



**REQUEST FOR PROPOSALS (RFP):
ENVIRONMENTAL CONSULTING SERVICES FOR
METROHARTFORD BROWNFIELDS
ASSESSMENT PROGRAM
FOR
SITES CONTAMINATED BY HAZARDOUS SUBSTANCES
AND/OR PETROLEUM**

Issued: October 15, 2020

**SUBMITTALS MUST BE RECEIVED BY:
Wednesday, November 18, 2020
2:00 p.m. EST**

**Submit Proposals to:
lpikedisanto@crcog.org (Electronic Only)
or via USB drive to:
Lynne Pike DiSanto
Capitol Region Council of Governments
241 Main Street, Fourth Floor
Hartford, CT 06106**



**REQUEST FOR PROPOSALS:
ENVIRONMENTAL CONSULTING SERVICES FOR
METROHARTFORD BROWNFIELDS ASSESSMENT PROGRAM
FOR
SITES CONTAMINATED BY HAZARDOUS SUBSTANCES AND/OR PETROLEUM**

I. INTENT

The Capitol Region Council of Governments (CRCOG) intends to hire a qualified and experienced firm or team of firms, hereafter referred to as “Consultant/Contractor,” to provide consulting services for the MetroHartford Brownfields Assessment Program funded by the U.S. Environmental Protection Agency (EPA). The Consultant/Contractor will be utilized to provide technical services to CRCOG for environmental investigation and other program support. Consultant/Contractor selection criteria will include, but is not limited to, the following:

- Brownfields experience.
- Experience preparing a Quality Assurance Project Plan (QAPP).
- Technical expertise in conducting Phase I through Phase III environmental assessments, remediation planning, and hazardous building materials assessments.
- Success in dealing with U.S. Environmental Protection Agency (EPA) and the Connecticut Department of Environmental Protection (DEEP) requirements for property assessment, cleanup and transfer.
- Incorporation of sustainable practices in the assessment and remediation planning process.
- Experience in community outreach and in site reuse planning and scoping.

CRCOG will procure consultant services in accordance with the established policy of CRCOG and requirements of the EPA terms and conditions of the [Cooperative Agreement](#). The project will commence upon selection of a Consultant/Contractor and issuance of a notice to proceed.

II. INTRODUCTION/BACKGROUND INFORMATION

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations. The agency is established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 38 municipalities in the Metro Hartford area. CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities to successfully respond to many of the region’s pressing governmental and public challenges.

CRCOG recently received a Brownfields Assessment Grant (\$300,000 for sites contaminated with petroleum and/or hazardous substances) from the U.S. EPA to continue the MetroHartford Brownfields Assessment Program. The EPA grant performance period is July 1, 2020 – September 30, 2023. CRCOG is seeking consultant assistance to carry out the new grants. \$268,100 of the total EPA grant award is programmed for the Consultant/Contractor activities described in this RFP.

The MetroHartford Brownfields Assessment Program was begun in 2004 with funding by the U.S.

EPA. The Program was developed as a joint project of the Capitol Region Council of Governments (CRCOG) and the MetroHartford Alliance (MHA) to serve the municipalities of the combined CRCOG/MHA Region. Initial funding was provided through a \$200,000 petroleum grant (2004), a \$200,000 hazardous substance grant (2005), a \$400,000 combined petroleum and hazardous substance grant (2007), a \$200,000 petroleum grant (2009), a \$200,000 hazardous substance grant (2009), a \$200,000 petroleum grant (2014), a \$200,000 hazardous substance grant (2014) as well as a \$200,000.00 grant from CT DECD for assessments and a targeted inventory (2014).

The 2020 grant will be used to perform Phase I through Phase III environmental assessments and remediation planning on selected sites within the Capitol Region. The grant will also support public outreach to ensure that municipal officials and community residents have an opportunity to comment on our proposed work activities, learn about the outcome of assessments and their implications for neighborhoods, and guide future program activities.

The Capitol Region MetroHartford Brownfields Assessment Program will be open to all 38 municipalities in the Capitol Region, however, we will target our efforts to work which will support the redevelopment of sites with TOD potential especially along the *CTfastrak* and Hartford Rail corridors, sites within the City of Hartford, and sites which will help spur growth within Opportunity Zones.

Cooperative agreement (grant) funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA § 104(k). The overall coordination of the cooperative agreement will be carried out by the CRCOG Brownfields Program Manager assisted by other CRCOG Community Development, Planning, and Finance staff, with technical assistance and environmental oversight to be performed by the Consultant/Contractor.

III. PROJECT APPROACH

The Capitol Region MetroHartford Brownfields Assessment Program has established a simple but effective approach to providing municipally owned or sponsored brownfields sites with Phase I through Phase III environmental assessment and remediation planning assistance. Our intent is to contract with one environmental consulting firm to provide these services to sites selected to participate in the program. The Project Approach is made up of four tasks summarized below and is presented in greater detail in Attachment D: Assessment Workplan.

Task 1: Cooperative Agreement Oversight. This task involves CRCOG’s management and oversight of contractors, including competitive procurement; personnel and financial management; coordination with stakeholders; reporting to EPA and stakeholders; and participation in training. The contracted QEP/LEP will assist in coordinating with stakeholders and with ACRES and other reporting requirements. The contracted environmental firm will need to provide appropriate information in a timely manner to support CRCOG’s management and oversight responsibilities.

