

Strafford Regional Planning Commission

# REQUEST FOR PROPOSALS

EPA Brownfields Assessment Program

## INTRODUCTION

Strafford Regional Planning Commission (SRPC) was awarded a \$500,000 Brownfields Assessment Grant by the U.S. Environmental Protection Agency (EPA) during their FY2023 competition.

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

Strafford Regional Planning Commission is soliciting proposals from Qualified Environmental Professionals (QEPs) with proven expertise performing environmental site assessments, management plans, quality assurance project plans, groundwater and soil sampling, remediation planning, cost estimates and cost control, and community outreach and public presentations. The QEP must be licensed to provide engineering services in the State of New Hampshire, and present verifiable qualifications, experience, and knowledge regarding all aspects of assessment, remediation, re-use planning, and redevelopment, including, but not limited to relevant federal and New Hampshire law, policies and guidelines, CERCLA, All Appropriate Inquiries, and EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The QEP will work under the direction of the Strafford Regional Planning Commission staff and will work in collaboration with the Brownfields Advisory Committee, NHDES representatives, property owners, and developers.

## WORKPLAN

Strafford Regional Planning Commission's EPA-approved assessment workplan follows as Appendix A for more detail.

## PROPOSAL CONTENT

Proposals are to be presented in a clear and concise manner. Proposers shall ensure that all information required herein be submitted with the proposal. Additional useful information pertaining to the Scope of Work is appreciated and should be included in the proposal. However, the Commission reserves the right to negotiate any portion of the proposal determined to be unclear or to appropriately address the needs of Strafford Regional Planning Commission. All proposals shall remain firm for sixty (60) calendar days after receipt of the proposals.

### COVER LETTER

- A cover letter expressing the QEP's interest in working with Strafford Regional Planning Commission and its Brownfields Advisory Committee.
- Identification of the project manager and/or principal staff, including any subcontractors, who will provide the requested services.

### GENERAL FIRM QUALIFICATIONS

Proposals should also include the following:

- The Firm's qualifications, years in business, and experience to provide the services required by the Commission.
- Subcontractors: List all subcontractors to be used with respect to the service provided under this contract.
- Describe any additional tools or resources your company can provide to Strafford Regional Planning Commission to help improve its Brownfield inventory, redevelopment planning, and outreach activities. Clearly present verifiable qualifications, experience and knowledge regarding all aspects of assessment, remediation, re-use planning, and re-development, including but not limited to, relevant federal and New Hampshire law, policies and guidelines; relevant Administrative rules; Risk Characterization and Management Policy; CERCLA, and U.S. EPA standards and practices, including All Appropriate Inquiry, U.S. EPA Quality Assurance Project Plan (QAPP) requirements, and Green and Sustainable Remediation Guidance.

## PROJECT PERSONNEL QUALIFICATIONS

Specifically indicate and provide professional qualifications for, those members of the firm and any subcontractors who will be working directly with the Commission. Proposers must have on staff a New Hampshire licensed professional engineer or professional geologist who, if applicable, can certify that the investigation was conducted in accordance with generally accepted consulting practices, and this person must be clearly identified in the proposal.

## APPROACH

Provide a description of the approach to be taken toward completion of each of the 4 tasks outlined in SRPC's workplan described in Appendix A and an explanation of any proposed variations to the work program, including but not limited to the following:

- Describe the Proposer's understanding of the QEP's role in completion of each of SRPC's four identified project tasks.
- A per-item cost estimate (or anticipated cost range) for common brownfields activities, including but not limited to Phase I and II Environmental Site Assessments, SSQAPP preparation, remedial action plans, and Analyses of Brownfield Cleanup Alternatives.
- A task-by-task workplan demonstrating a proposed program of outreach, assessment, and cleanup planning activities consistent with the "contractual" budget line from the SRPC workplan in Appendix A.
- An explanation of how cost estimates were developed.
- A chart of hourly rates for staff that are expected to be involved in this project.
- Itemized direct, indirect, and subcontract expenses (where applicable).
- Identification and itemization of additional services or materials (if proposed).

