develop Marketing Material:</p> <ul style="list-style-type: none"> • Create brochure targeting private & public property owners, lenders and developers • Create and maintain brownfield website 	<p>Outreach materials (both print and electronic) will be created by the fourth quarter.</p>	<p>Educational and outreach materials (brochures, flyers, newsletters), and website</p>	<p>Up to date marketing tools to promote project work and disseminate information</p>	
<p>Implement outreach strategy in target areas:</p> <ul style="list-style-type: none"> • Meet w/ local community organizations and/or attend local town selectman meetings • Publish program info in local papers and post notices in town halls & community centers 	<p>Outreach activities will be conducted throughout the duration of the grant period.</p>	<p>12 Community Meetings which include at least 8 advertised community meetings – and 4 Steering Committee meetings (in person/virtual), regular reporting at city meetings (such as city council, EDA and SABER</p>	<p>Improve community knowledge on Brownfield issues and identify potential Brownfield sites</p>	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 3: Environmental Site Assessments (ESA) Phase I and Phase II (Hazardous Substance)

<p align="center">Activity (Commitment)</p>	<p align="center">Expected Timeframe (Quarter/ FY)</p>	<p align="center">Outputs (projected activities, deliverables, reports)</p>	<p align="center">Outcomes (projected results, effects, improvements)</p>	<p align="center">Actual Accomplishments this Quarter</p>
<p>Environmental Site inventory:</p> <ul style="list-style-type: none"> • Inventory, prioritization, and selection of sites within and outside of the Target Area (sites within the target area will be prioritized over others in the area) with the focus on the Central Business District (Independence St) and the gateways into the city is planned. • Preparation of site eligibility forms and access agreements for privately owned properties will occur, and environmental assessments for the priority sites including Phase 1 and Phase II ESAs will take place. This task will involve QEP and reporting expenses, printing, and other eligible assessment-related expenses. The work plan for the project will be completed by the QEP. Prior to Environmental Assessment work, site eligibility determinations for the sites will be sent to EPA for eligibility approval. 	<p>Activities associated with this task will be conducted throughout the duration of the grant period.</p>	<p>The QEP, with support of the Project Manager and Steering Committee, will undertake site assessment activities; procurement of subcontractors if necessary; preparation for a comprehensive Quality Assurance Project Plans (QAPP) for all sites; and preparation of Sampling and Analysis Plans and Health and Safety Plans as needed for Phase II Assessments. sites toward development and additional reuse development planning based upon new information from the assessments. Brownfield sites will vary in size, complexity, and condition.</p>	<p>Graphical capturing of BF sites for planning and marketing work</p>	
<p>Site prioritization and eligibility determination:</p> <ul style="list-style-type: none"> • Convene steering committee meeting to rank and prioritize sites 	<p>Activities associated with this task will be conducted</p>	<p>Planning meetings; 6 eligible sites identified in initial inventory search</p>	<p>8-9 brownfields sites identified with the highest redevelopment</p>	

<ul style="list-style-type: none"> • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I and II 	<p>throughout the duration of the grant period.</p>	<p>Estimate 2-3 additional eligible sites identified during remainder of grant</p>	<p>and community benefit potential in target area(s)</p>	
<p>Phase I and II investigations:</p> <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I and II reports to project team members • Team reviews/comments on draft Phase I and II • Consultant submits final Phase I and II reports to project team members 	<p>Activities associated with this task will be conducted throughout the duration of the grant period.</p>	<p>Planning meetings; 4 Phase I Reports, 3 Phase II reports; updated ACRES database</p> <p>Estimate 1-2 additional Phase I reports during remainder of grant</p>	<p>5-6 High potential Brownfields site assessed through Phase I and 3 Phase II.</p> <p>Total acres assessed through Phase I (TBD)</p>	

ATTACHMENT 1: OUTPUTS / OUTCOMES

Task 4: Remedial/Reuse Planning

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
<p>Evaluation of cleanup alternatives and reuse options for the assessed sites:</p> <ul style="list-style-type: none"> • Focus on the Central Business District and the gateways. 	<p>Activities associated with this task will be conducted throughout the duration of the grant period.</p>	<p>Project planning meetings; 1 approved generic QAPP; 1 site approved for Phase II investigation. Estimate 1-2 additional sites approved for remainder of grant</p>	<p>At least 1 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment.</p>	
<p>Cleanup & reuse planning:</p> <ul style="list-style-type: none"> • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Perform public outreach and involvement in cleanup and reuse planning 	<p>Activities associated with this task will be conducted throughout the duration of the grant period.</p>	<p>1 draft cleanup alternatives plan and draft remedial action plan; updated ACRES database; 1 public meeting on project results</p>	<p>Completion of at least 1 ABCAs/reuse plans will take place.</p>	