Task 2: Community Outreach and Engagement. In this task, CRCOG, with the assistance of the contracted QEP/LEP, will actively reach out to local officials, residents, business interests and other stakeholders, solicit their input, and update them as the program is implemented and

assessment projects proceed. CRCOG staff will coordinate the program through our established MetroHartford Brownfields Advisory/Steering Committee and invite input from our community partners including representatives from the City of Hartford and other municipalities, Hartford Land Bank, Hartford NEXT, Parkville Revitalization Association, local developers and property owners, and other stakeholders identified through outreach. This task is essential to inform our site selections and site reuse planning. Our community partners will act as our ambassadors helping us tailor our outreach so that it meets the specific needs of those affected, as well as providing us with valuable feedback and participating in reuse planning. The Advisory/Steering Committee will help evaluate site applications and select sites. The Advisory/Steering Committee will provide the coordination needed to assure that program objectives are consistent with regional goals and community interests. CRCOG staff will also establish a repository of ESAs and other program-related documents for review by the public in our offices and on our website.

Task 3: Site Assessments. Under this task the contracted QEP/LEP will undertake Phase I, II and/or III ESAs and HBMA's on selected sites. Phase I ESAs will be conducted in accordance with ASTM E 1527-13 standards and will comply EPA's AAI rule. Site-Specific QAPPs will also be completed for each Phase II and III ESA. CRCOG staff will assist with securing site eligibility determinations and access agreements. Site selection will be guided by the recommendations of the QEP/LEP and Advisory/Steering Committee. Municipalities will be asked to submit applications for potential sites and eligibility determinations will be sought from EPA and CT DEEP, as appropriate.

Task 4: Cleanup and Reuse Planning. This task involves reuse scoping/planning for the reuse of the priority sites as well as remedial action plans. Working with our local partners we will form a multidisciplinary team with contractual support to gather community input and evaluate site specifics, market demands and conditions which are likely to influence redevelopment of the sites. For clean-up planning the contracted QEP/LEP will undertake remedial action planning and develop opinions of probable costs. Working with the municipalities and stakeholders, RAPs and OPCs will be developed based on proposed site reuse plans. Areawide planning also will be supported through updates to our inventory of brownfields sites requiring assessment and cleanup.

IV. CONSULTANT/CONTRACTOR SCOPE OF WORK

The following is a description of project tasks to be undertaken by the chosen environmental consulting contractor:

1. Provide **technical assistance** to CRCOG, and the Brownfields Advisory/Steering Committee in guiding the Capitol Region MetroHartford Brownfields Assessment Program. Attend meetings of the Advisory/Steering Committee and be available to respond to the questions of CRCOG, and municipal staff regarding the assessment process. Provide status reports on ongoing projects. (Supports Tasks 1 and 2)
2. As directed by CRCOG staff, **assist in assembling information** needed to determine site eligibility and to update CRCOG's inventory of brownfield sites. **Participate in meetings** with municipal officials and property owners on prospective and current projects. (Supports Tasks 2, 3, and 4)

3. **Environmental Site Assessments and Cleanup/ Reuse Planning** Undertake Phase I through Phase III assessments, HBMA's, and remedial planning. (Supports Task 3 and 4)

a. Phase I Assessments

- i. Conduct assessments in compliance with the All Appropriate Inquiries Final Rule at 40 CFR Part 312 and in accordance with current American Society for Testing and Materials (ASTM) standards and procedures. (The grant application estimated the potential for Phase I Assessments on 12 sites over the three-year EPA grant period.)
- ii. Prepare scope of work and cost estimate for review and approval by CRCOG, with input from participating municipality and site owner, before work begins.
- iii. Provide necessary information to secure DEEP approval for petroleum sites.
- iv. Provide draft Phase I reports for review to CRCOG, site owner and/or municipality, and EPA before final reports are prepared.
- v. Provide final reports which must include the environmental professional's qualifications statements and signature and the EPA checklist. Transmit final reports to the parties noted in iv above in digital form or in hard copy if so requested.

b. Phase II and Phase III ESAs and HBMA's

- i. Conduct all environmental assessment and sampling procedures appropriate for a site, including geophysical surveys and soil and ground water testing. Investigations and reports will be conducted in accordance with ASTM standards and procedures. The Consultant/Contractor will be responsible for obtaining all required permits for work at a site. The grant application estimated that over the three-year EPA grant period, Phase II Assessments would be undertaken on 2 sites, Phase III's would be undertaken on 2 sites, and a Hazardous Building Materials Assessment (HBMA) would be undertaken on one site.
- ii. Prepare scope of work and cost estimate for review and approval by CRCOG, with input from participating municipality and site owner, before work begins. Incorporate sustainable practices in the assessment scope of work.
- iii. Provide necessary information to secure DEEP approval for petroleum sites.
- iv. Prior to Phase II or Phase III Site Assessment, the Consultant/Contractor will develop and submit to the EPA a Quality Assurance Project Plan for approval. The QAPP will include proposed sampling and analysis strategy, sampling procedures, analytical procedures, and other procedures that will be followed to ensure that quality data will be collected. The QAPP must be submitted to the EPA Project Officer for approval at least 30 days prior to the intended start of data collection or compilation. Testing may not commence until approval of the QAPP by the EPA.
- v. Prior to conducting Phase II or Phase III Site Assessment, or engaging in any on-site activity with the potential to impact historic properties, the Consultant/Contractor will assist CRCOG in consulting with the EPA Project Officer regarding potential applicability of the National Historic Preservation Act (NHPA) and, if applicable, will assist in complying with any requirements of the NHPA and implementing regulations.
- vi. Provide draft Phase II, Phase III and HBMA reports for review to CRCOG, site owner and/or municipality, and EPA before final reports are prepared.
- vii. Provide final reports to be transmitted to the parties noted in vi above in digital form or in hard copy if so requested.