## REFERENCES

- References: List three (3) references from current or recent customers receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference.

## OTHER

The Proposer shall make available upon request the following:

- Health and Safety Plan for the Workers.
- Accident Record from the last five years, including the detail of the Consultant's response actions and outcomes.

## PROPOSAL SUBMISSIONS

**Proposals are due by 5:00 PM, Friday October 6, 2023.** Please submit two (2) paper copies of the proposal and one PDF. All proposals must be printed on 8.5" x 11" paper and stapled. Please refrain from binding or using alternative packaging with proposals. All materials, both digital and print, must be received prior to the deadline.

Please address all mail submissions to:

Lisa Murphy  
Senior Regional Planner  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH 03867

Please mark your envelope with: *SRPC Brownfields Assessment Program QEP Proposal*

Please email a PDF copy of the Firm's submission to Lisa Murphy, Senior Regional Planner at: [lmurphy@strafford.org](mailto:lmurphy@strafford.org)

Please utilize the subject line: *[Your Firm's Name] SRPC Brownfields Assessment Program Proposal*

## SELECTION PROCESS

SRPC's Brownfields Selection Committee will be responsible for screening proposals, conducting interviews of selected firms, and recommending of a QEP to hire to the Executive Director. The Executive Director will make the final decision regarding selection of a QEP. The following criteria will be used to evaluate proposals:

- Bidder's Qualifications – 25 points  
Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to, work experience with NHDES and the U.S. Environmental Protection Agency.
- Overall Quality of Proposed Project Approach – 25 points  
The technical quality and composition of proposed approach and consistency of approach with the SRPC workplan and EPA program objectives.
- Personnel Qualifications – 25 points  
Qualification of the professionals assigned to this project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.
- Cost Proposal <sup>1</sup> – 25 points  
Comparison of per-unit costs to ensure efficient use of SRPC's contractual funds for proposed outreach, assessment, and cleanup planning activities.

## PERIOD OF PERFORMANCE

The period of performance for this grant is October 1, 2023 to September 30, 2027.

## COMPENSATION

The grant contains all financial resources to be used for this project. Approximately \$443,000 will be available for QEP work. Payment for QEP services will be made on a periodic basis based on workplan progress.

## DISCLAIMER

Strafford Regional Planning Commission will not be responsible for any cost incurred in the preparation of a response to this Request for Proposals.

## ACCEPTANCE

Strafford Regional Planning Commission reserves the right to select the Proposer best able to provide the services required. In evaluating proposals, Strafford Regional Planning Commission reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting the services considered to be the most advantageous to the Commission. All material submitted becomes the property of Strafford Regional Planning Commission. The evaluation of proposals and determination of the contract award will be at the discretion of the Commission and its judgement shall be final and without the right of recourse by any proposer.

## QUALIFICATIONS

No contract will be awarded except to a responsible Proposer capable of performing the work presented in the workplan. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the Proposer

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<sup>1</sup> Strafford Regional Planning Commission is not obligated to choose the Proposer with the lowest cost

may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the workplan.

## REJECTION

Strafford Regional Planning Commission reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the Commission may require. Rejection of any proposal shall be construed as meaning simply that the Commission does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the Commission for the particular services proposed.

## FAIR SHARE GOALS

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

## CONTACT FOR FURTHER INFORMATION

All questions must be directed, in writing to Lisa Murphy, Senior Regional Planner at [lmurphy@strafford.org](mailto:lmurphy@strafford.org). All questions must be directed in writing no later than 5:00 p.m. on Friday, September 22, 2023. Strafford Regional Planning Commission will issue a response to any inquiries or questions submitted in writing by the date and time above by 5:00 p.m. on Tuesday, September 26, 2023. All responses issued will be done so as part of an addendum to be included at the location of the posting on [www.strafford.org](http://www.strafford.org).

