

***All respondents shall submit all information requested herein in its entirety.
Failure to do so may result in the proposal being rejected.***

Notice of Request for Qualifications and Proposals

RFQP Number: RFQP/20/033 City of Lansing

Issue Date: Friday, October 4, 2019

Questions Submitted: Friday, October 11, 2019

Questions Answered: Friday, October 18, 2019

Proposal Due Date: Thursday, October 24, 2019 – MUST RECEIVED BY 2:00 PM – HARD COPIES ONLY

Project: Lansing Regional Brownfields Coalition (LRBC) - Hazardous Substances and Petroleum Site Assessment Grant Project (HSPSAG) – FY2019

Issuer Office: City of Lansing Economic Development and Planning, Development Office

Contact Name: Donald Kulhanek
Department of Economic Development and Planning,
Development Office
316 N. Capitol Ave. Suite D-1
Lansing, MI 48933
(517) 483-4050
Don.kulhanek@lansingmi.gov

CONTENTS OF THIS PACKAGE

Notice of Request for Qualifications and Proposals 1

Proposal and Award..... 2

Instructions to Respondents, Terms & Conditions 3

Request for Qualifications & Proposal 8

Acknowledgment Letter 18

Proposal Evaluation 19

Attachment A: Work Plan..... 20

PROPOSAL AND AWARD

The undersigned, having become thoroughly familiar with and understanding all of the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Lansing (City) on behalf of the Lansing Regional Brownfields Coalition (LRBC). I hereby state that I have not communicated with, nor accepted anything of value from, any official or employee of the City or LRBC that would tend to destroy or hinder free competition.

I hereby state that the company I represent is current on all city taxes, special assessments, fines and fees, including parking tickets,

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signed: _____ Type or Print Name:

Title: _____ Date:

Company Name:

Address:

Contact Information:

INSTRUCTIONS TO RESPONDENTS, TERMS & CONDITIONS

Interpretations for Addenda

Every request for interpretation shall be made directly to the contact person via email, as listed on the first page of this document.

RFQP's

- a) *All proposals must be submitted following the RFQP Format as stated in this document using figures attached (when provided) and shall be subject to all requirements of this Document including the INSTRUCTION TO RESPONDENTS and Attachment sections. All proposals must be "regular" in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFQP format by the Respondent.*
- b) *The City may consider as "irregular" any proposal on which there is an alteration of or departure from this RFQP Format, as provided in the RFQP Documents, and at its option may reject the same.*
- c) *If a Contract is awarded, it will be awarded by the City to the most responsive proposal(s). This contract will require completion of the work pursuant to these documents.*
- d) *Each Respondent shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal by the Respondent shall remain effective 120 days from the date of the proposal opening.*

ECONOMY OF PREPARATION

- a) *Each proposal should be prepared simply and economically, providing a straightforward concise description of the respondent's ability to meet the requirements of the RFQP. Decorative bindings, colored displays, promotional material, etc., will receive no evaluation credit, but may be used at the discretion of the respondent. Emphasis should be on completeness and clarity of content.*

COLLUSIVE AGREEMENTS

- a) *Each Respondent submitting a proposal to the City for any portion of the work contemplated by the documents on which a Response is based, shall execute and attach an affidavit to the effect that it has not colluded with any other person, firm or corporation in regard to any proposal submitted.*
- b) *Before executing any subcontract, the successful Respondent shall submit the name of any proposed subcontractor for prior approval.*

ORGANIZATION AND FINANCIAL STATEMENT

Each Respondent shall submit an Organization and Financial Statement. The City shall have the right to take such steps as it deems necessary to determine the ability of the Respondent to perform its obligations under the Contract, and the Respondent shall furnish the City all such information and data for this purpose as it may request. The right is reserved to reject any proposal where an investigation of available evidence or information does not satisfy the City that the Respondent is qualified to carry out properly the terms of the Contract, or where the Respondent refuses or fails to furnish the City with any evidence or information requested.

CORRECTIONS

Erasures or other changes in the RFQP form must be explained or noted over the signature of the Respondent.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to the advertised date of opening will be securely kept unopened until the scheduled opening date. The City staff person whose duty it is to open the proposals will determine when the specific time (2:00 pm), on the submittal date (October 24, 2019), has arrived. Any proposal received thereafter will not be considered or accepted.

OPENING PROPOSALS

At the date and time fixed for the opening of proposals, the City will open every eligible responsive proposal received within the time set for receiving proposals.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request dispatched by the Respondent in time for delivery in the normal course of business prior to the date fixed for opening.