c. Remedial Action Plans and Reuse Scoping/Planning

- i. Undertake site reuse planning to identify potential reuse options and barriers to redevelopment in conjunction with property owners, community members, and other stakeholders. (Note: the project budget does **not** allow for development of full-scale site reuse assessments or reuse visions as outlined in the EPA fact sheets found at <https://www.epa.gov/brownfields/information-eligible-planning-activities>. The intent is to identify reuse opportunities and constraints to help plan site assessments and remedial action planning.) The grant application estimated reuse scoping/planning on up to 3 sites over the three-year EPA grant period.
 - ii. Prepare remedial action plans, appropriate for each site, which can satisfy the requirements of CT DEEP's Remediation Standard Regulations (RSRs). Prepare a corresponding Opinion of Probable Cost (OPC) for each RAP undertaken. The grant application estimated remedial planning on 2 sites over the three-year EPA grant period.
 - iii. Prepare scope of work and cost estimate for review and approval by CRCOG, with input from participating municipality and site owner, before work begins. Incorporate sustainable practices in the reuse scoping and remediation planning scopes of work.
 - iv. Provide necessary information to secure DEEP approval for petroleum sites.
 - v. Provide draft remedial action plans and reuse scoping/planning summary documentation to be submitted for review to CRCOG, site owner and/or municipality, and EPA before final reports are prepared.
 - vi. Provide final reports to be transmitted to the parties noted in v above in digital form or in hard copy if so requested.
4. The Consultant/Contractor shall assist CRCOG in assembling information necessary to meet EPA grant reporting requirements. Such requirements include but may not be limited to: project status reports for Quarterly Progress Reports, tracking of DBE/WBE/MBE expenditures, providing data required for EPA's ACRES project tracking system, and assisting with any additional reporting requirements associated with the funding sources for the grant. (Supports Task 1)

V. PROJECT SCHEDULE

The Consultant/Contractor should be prepared to enter into a contract and begin work as directed by CRCOG on or about **January 12, 2021**. It is anticipated that the contracted services as described in this RFP shall be completed by **August 1, 2023**.

VI. GENERAL PROJECT REQUIREMENTS, TERMS & CONDITIONS

1. The successful Consultant/Contractor shall comply with all applicable federal, state and local laws and regulations. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Assessment Grant Program. The Consultant/Contractor must take into account compliance with all regulations applicable to the EPA Brownfields Program, and will also be subject to the Terms and Conditions of the Brownfields Grant. Applicants are advised to review all applicable federal and state regulations prior to submitting a proposal. In particular, Phase I Assessments must comply with the ASTM E1527-13 standards and

procedures or EPA's All Appropriate Inquiries Final Rule, and include a completed Reporting Requirements Checklist, if the assessment is funded through the EPA.

2. Respondents to this RFP will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building sampling, remediation strategies and clean-up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Staff assigned to this project are required to be Licensed Environmental Professionals (LEP). Firms should be prepared to demonstrate a strong environmental engineering background, and a good working relationship with the Connecticut Department of Energy and Environmental Protection staff.
3. Disadvantaged Business Enterprises/Minority Business Enterprises/Women Business Enterprises are encouraged to apply. The Consultant/Contractor agrees to comply with the requirements of EPA's program for utilization of Small, Minority and Women's Business enterprises. Non-DBE /MBE/WBE prime contractors are encouraged to partner with DBE/ MBE/WBEs or utilize services of DBE/ MBE/WBEs for portions of work that under normal contracting practices are performed by specialty subcontractors. The prime contractor will be required to document DBE/ MBE/WBE subcontract expenditures.
4. The Consultant/Contractor also agrees to all conditions contained within the grant contract between CRCOG and the U.S. EPA: [Cooperative Agreement](#)

VII. PROPOSAL REQUIREMENTS

A. Submission

Proposals, in accordance with the format prescribed below, will be received, until 2:00 p.m. EST, Wednesday, November 18, 2020. Any responses received after this date and time will be rejected. Proposals are to be submitted via email to: lpikedisanto@crcog.org with the subject line of "CRCOG Brownfields LEP Proposal". **Please note that CRCOG's email server cannot accept files in the ZIP format.**

Note that the submission of any proposal indicates acceptance by the respondent of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

B. Questions

General inquiries concerning the Request for Proposals must be made to:

Lynne Pike DiSanto, Principal Planner & Policy Analyst
CRCOG
241 Main Street
Hartford, CT 06106
860-522-2217, ext. 4211
lpikedisanto@crcog.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274 (attention Lynne Pike DiSanto) or emailed to lpikedisanto@crcog.org**. To receive consideration, such questions must be received by **3:00 p.m. on Friday, October 30, 2020**.