[Appendix A: Strafford Regional Planning Commission Brownfields Assessment Workplan]

**ASSESSMENT WORKPLAN**

***Strafford Regional Planning Commission***  
**Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement**  
**Period of Performance: 7/1/2023 - 9/30/2027**

**1. GOAL 6: Safeguard and Revitalize Communities****Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities****CFDA: 66.818 Multipurpose, Assessment, Cleanup, and Revolving Loan Fund Grants**

**OBJECTIVE:** The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfields sites. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from applications prepared in accordance with the “Application Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The Strafford Regional Planning Commission, as a regional organization, was selected for Assessment funding in the FY 2023 competition.

SRPC provides regional planning services to 18 municipalities in three counties in southeast New Hampshire; the geographic boundaries of the project will be all 18 municipalities. The region has four census tracts that meet EDA economic distress criteria as of 2020 and five federal Opportunity Zones. Centuries of industrial development have left numerous brownfields scattered throughout the region. 18th and 19th century development used rivers for power; if not maintained these brownfields threaten water quality. Mills from this era are prominent bellwethers for towns; if reused they become vibrant, if neglected they beget disinvestment. 20th century brownfields invite scrutiny over health disparities due to contaminants. High-profile PFAS investigations in NH and adoption of some of the nation’s most stringent state-level PFAS standards for drinking water in 2019 have made developers hesitant to invest in sites with perceived connections to PFAS. SRPC proposes two target areas in Farmington and Dover.

The Town of Farmington, 2020 population of 6,722, is located on the Cochecho River. It was first settled by Europeans as part of Rochester in 1722 before Farmington received its own charter in 1798. The target area will focus on the Farmington town center, which forms most of Census Tract 870.01. Farmington has 26 brownfields sites in the New Hampshire Department of Environmental Services (NHDES) Onestop Database, and EnviroAtlas shows two sites from EPA’s ACRES database (both assessed by SRPC), 48 active or inactive RCRA sites, and 2 superfund sites, one of which is on the National Priority List. Despite a strong construction market in the state, redevelopment in Farmington has lagged behind other towns. An assessment grant would eliminate unknowns and remove stigma from identified sites, thereby attracting investment downtown.

Settled in 1623, Dover is the 7th oldest European settlement in the US and the region’s largest city, with 32,741 residents (2020 census). The downtown is located at the navigable head of the Cochecho River; by the early 19th century it was a leading producer of textiles, with numerous brick mills linked by railroads. Dover has 2 records

in OneStop, 2 from ACRES, over 200 active and inactive RCRA sites, and 2 superfund sites, one of which is on the NPL. The target area is Dover’s Central Business zoning district, which does not align well with census geographies (it overlaps census tracts 813, 814, 815, and 816). Dover was chosen for the high reuse potential of its priority sites and because reuse will greatly benefit sensitive populations.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the *SRPC Project Manager*, assisted by the *Financial Manager* and the *Executive Director*, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

**2. FUNDING: \$500,000 Hazardous Substances; \$0 Petroleum**

**3. BUDGET**

	Task 1 (Oversight)	Task 2 (Outreach)	Task 3 (Assessments)	Task 4 (Planning)	Total
Personnel	\$5,085	\$5,558	\$4,032	\$5,299	\$19,974
Fringe Benefits	\$1,641	\$1,793	\$1,301	\$1,710	\$6,445
Travel	\$4,262	\$124	\$124	\$124	\$4,635
Equipment*	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$94	\$0	\$0	\$94
Contractual	\$10,000	\$5,000	\$290,000	\$138,000	\$443,000
Other: Liaisons**	\$0	\$10,000	\$0	\$0	\$10,000
Total Direct	\$20,988	\$22,569	\$295,457	\$145,133	\$484,148
Indirect Costs	\$4,035	\$4,411	\$3,200	\$4,205	\$15,852
Total	\$25,023	\$26,980	\$298,657	\$149,339	\$500,000

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

\*\* A CAR that uses participant support costs must follow the process described in their EPA-approved workplan (or in a separate process approved by EPA in post-award) for determining the amounts of allowable stipend(s), procedures for accounting for participant support cost payments (including receipts), and documenting that the costs are allowable and do not duplicate other support for the individual(s). Additional information on these requirements for the use of participant support costs is available in [EPA’s Guidance on Participant Support Costs](#).