AWARD OF CONTRACTS / REJECTION OF PROPOSALS

- a) *The Contract will be awarded to the most responsive consultant(s) as determined based on the City's review of the Respondents ability to provide the required services.*
- b) *The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interests. The Respondent(s) to whom the Award is made will be notified at the earliest possible date.*
- c) *The City reserves the right to consider as unqualified to perform the Contract any Respondent who does not perform with its own forces twenty-five (25%) of the work involved. Each proposal should include a statement as to the actual percentage of work that is proposed to be completed by subcontractors or an entity that is not the proposer.*
- d) *The Contract shall not be considered executed unless signed by the City's Economic Development and Planning Director, and certification as to the availability of funds by the U.S. Environmental Protection Agency. Signatures on behalf of the City other than that cited above shall not constitute contract execution by the City and the contract shall be null and void.*
- e) *At its sole discretion, the City, on behalf of the LRBC, may or may not request and conduct in person interviews with consultant(s) prior to making the determination of an award.*

EQUAL EMPLOYMENT OPPORTUNITY

The attention of Respondents is called to the requirements for ensuring that employees and applicants for employment are not discriminated against on any illegal basis including race, color, religion, sex or national origin as required by the City of Lansing's Ordinance Section 206.21.

DEFAULT TO CITY

It is understood that any Respondent who is in default to the City, or any other Coalition member entity, for any reason at the time of opening the proposal shall have the proposal declared null and void.

SIGNATURES

The Proposal and Award page and any proposal notifications, claims, or statements must be signed in ink by an official of the proposing organization authorized to bind the proposer to the provisions of the RFQP.

TAX LIABILITY

When the terms of this contract involve the lease of property, real or personal, to the City, it is understood that the Lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the term of the lease. Sales Tax and Use Tax are applicable in this contract and are the sole responsibility of the Provider of Services.

NOT TO EXCEED OR NON-APPROPRIATION

In addition, the Respondent hereby recognizes that funding for the completion of the City HSPSAG is being provided solely by a grant received by the City, on behalf of the LRBC, from the U.S. Environmental Protection Agency. If, for any reason, funding is not available, or discontinued for any reason, from the EPA to the City, the City, on behalf of the LRBC, may terminate this agreement without incurring any liability. The City will only be responsible for reimbursing the Respondent for expenditures which are eligible for reimbursement from the EPA.

TYPE OF CONTRACT

It is proposed that a contract entered into as a result of this RFQP will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work; and in accord with the City of Lansing Code of Ordinances. The contract that may be entered into will be that one which is most advantageous to the LRBC, price and other factors considered. The City reserves the right to consider proposals of modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the LRBC.

CONTRACT EXTENSIONS

This contract will be for a period from approximately October 2019 to the completion of the HSPSAG project, which is estimated to be September 30, 2022. However, if the City receives additional funding for project continuation, the contract may be extended mutually by the City and the Respondent through negotiation.

INCURRING COST

The City shall not be liable for any costs, including any travel, by the Respondent prior to award of the contract(s). The City will not pay for any information obtained, though such may be utilized in determining the award. Total liability of the City is limited to the terms and conditions of this request and any resulting contract.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the City, representing the LRBC, and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon this contract except by the parties' signatory hereto.

ORAL PRESENTATION

Respondents who submit a proposal may be required to make an oral presentation of their proposal to LRBC representation. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents. The City, on behalf of the LRBC, will schedule any such presentations at its preference.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful Respondent will become contractual obligations, if a contract is issued. Failure of the successful bidder to accept these obligations will result in cancellation of the award.

PROJECT CONTROL

- a) *The consultant will perform the work under the direction and control of a Project Manager designated by the City, on behalf of the LRBC.*
- b) *The Project Manager will meet on an agreed upon basis with the consultant's Project Director for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems which may arise.*
- c) *The consultant will submit written summaries of progress on an agreed upon basis which outlines the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, problems which have arisen or may arise which should be brought to the attention of the City's Project Manager, and to request approval for significant deviation from previously agreed upon work plans. In addition, a summary of project costs for completed work and expected costs for the remainder of the work will be included.*

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made, on a reimbursement basis, within 60 days of receipt of the consultant's billing statement and progress reports. The consultant's billing statement should include detailed information regarding person-hours expended by classification and by task, as well as, information regarding such items as mileage, materials and other non-overhead costs.

CANCELLATION

Cancellation of the Contract(s) by the City, on behalf of the LRBC, may be for; a) default by the contractor or; b) lack of further need for the service or commodity at the location names in the contract. Default is defined as the failure of the contractor to fulfill the obligations of his/her quotation, contract or purchase order. In case of default by the contractor, the City may cancel the contract or purchase order immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. In the event that the City no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices or lack of funding, the City may cancel the contract or purchase order by giving the contractor written notice of such cancellation 15 days prior to the date of cancellation.

NEWS RELEASES

News releases pertaining to this request or the work to which it relates, will not be made without prior expressed approval of the City, on behalf of the LRBC.