CRCOG's staff will arrange as addenda, which shall be made a part of this RFP and any resulting contracts, all questions received as above provided and the decisions regarding each. CRCOG will post a copy of any addenda to CRCOG's website, located at www.crcog.org by Friday, November 6, 2020. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

C. Proposal Format

Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant/Contractor's Phase I through Phase III assessment and remedial planning processes, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how study results will be presented to CRCOG, the Advisory/Steering Committee and site owners.

Written proposals should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to Lynne Pike DiSanto, Principal Planner and Policy Analyst, Capitol Region Council of Governments, 241 Main Street, Hartford, CT 06106.
2. **Contact Information.** The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.
3. **Statement of Qualifications and Experience.** Additional information can be in narrative form.
 - a. Give the company/firm/team history, background and relevant experience.

- b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
 - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
 - d. Experience with Brownfields site assessment and remediation planning. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number). The references should include Phase I, Phase II, Phase III, and Remedial Action Plans completed in the last 5 years, which demonstrate the respondent's ability to prepare an assessment or plan consistent with U.S. EPA and Connecticut DEEP Guidelines.
 - e. Experience with reuse scoping/planning and community outreach. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number).
 - f. Quality Assurance Methods: Give a description of the quality assurance methods implemented by the Consultant/Contractor. Also, please state whether the firm has prepared an EPA-approved generic Quality Assurance Project Plan.
4. **Scope of Work.** Proposed approach to the scope of work which includes major tasks required to complete Phase I, Phase II and Phase III Environmental Site Assessments, Hazardous Building Materials Assessments, Remedial Action Plans, and reuse scoping/planning activities. The statement of approach should also include a discussion of quality control for each phase of work outlined in this RFP (See Section IV, Consultant/Contractor Scope of Work).
5. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP. Please include major tasks and approximate timeline required to complete Phase I, Phase II and Phase III Environmental Site Assessments, Hazardous Building Materials Assessments, and Remedial Action Plans as well as tasks and timeline proposed for reuse scoping/planning activities. (See Section V, Project Schedule).
6. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished products, and costs associated with carrying out all tasks specified in Section IV Consultant/Contractor Scope of Work of this RFP. The fee proposal should include:
- a. A complete rate schedule and pricing for staff and equipment to be utilized for this project.
 - b. A typical price range that may be expected for the preparation of Phase I, Phase II, and Phase III Environmental Site Assessments, Remedial Action Plans, and HBMA's, as well as for the undertaking and documentation of reuse scoping/planning activities. CRCOG understands that the actual price of these studies will vary based on site conditions.
 - c. Explanation of the Consultant/Contractor's approach to pricing Phase I, Phase II, and Phase III Environmental Site Assessments, Remedial Action, and HBMA's, as well as for reuse scoping/planning activities including preparation of final reports.
 - d. Explanation of the Consultant/Contractor's approach to pricing on-call consultant

assistance in developing program support, assistance with inventory and ACRES updates, attendance at Steering Committee meetings, and other tasks noted in Section IV Consultant/Contractor Scope of Work.

7. **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. CRCOG will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of CRCOG.

The successful firm may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful firm shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby. CRCOG will not pay an administration fee to the prime contractor for any subcontracted work.

8. **Insurance Documents.** Documentation of insurance coverage required under Section X.H of this Request for Proposals.
9. **Response Page.** See ATTACHMENT A.
10. **Organizational Conflict of Interest.** See ATTACHMENT B.
11. **Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.** See ATTACHMENT C.

VIII. SELECTION CRITERIA

CRCOG desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable cost. To accomplish this goal, CRCOG's criteria for selection will include, but not be limited to:

1. Brownfields/Phase I, II, III & RAP Experience
2. Work Management Team/Firm
3. Fee(s)

Additional criteria to be considered include the following:

- Staff qualifications, firm's experience in EPA Brownfields Programs, including community outreach experience, Quality Assurance Project Plans, environmental risk assessment, transfer, cleanup, and management plans.
- Previous experience of the firm and proposed staff, including experience with similar projects. Preference will be given to firms with a strong environmental engineering

background.

- Experience and/or knowledge related to EPA reporting requirements (ACRES, Quarterly Reports, etc.).
- Incorporation of sustainable practices in the assessment and remediation planning process
- Overall cost of services and the cost effectiveness of the proposal.
- Other relevant factors that would have an effect on the firm’s ability to satisfactorily complete the work within the stipulated time period.
- Quality of responses from relevant references and past performance in terms of quality of work and the timeliness of the accomplishment.

Based upon the evaluation of proposals submitted, CRCOG intends to select finalists who may be required to make formal oral presentations before a review committee regarding their qualifications, project approach, and ability to provide the required services to best serve the needs of CRCOG.

CRCOG and the review committee may elect to negotiate with the top ranked firms and to accept modifications to the proposed scope of services and/or price when such action is in the best interest of the participants to do so. Additional clarifying information may be requested to aid in the decision-making process.