**WORKPLAN TASKS**

**Task 1: Cooperative Agreement Oversight**

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (Projected activities, deliverables, reports) and Anticipated Outcomes (Projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p><b>Obtain QEP and legal services (if necessary):</b></p> <ul style="list-style-type: none"> <li>• Prepare Request for Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP)</li> <li>• Conduct annual performance evaluations on QEP</li> <li>• Obtain legal services for title searches, regulation interpretations, etc. if necessary</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• RFP/RFQ; documentation of meeting of open competition; contract for scope of services</li> <li>• Performance evaluation reports, and applicable corrective actions</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• High quality products and services to meet project needs</li> <li>• Maintain a high level of work effort</li> </ul>	<p>RFP Preparation: 07/2023</p> <p>Review of Proposals: 09/2023</p> <p>Interviews: 09/2023</p> <p>QEP Hire: 10/2023</p> <p>QEP Evaluations: Ongoing Annually</p>	
<p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Prepare MBE/WBE semi-annually, and FFR form at the end of the reporting period</li> <li>• Enter site data in ACRES</li> <li>• Prepare Quarterly Reports via ACRES</li> <li>• Prepare final report and grant closeout material</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Quarterly reports and other forms; updated ACRES database; final report and closeout forms</li> <li>• “Success Story” fact sheets</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• Regular communication of project status and next steps; current database for congressional reporting</li> </ul>	<p>1/30/2024</p> <p>ACRES updates and Quarterly Reports every quarter; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30</p>	
<p><b>Records:</b></p> <ul style="list-style-type: none"> <li>• Maintain grant files</li> <li>• Maintain site project files</li> <li>• Maintain financial records</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Accurate and complete files suitable for audit purposes</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• High quality project records reflective of the work performed</li> </ul>	<p>10/2023 - Ongoing</p>	
<p><b>Requests for Reimbursements or Advances</b></p>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Drawdowns from ASAP</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• Reduce unliquidated obligations</li> </ul>	<p>10/2023 - Ongoing</p>	
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Attend EPA Brownfields Conferences and other related workshops</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Attend Brownfields conference in Detroit and future Location TBD</li> <li>• Attend New England Brownfields Summit</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• Improve brownfields knowledge and expand networking opportunities</li> </ul>	<p>8/7-11/2023 (pre award), 5/2025</p> <p>5/2024</p>	