INDEPENDENT PRICE DETERMINATION

- a) *By submission of a proposal, the offeror certifies, and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:*
 - 1. *The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror, or with any competitor; and*

2. *Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror prior to award directly or indirectly to any other offeror, or to any competitor; and*
 3. *No attempt has been made or will be made by the offeror to entice any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.*
- b) *Each person signing the proposal certifies either:*
1. *They are the person(s) in the offeror's organization responsible within the organization for the decision as to the prices being offered in the proposal, and that they have not participated and will not participate in any action contrary to "A-1, 2, and 3" above; or*
 2. *They are not the person(s) in the offeror's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to "A, 1, 2, and 3" above, and as their agent does hereby so certify, and that they have not participated and will not participate in any action contrary to "A 1, 2 and 3" above.*
- c) *A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered, so as to delete or modify "A 1 and 2" or "B", above. If "A 2" has been modified or deleted, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the City determines that such disclosure was not made for the purpose of restricting competition.*

INDEMNITY

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless the City, its agents, officers and employees from and against any and all claims, suits, damages and losses, specifically including, but not limited to, those for loss of use of property, for damage to any property, real or personal, for injury to or the death of any person including, but not limited to, employees and officers of the City and for all other liabilities whatsoever including related expenses and actual attorneys fees in any way sustained or alleged to have been sustained, directly or indirectly, by reason of or in connection with:

1. *The performance of the works by or any other activities of the Respondent, its employees or agents or officers, including, but not limited to, the use of any equipment or material furnished by the Respondent; or*
2. *The presence of Respondent, its employees, agents or officers on the premises of the City; whether such claims, suits, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of the City, its employees, agents or officers or the City's strict liability in tort, breach of warranty, breach of contract, duty to indemnify or any other basis or cause whatsoever whereby the City might be held liable; provided, however, that the foregoing shall not be construed to be an agreement to indemnify the City against liability for damages caused by or resulting from the sole negligence of the City, its agents, employees or officials, under circumstances whereby said agreement would be in violation of Michigan Public Act 1966 No. 165, Section 1 (MCLA Section 691.991) if applicable. This provision shall extend beyond the terms of this Agreement.*

INSURANCE

The selected firm will be responsible for providing certificates of insurance to the City which prove the firm has not less than \$1,000,000 coverage for Personal Liability and Property Damage and proof of Worker's Compensation Insurance. The Personal Liability and Property Damage certificate shall name the City as additionally insured and shall carry a twenty (20) day Notice of Cancellation. Proof of insurance, as stipulated above, shall be provided to the City within ten (10) working days of a firm receiving notice from the City of intent to enter into a contract.

Automobile Liability insurance shall be provided and include:

- 1. Coverage that complies with the requirements of the Michigan No-Fault Law.*
- 2. Coverage for Owned, Hired, and Non-owned vehicles.*
- 3. Residual liability coverage with a combined single limit of at least \$500,000 for both Bodily Injury and Property Damage.*

The consultant shall also provide proof of professional liability insurance which shall insure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain such professional liability insurance during the life of the contract. Professional Liability Coverage shall be provided in an amount not less than \$1,000,000 per occurrence. This coverage may be written on a claims-made basis.

REQUEST FOR QUALIFICATIONS AND PROPOSAL CITY OF LANSING HAZARDOUS SUBSTANCES AND PETROLEUM SITE ASSESSMENT GRANT PROJECT (HSPSAG)

A. BACKGROUND

The Lansing Regional Brownfields Coalition (Coalition), via the Coalition lead City of Lansing (City), has been awarded a grant from the United States Environmental Protection Agency (US EPA) under their Brownfield Assessment Grant Program in the amount of \$600,000. The Coalition is made up of the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, with the City as the Lead Coalition Member. Per US EPA guidelines and as outlined in a Memorandum of Agreement between the Coalition members, the City, as Lead Coalition Member, is responsible for the procurement of consultant(s) in compliance with 40 CRF 31.36 through the issuance of a Request for Proposals or Request for Qualifications.

The purpose of the grant is to provide funding that will enable the City, in conjunction with the Coalition, to complete environmental site assessments (ESA) and related activities, as described in the "Lansing Regional Brownfields Coalition Hazardous Substances and Petroleum Site Assessment Grant Project Work Plan" (Attachment A), hereinafter referred to as the "Work Plan", on Brownfield properties located throughout Lansing's tri-county metropolitan area of Clinton County, Eaton County and Ingham County. Completion of the tasks outlined in the Work Plan will enable the City to facilitate redevelopment of Brownfield properties throughout the region.