IX. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFP Release Date:	Thursday, October 15, 2020
RFP Questions Due to CRCOG:	Friday, October 30, 2020 by 3:00 pm
Answers/Addendum Posted:	Friday, November 6, 2020
Proposals Due:	Wednesday, November 18, 2020 at 2:00 pm
Proposal Evaluations:	November 19 – December 18, 2020
Interviews/Oral Presentations, if held:	Week of December 7, 2020
Selection/Notification of Successful Firm:	Late December, 2020

X. ADDITIONAL TERMS AND CONDITIONS

A. Ownership of Proposals/Freedom of Information

All proposals submitted in response to this RFP are to be the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information). Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.

Copies of information resulting from this RFP are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate document clearly marked “Confidential”.

B. Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest of the CRCOG to do so. The Capitol Region Council of Governments reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

C. Waiver of Informalities

The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of CRCOG and to advertise for new proposals, and to make awards as may be in the best interest of CRCOG.

D. Collusion & Organizational Conflict of Interest

By responding, the respondent firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of the CRCOG or any municipal staff or official of CRCOG member municipalities participated either directly or indirectly in the respondent firm’s proposal preparation.

Further, each entity that enters into a contract with the Capitol Region Council of Governments (CRCOG) is required, prior to entering into such contract, to inform CRCOG of any real or apparent Organizational Conflict of Interest (OCI).

An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the Consultant/Contractor (*proposer, respondent, bidder, etc.*) is unable, or potentially unable, to provide impartial and objective assistance or advice to CRCOG due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The Consultant/Contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the Consultant/Contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

Respondent firms are required to sign the Organizational Conflict of Interest certificate incorporated in this RFP (see Attachment B).

E. Ethics The conduct of any contracted Consultant/Contractor shall be subject to applicable provisions of the CRCOG Ethics Policy (found online at: <http://www.crcog.org/rfprfq>).

F. Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Capitol Region Council of Governments.

G. Termination

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the respondent firm; or if the respondent firm fails, in the opinion of CRCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG.

H. Insurance Requirements

The environmental contractor (Consultant/Contractor) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage included in Section H.2.a-f prior to the execution of any agreement resulting from this RFP. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. If the Consultant/Contractor fails or refuses to produce or maintain the insurance required, or fails or refuses to furnish the CRCOG with required proof that insurance has been procured and is in force and is paid for, the CRCOG shall have the right to terminate the contract immediately. The Consultant/Contractor and its insurers shall waive any and all rights of subrogation against CRCOG which may arise under any policies of insurance provided hereunder, except with respect to Professional Liability.

1. In addition:

- a. The insurance requirements shall apply to all subcontractors and/or consultants.
- b. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
- c. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
- d. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
- e. Each certificate shall contain a 30-day notice of cancellation.
- f. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A" rating according to Best Publications latest edition Key Rating Guide.

2. Required insurance coverage:

- a. **Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance**, as applicable: Consultant/Contractor shall, at its own cost and expense, obtain and keep in force during the Term of the Agreement

general liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate and shall name the CRCOG and their respective officers, officials, employees, agents, boards, and commissions as Additional Insureds on a primary and non-contributory basis. There shall be no special limitations on the scope of protection afforded to the CRCOG. All deductibles, if any, are the sole responsibility of the Consultant/Contractor to pay and/or indemnify and the Consultant/Contractor's insurer shall have no right of recovery or subrogation against CRCOG. These requirements shall be clearly stated in the remarks section on Consultant/Contractor's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A.

- b. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated in section 2.a, above.
- c. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of not less than \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
- d. **Excess Liability Umbrella Form** over sections 2.a, 2.b and 2.c--Employers' Liability with limits up to \$4,000,000.
- e. The Capitol Region Council of Governments and their respective officers, officials, employees, agents, boards, and commissions and CRCOG member municipalities shall be named as an Additional Insured as their interest may appear on the appropriate coverage in sections 2.a, 2.b and 2.c--Employers' Liability and 2.d in the section reserved for comments on the ACORD Form insurance certificate.
- f. **Professional Liability Insurance** with limits up to \$2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the Consultant/Contractor's cost.

I. Hold Harmless and Indemnification

In addition to its obligation to provide insurance as specified above, the Consultant/Contractor, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments, its employees, and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the Consultant/Contractor during the Consultant/Contractor's performance of this Agreement or any other Agreements of the Consultant/Contractor entered into by reason thereof. CRCOG agrees to give the Consultant/Contractor prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

J. Affirmative Action

The Capitol Region Council of Governments, through its policies on Equal Employment Opportunity and Affirmative Action, pledges its support and cooperation to private and public agencies that are promoting public policy in this vital area of human relations. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment C) relative to Equal Employment Opportunity and Minority/Female Business Enterprise and return it with

their response.

K. Severability

If any terms or provisions of this Request for Proposals shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

L. Incurred Costs

This Request for Proposals does not commit the Capitol Region Council of Governments to award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments will not be liable in any way for any costs incurred by firms in replying to this RFP.

M. Oral Presentation/Interview. Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Capitol Region Council of Governments. The oral presentation provides an opportunity for the respondent to clarify or elaborate on the proposal and for CRCOG's evaluation panel to interview key staff of the respondent. These are fact-finding and explanation sessions only and do not include negotiation. The Capitol Region Council of Governments will schedule the time and location of these presentations. Oral presentations/Interviews are an option of the Capitol Region Council of Governments and may or may not be conducted.