## Task 2: Community Outreach and Engagement

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)	Actual Accomplishment Date(s)
<b>Establish Brownfields Steering Committee</b> <ul style="list-style-type: none"> <li>Update membership of the Brownfields Advisory Committee</li> <li>Ensure that commitments made by community-based organizations in proposal are implemented</li> </ul>	<u>Outputs:</u> <ul style="list-style-type: none"> <li>Regular meetings, meeting agendas, attendance lists and meeting notes</li> <li>Commitments from community-based organizations</li> </ul> <u>Outcomes:</u> <ul style="list-style-type: none"> <li>An active and motivated workgroup driving brownfields site selection, prioritization, and initiatives</li> <li>Leveraging local expertise through BAC partnerships</li> </ul>	10/2023 - Ongoing	
<b>Develop Marketing Materials:</b> <ul style="list-style-type: none"> <li>Update Brownfields Assessment Program Fact Sheet</li> <li>Update Brownfields Webpage on SRPC website</li> <li>Update Brownfields brochure targeting private &amp; public property owners, lenders and developers</li> </ul>	<u>Outputs:</u> <ul style="list-style-type: none"> <li>Brownfields Fact Sheet developed</li> <li># fact sheets distributed</li> <li>Brownfields brochure developed</li> <li># brochures distributed</li> <li>Brownfields website section developed within SRPC site</li> <li># brownfields site visitors</li> </ul> <u>Outcomes:</u> <ul style="list-style-type: none"> <li>Up-to-date marketing tools to promote project work and disseminate information</li> </ul>	1/2024 - Ongoing	
<b>Implement Outreach Strategy in target areas:</b> <ul style="list-style-type: none"> <li>Municipal Information Sessions</li> <li>Phase I Results Sessions</li> <li>Phase II Results and Planning Sessions</li> <li>Attendance of other community meetings</li> <li>Posting of notices for meetings and input in both print and digital mediums</li> </ul>	<u>Outputs:</u> <ul style="list-style-type: none"> <li>Give presentations at a minimum of one public meeting per target area community</li> <li>Focus group meetings with municipal staff and stakeholder groups within the target area</li> <li># postings, notices, and surveys informing residents of the target areas and soliciting input and feedback</li> </ul> <u>Outcomes:</u> <ul style="list-style-type: none"> <li>Improve community knowledge on brownfields</li> <li>Identify issues and identify potential brownfield sites</li> <li>Encourage public participation and support of brownfield project(s) going forward</li> </ul>	10/2023 - Ongoing	
<b>Site inventory:</b> <ul style="list-style-type: none"> <li>Update list of recognized and potential brownfields sites in target areas</li> <li>Enter sites on GIS mapping tool</li> </ul>	<u>Outputs:</u> <ul style="list-style-type: none"> <li>GIS map of potential brownfield sites</li> </ul> <u>Outcomes:</u> <ul style="list-style-type: none"> <li>Graphical capturing of brownfield sites for planning and marketing work</li> </ul>	10/2023 - Ongoing	

<b>Task 2 – Community Outreach and Engagement Subtasks (Commitments)</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<p><b>Site prioritization and eligibility determination:</b></p> <ul style="list-style-type: none"> <li>• Convene steering committee meeting to rank and prioritize sites</li> <li>• Choose initial sites for Phase I investigation</li> <li>• Evaluate site access issues</li> <li>• For each selected site, provide site eligibility information to EPA (or state) for review</li> <li>• Obtain EPA (or state) approval for Phase I</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Planning meetings; # eligible sites identified in initial inventory search</li> <li>• Estimate # additional eligible sites identified during remainder of grant</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• # brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)</li> </ul>	10/2023 - Ongoing	

**Task 3: Phase I and II Environmental Site Assessments**

<b>Task 3 - Phase I and II Environmental Site Assessments Subtasks (Commitments)</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<p><b>Phase I investigations:</b></p> <ul style="list-style-type: none"> <li>• Conduct planning meeting with QEP to discuss approved sites</li> <li>• QEP obtains access agreement and performs Phase I investigation</li> <li>• QEP submits draft Phase I report to project team members</li> <li>• Team reviews/comments on draft Phase I</li> <li>• QEP submits final Phase I report to project team members</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Planning meetings</li> <li>• # 1 Phase I Report</li> <li>• Updated ACRES database</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• # high potential brownfields sites assessed through Phase I</li> <li>• Total acres assessed through Phase I</li> </ul>	10/2023 - Ongoing	
<p><b>Phase II Preparation:</b></p> <ul style="list-style-type: none"> <li>• Meet with steering committee to review Phase I results and project direction</li> <li>• Obtain EPA approval to proceed with Phase II</li> <li>• Meet with QEP to plan Phase II</li> <li>• Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities</li> <li>• QEP submits EPA approved generic QAPP w/ updated organization chart</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• Project planning meetings</li> <li>• 1 approved generic QAPP</li> <li>• # sites approved for Phase II investigation</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• # high priority sites identified for further investigation and potential redevelopment</li> </ul>	10/2023 - Ongoing	