N. Subcontracting The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without prior written approval of the Capitol Region Council of Governments. The acceptance of any and all subcontractors shall reside with the Capitol Region Council of Governments, and the Capitol Region Council of Governments decision shall be final. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby.

O. Compliance with Applicable Laws The successful Consultant/Contractor shall comply with all applicable federal, state and local laws and regulations Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal. The firm also agrees that it will hold CRCOG and its member municipalities harmless and indemnify CRCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations.

1. The firm assigns to CRCOG all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.
2. The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60

and 4a-60a. The firm also agrees that it will hold CRCOG and its member municipalities harmless and indemnify CRCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

3. The contract arising from the RFP is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated February 15, 1973 regarding nondiscrimination in employment practices and policies, Section 16 of P.A. 91-58 Nondiscrimination Regarding Sexual Orientation, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 regarding listing all employment openings with the Connecticut Employment Services, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.
4. The contract arising from the RFP may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

"Though this project has been funded, wholly or in part, by EPA, the contents of this document do not necessarily reflect the views and policies of EPA."



ATTACHMENT A
RESPONSE PAGE

**Capitol Region Council of
Governments
REQUEST FOR PROPOSALS**

**DATE ADVERTISED:
October 15, 2020**

**DATE / TIME DUE: Wednesday,
November 18, 2020
2:00 p.m. EST**

NAME OF PROPOSAL

**Environmental Consulting Services for
MetroHartford Brownfields Assessment
Program for Sites Contaminated By
Hazardous Substances and/or Petroleum**

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number
_____	_____
E-mail Address	Fax Number
_____	_____
Website	SS # or TIN#



ATTACHMENT B

CAPITOL REGION COUNCIL OF GOVERNMENTS

Organizational Conflict of Interest Statement

Each entity that enters into a contract with the Capitol Region Council of Governments (CRCOG) is required, prior to entering into such contract, to inform CRCOG of any real or apparent Organizational Conflict of Interest (OCI).

An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the Consultant/Contractor (*proposer, bidder, etc.*) is unable, or potentially unable, to provide impartial and objective assistance or advice to CRCOG due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The Consultant/Contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the Consultant /Contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

The Consultant /Contractor warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to CRCOG, which must include a description of the action, which the Consultant/Contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, CRCOG may, at its discretion, cancel the contract award. In the event the Consultant/Contractor was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to CRCOG, CRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms "contract" and "Consultant/Contractor" modified appropriately to preserve CRCOG's rights.



Organizational Conflict of Interest - Proposer's Signature and Certification

The undersigned on behalf of the Consultant/Contractor hereby certifies that the information contained in this certification is accurate, complete, and current.

Signature and Date

Title of Request for Proposal

Typed or Printed Name

Title

Company Name and Address



ATTACHMENT C

**CAPITOL REGION COUNCIL OF GOVERNMENTS
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE
BUSINESS ENTERPRISE CERTIFICATION FORM**

The undersigned certifies that _____ is an
(Name of Company)

Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

(Responder's Signature)

IF APPLICABLE:

The undersigned also certifies that _____
(Name of Company)

is a Disadvantaged (Minority/Female) Business Enterprise and is in compliance with federal and state rules and regulations pertaining to Disadvantaged Business Enterprise designations.

(Responder's Signature)

(Today's Date)

**ATTACHMENT D
ASSESSMENT WORKPLAN**

**CAPITOL REGION COUNCIL OF GOVERNMENTS
METROHARTFORD BROWNFIELDS ASSESSMENT PROGRAM**

WORKPLAN TASKS

Please note: The workplan listed below is excerpted from CRCOG’ approved Application for Federal Assistance.

Task 1: Cooperative Agreement Oversight

This task involves CRCOG’s management and oversight of contractors, including competitive procurement; personnel and financial management; coordination with stakeholders; reporting to EPA and stakeholders; and participation in training. Our QEP/LEP will assist in coordinating with stakeholders and with ACRES and other reporting requirements.

Task 1 – Cooperative Agreement Oversight (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
<p>Obtain QEP/LEP and Legal Services (if necessary):</p> <ul style="list-style-type: none"> • Prepare Request for Proposals, competitively solicit proposals, evaluate applications, conduct interviews, hire qualified/licensed environmental professional (QEP/LEP) • Periodically monitor and assess performance of QEP/LEP • Obtain legal services for contracts, access agreements, regulation interpretations, etc. if needed. 	<p>Outputs:</p> <ul style="list-style-type: none"> • RFP; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	<p>Fully executed contract – 12/31/20</p> <p>QEP /LEP evaluation – Ongoing</p>
<p>Reporting:</p> <ul style="list-style-type: none"> • Prepare MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare final report and grant closeout material • Prepare Success Stories for key sites 	<p>Outputs:</p> <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms • “Success Story” fact sheets <p>Outcomes:</p> <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	<p>ACRES updates and Quarterly Reports every quarter beginning in January 2021; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30</p>

Task 1 – Cooperative Agreement Oversight (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <p>High quality project records reflective of the work performed</p>	10/1/20 and thereafter
Requests for Reimbursements or Advances: <ul style="list-style-type: none"> • Submit monthly, or as needed, requests for payment 	Outputs: <ul style="list-style-type: none"> • Drawdowns from ASAP Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	10/1/20 and thereafter
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops and webinars 	Outputs: <ul style="list-style-type: none"> • Attend Revitalizing New England: Brownfields Summit 2021 • Attend BF2021 Conference in Oklahoma City • Attend other training opportunities if available Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	10/7-8/21 04/26-30/21

Task 2: Community Outreach and Engagement

In this task, CRCOG will actively reach out to local officials, residents, business interests and other stakeholders, solicit their input, and update them as the program is implemented and assessment projects proceed. CRCOG staff will coordinate the program through our established MetroHartford Brownfields Advisory/Steering Committee and invite input from our community partners including representatives from the City of Hartford and other municipalities, Hartford Land Bank, Hartford NEXT, Parkville Revitalization Association, local developers and property owners, and other stakeholders identified through outreach. This task is essential to inform our site selections and site reuse planning. Our community partners will act as our ambassadors helping us tailor our outreach so that it meets the specific needs of those affected, as well as providing us with valuable feedback and participating in reuse planning. The Advisory/Steering Committee will help evaluate site applications and select sites. The Advisory/Steering Committee will provide the coordination needed to assure that program objectives are consistent with regional goals and community interests.

CRCOG staff will also establish a repository of ESAs and other program-related documents for review by the public in our offices and on our website.

Task 2 – Community Outreach and Engagement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
<p>Involve Brownfields Advisory/Steering Committee:</p> <ul style="list-style-type: none"> • Review Advisory/Steering Committee membership and revise as necessary to ensure up-to-date representation from municipalities, Community Based Organizations, and state agencies. Invite additional members to serve, to better incorporate community interests. • Convene Advisory/Steering Committee for input on selection of QEP/LEP and site selection procedures. • Conduct periodic Advisory/ Steering Committee meetings to oversee progress and conduct reviews of prospective sites for participation in program. • QEP/LEP presents report findings to Steering Committee for reviews/comments 	<p>Outputs:</p> <ul style="list-style-type: none"> • Updated Brownfields Advisory/Steering Committee membership and mail/email list • Meetings, agendas, attendance lists and meeting notes • Updated program procedures and templates <p>Outcomes:</p> <ul style="list-style-type: none"> • An active and motivated workgroup driving Brownfields initiatives 	<p>First meeting by 12/30/20, then ongoing throughout the program</p>
<p>Promote Program:</p> <ul style="list-style-type: none"> • Provide periodic updates through CRCOG newsletters, which have broad distribution and are posted on agency websites. • Provide monthly updates to CRCOG Policy Board which is comprised of municipal leaders. • Update website with additional notices of program availability, features, and progress (Note – website has webpage translation capabilities) • Provide CBO partners, municipal contacts and others with materials for distribution and web posting • Develop and maintain mailing and email lists of interested parties to provide with program materials and updates 	<p>Outputs:</p> <ul style="list-style-type: none"> • Newsletter articles • Updated program brochure • Project updates and fact sheets • Website postings • Periodic mailings/email blasts • Monthly reports to CRCOG Policy Board <p>Outcomes:</p> <ul style="list-style-type: none"> • Up-to-date communications to promote project work and disseminate information 	<p>10/1/20 and thereafter</p>
<p>Implement Outreach in Target Areas:</p> <ul style="list-style-type: none"> • Meet w/ local municipal officials to assist with outreach to community partners and to identify other citizens and neighborhood groups that should be informed of our work, as well as to identify additional 	<p>Outputs:</p> <ul style="list-style-type: none"> • Meetings/communications with local officials • Ads/postings/other outreach to local target areas • Documents added to repository 	<p>Ongoing throughout the program</p>

Task 2 – Community Outreach and Engagement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
specific opportunities to share project information with these parties <ul style="list-style-type: none"> • Translate materials as necessary upon request • Make reports publicly available 	Outcomes: <ul style="list-style-type: none"> • Improve community knowledge of Brownfields issues and identify potential Brownfields sites and reuse potential 	

Task 3: Site Assessments

This task involves the use of QEP/LEPs to perform Phase I, II and/or III ESAs and HBMA's on selected sites. Phase I ESAs will be conducted in accordance with ASTM E 1527-13 standards and will comply EPA's AAI rule. Site-Specific QAPPs will also be completed for each Phase II and III ESA. CRCOG staff will assist with securing site eligibility determinations and access agreements. Site selection will be guided by the recommendations of the QEP/LEP and Advisory/Steering Committee. Municipalities will be asked to submit applications for the priority sites and other sites and eligibility determinations will be sought from EPA and CT DEEP, as appropriate.