Task 3 - Phase I and II Environmental Site Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p><b>Phase II investigation:</b></p> <ul style="list-style-type: none"> <li>• QEP submits draft site-specific QAPP addendum to project team for review and comments</li> <li>• EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to project team</li> <li>• QEP performs field work according to Plan</li> <li>• Grantee monitors site work and communicates any concerns with EPA/state</li> <li>• Grantee tracks green and sustainable site assessment efforts used during Phase II investigations</li> <li>• QEP submits draft Phase II report to project team for review and comments</li> <li>• QEP submits final Phase II report to project team</li> <li>• Project team &amp; steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>• # approved site-specific QAPP Addenda (delineating extent of site contamination on 1 brownfield site)</li> <li>• Phase II report(s) documenting the results</li> <li>• Updated ACRES database</li> <li>• Green and sustainable efforts reported in quarterly reporting</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>• # high priority sites with complete</li> <li>• Phase II assessments that are ready for cleanup and reuse planning</li> <li>• Total acres assessed through Phase II</li> <li>• Greener and more sustainable site assessment techniques utilized</li> </ul>	<p>10/2024 - Ongoing</p>	

## Task 4: Cleanup, Reuse, and Area-wide Planning

Task 4 – Cleanup, Reuse, and Area-wide Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p><b>Area-Wide Planning:</b></p> <ul style="list-style-type: none"> <li>Identify a brownfield-impacted area (neighborhood, district, city block, etc.)</li> <li>Develop strategies for the reuse of existing infrastructure in the area</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li>Produce an area-wide plan for the brownfield impacted area</li> <li>Create a set of area-wide strategies for assessment, cleanup and reuse measures</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li>Future uses of at least # properties in the area wide plan have been identified</li> <li>Next steps to implement the plan have been identified</li> </ul>	06/2024 - Ongoing	
<p><b>Cleanup &amp; reuse planning:</b></p> <ul style="list-style-type: none"> <li>Throughout Phase II process, strategize with steering committee on reuse plans for the site</li> <li>Conduct marketing to leverage developer/lender interest in the property</li> <li>Meet with QEP to develop draft cleanup alternatives and remediation plans for the site</li> <li>Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)</li> <li>Complete an ABCA and Remedial Action Plan (RAP) for each Phase II site that exceeds NH risk-based cleanup guidelines</li> <li>Conduct market analyses, community charettes, and design work to illustrate reuse plans as needed.</li> <li>Perform public outreach and involvement in cleanup and reuse planning</li> </ul>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> <li># or more internal cleanup and reuse planning meeting(s)</li> <li># draft cleanup alternatives plan(s)</li> <li># draft remedial action plan(s)</li> <li># market analyses, charettes, and/or design plan(s)</li> <li>GSR language in ABCA</li> <li>Updated ACRES database</li> <li>1 public meeting on project results</li> <li>Potential for developer/lender workshop and transaction forum</li> </ul> <p><u>Outcomes:</u></p> <ul style="list-style-type: none"> <li># property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment</li> <li>Acres ready for cleanup &amp; redevelopment</li> <li>Greener and more sustainable plans for cleanup</li> </ul>	12/2024 - Ongoing	

## 5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, SRPC 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 will be obtained prior to performing any field activities. (Refer to QAPP on website flyer for additional information.)

## 6. PRE-AWARD COSTS

SRPC requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$6,000 to do the following activities:

- Register for and participate in the National Brownfields Training Conference (August 2023)
- Issue an RFQ/RFP for a QEP and complete the selection process prior to October 1, 2023. SRPC finds it desirable to have a QEP in place as soon as possible to minimize the gap in service between SRPC's recently closed 2019 Brownfields grant and the 2023 award.