Task 3 - Site Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Meet with QEP/LEP to evaluate proposed priority sites, existing inventories, reports, site issues to identify potential sites for consideration and outreach to municipalities • Convene Advisory/Steering Committee to review and revise as necessary established procedures and criteria for evaluating, prioritizing and selecting candidate sites and to review inventories and previous reports. • Invite municipalities to apply for site assessments • Convene Advisory/Steering Committee meeting to rank, prioritize, and select sites • Evaluate site access issues 	Outputs: <ul style="list-style-type: none"> • Meeting notes, agendas, attendance lists • Municipal applications for ESAs • List of potential eligible sites Outcomes: <ul style="list-style-type: none"> • Brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	3/31/21

Task 3 - Site Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
<ul style="list-style-type: none"> • For each selected site, provide site eligibility information to EPA (and/or CT DEEP) for review • Obtain EPA or state approval for ESA 		
<p>Phase I Investigations:</p> <ul style="list-style-type: none"> • Conduct planning meeting with QEP/LEP to discuss approved sites • CRCOG obtains site access agreements with assistance from QEP/LEP and municipal partners • QEP/LEP performs Phase I investigations • QEP/LEP submits draft Phase I reports to project team members (CRCOG, EPA, municipality and property owner) • Team reviews/comments on draft Phase I reports • QEP/LEP submits final Phase I report to project team members • CRCOG submits AAI to EPA 	<p>Outputs:</p> <ul style="list-style-type: none"> • Planning meetings • Approved Phase I Reports • Updated ACRES database • AAls filed <p>Outcomes:</p> <ul style="list-style-type: none"> • High Potential Brownfields site assessed through Phase I • Total acres assessed through Phase I 	9/30/21 and thereafter
<p>Undertake Phase II & III Investigations and HBMA:</p> <ul style="list-style-type: none"> • Meet with Advisory/Steering Committee to review previous ESA results and discuss project direction including potential reuse of sites and scopes of work. • CRCOG obtains site access agreements with assistance from QEP/LEP and municipal partners • Meet with QEP/LEP to plan investigations and encourage QEP/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 & III assessment activities • QEP/LEP submits EPA approved generic QAPP w/ updated organization chart • QEP/LEP submits draft site-specific QAPP addendum to EPA and CRCOG for review and comments 	<p>Outputs:</p> <ul style="list-style-type: none"> • Project planning meetings • Approved generic QAPP • Sites approved for Phase II, Phase III and/or HBMA investigations • Site access agreements • Approved site-specific QAPP Addenda • Phase II, Phase III and/or HBMA report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in quarterly reporting <p>Outcomes:</p> <ul style="list-style-type: none"> • High priority sites identified for further investigation and potential redevelopment • Total acres assessed to determine nature and extent of contamination • Greener and more sustainable site assessment techniques utilized 	12/31/21 and thereafter

Task 3 - Site Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
<ul style="list-style-type: none"> • EPA/state approval is obtained and QEP/LEP submits final site-specific QAPP addendum to EPA and CRCOG • QEP/LEP performs field work according to plan • CRCOG monitors QEP/LEP work and communicates any concerns with EPA/State • QEP/LEP reports to CRCOG on green and sustainable site assessment efforts used during investigations • QEP/LEP submits draft Phase II, Phase III and HBMA reports to project team (CRCOG, EPA, municipality and property owner) for review and comments • QEP/LEP submits final Phase II, III and/or HBMA reports to project team (CRCOG, EPA, municipality and property owner) • QEP/LEP presents findings of reports to Advisory/Steering Committee 		

Task 4: Cleanup and Reuse Planning

This task involves reuse scoping/planning for the reuse of the priority sites as well as remedial action plans. Working with our local partners we will form a multidisciplinary team with contractual support to gather community input and evaluate site specifics, market demands and conditions which are likely to influence redevelopment of the sites. For clean-up planning we will procure qualified environmental professionals to perform remedial action planning and develop opinions of probable costs. Working with the municipalities and stakeholders, RAPs and OPCs will be developed based on proposed site reuse plans. Areawide planning also will be supported through updates to our inventory of brownfields sites requiring assessment and cleanup.

Task 4 – Cleanup and Reuse Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
<p>Cleanup & Reuse Planning:</p> <ul style="list-style-type: none"> • Throughout Phase II (and Phase III and HBMA, as appropriate) process, strategize with Advisory/Steering Committee, QEP/LEP, municipality and property owner on reuse plans for the site • Perform public outreach and involvement in cleanup and reuse planning • Ascertain developer/lender interest in the properties • Meet with QEP/LEP, municipal representatives, property owners to develop draft cleanup alternatives and remediation plans for the site • QEP/LEP prepares RAP & OPC • Incorporate suggestions for GSR principles/techniques into RAP 	<p>Outputs:</p> <ul style="list-style-type: none"> • Cleanup and reuse planning meeting(s) • Remedial Action Plan(s) and Opinions of Probable Costs • GSR language in RAP <p>Outcomes:</p> <ul style="list-style-type: none"> • One or more sites assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Greener and more sustainable plans for cleanup 	Years two and three
<p>Area-Wide Planning:</p> <ul style="list-style-type: none"> • Update CRCOG brownfields (GIS-based) inventory to include sites assessed and other known or suspected sites such as those for which funding was applied but not allocated. • Strategize on assessment, clean-up and reuse measures in targeted areas and throughout region. 	<p>Outputs:</p> <ul style="list-style-type: none"> • Maintain a robust inventory of known and potential brownfield sites in the region • Create a set of area-wide strategies for assessment, cleanup and reuse measures <p>Outcomes:</p> <ul style="list-style-type: none"> • Graphical capturing of brownfields sites for planning and marketing work • Better understanding of extent of brownfields in region and steps needed to bring sites to productive reuse 	9/30/21 and thereafter

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the QEP/LEP for Capitol Region Council of Governments will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I 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. QAPP approval must be obtained prior to performing any field activities.