The grant award of \$600,000 is split between two types of Brownfield project sites, with \$400,000 allotted for activities related to Hazardous Materials-contaminated

sites and the other \$200,000 allotted for activities related to Petroleum-contaminated sites. More information on the budgets for each project can be found in the Work Plan.

The City is seeking a consultant or consultants who will be able to provide vital technical services and assist the City to perform the tasks outlined in the Work Plan and Grant Application (Attachment B). The City will consider hiring one or more consultants to perform work specified for **both** the Hazardous Materials and Petroleum portions of the grant programs.

The City is seeking a consultant(s) who can demonstrate their ability to perform not only the specified ESA work, but also the other duties and tasks necessary to complete work under this grant project as outlined in the Work Plan. Additionally, the selected consultant(s) must demonstrate that they have a thorough familiarity with US EPA requirements for this grant and use of the EPA funds, Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements and the Michigan Brownfield Redevelopment Financing Act (Act 381 of 1996, as amended).

B. CONSULTANT SELECTION PROCESS

The City, on behalf of the Coalition, will implement the following process to select and approve a contractor:

- Solicit RFQP
- Obtain proposals from consultants
- Review proposals
- Select consultant(s)
- Negotiate a contract with the selected consultant(s)
- Enter into contract and begin project work

Consultants who would like to be considered should submit two (2) hard copies of one response to this RFQP and two separate cost proposals, one cost proposal for work associated with Hazardous Substances Assessment and one cost proposal for Petroleum Assessment.

C. PROPOSED TIME FRAME

Proposals must be received in the City's Economic Development and Planning offices by no later than Thursday, October 24, 2019 at 2:00 p.m. Any proposals received after this time shall not be reviewed or considered by the City, without exception.

During the proposal preparation period, the City will not take individualized questions. All questions must be submitted by 5 p.m., Friday, October 11, 2019, via **EMAIL ONLY** to the City's Project Manager at don.kulhanek@lansingmi.gov. All questions with corresponding answers will be posted together and publicly on the Lansing Economic

Area Partnership (LEAP) website (www.purelansing.com) by 5 p.m., Friday, October 18, 2019. There will be no further contact between the applicant and the City regarding this RFQP until bids are opened.

We strongly encourage respondents to take the time to ensure that they have a thorough understanding of the HSPSAG and to familiarize themselves with the administrative, technical and other requirements of the US EPA for which they will be responsible.

Important: It is each respondent's responsibility to ensure that they are familiar with all US EPA requirements for work performed under this grant program and to *adequately demonstrate their level of understanding via response to this RFQP*. We suggest reading the "FY19 Guidelines for Brownfields Assessment Grants" which can be found on the US EPA's website at: https://www.epa.gov/sites/production/files/2018-11/documents/epa-olem-oblr-18-06_a_final_0.pdf. The selected consultant(s) will be responsible for ensuring that they, and the City, are up to date and knowledgeable about future revisions to these EPA guidance materials. The selected consultant(s) should anticipate that they will be responsible for assisting in implementation of all requirements and work identified by this document and that any future revisions to the EPA guidance materials and that the work required will be automatically included under any contract(s) which results from this RFQP without allowance for additional funding to the consultant(s).

D. GENERAL PROJECT DESCRIPTION

Respondents should review all information included in this RFQP package to formulate their proposal, but the HSPSAG will generally involve the following:

- Hazardous Materials Brownfield Sites Grant Amount: \$400,000
- Petroleum Brownfield Sites Grant Amount: \$200,000

Project Period: Approximately October 2019 to September 2022
*Project will continue during this time period for as long as grant funds remain. Funds may be fully expended prior to the final date.

General Description:

More complete descriptions of the projects are included in the attached Work Plan and should be considered the official guiding document. However, in general terms, both Hazardous Materials Brownfield Sites and Petroleum Brownfield Sites Projects can be described as follows:

For each project, the City will utilize grant funds to complete Phase I, Phase II and Baseline Environmental Assessments (BEAs) on as many Brownfield properties as financially feasible given the constraints of the grant award amount. All ESA work will be completed by a qualified contractor(s) selected under this RFQP process. Additionally, the contractor(s) will be responsible for preparing, submitting and

receiving all appropriate approvals for required Quality Assurance Project Plans (QAPPs), Sampling Plans and project specific sampling plans from the US EPA project contact person, Michigan Department of Natural Resources and Environment (MDNRE) and others as necessary and appropriate.

The selected consultant(s) will also be responsible for assisting the City to draft Brownfield Plans for projects on which HSPSAG funds are utilized. This will likely include meetings with developers, the Project Manager and others as necessary. The selected consultant(s) will be required to submit information to the City Project Manager for inclusion in reports as required by the US EPA.

The selected consultant will be responsible for providing advice and other information to the City which will allow it to make sound decisions regarding specific brownfield sites and comply with all applicable regulations and grant requirements. The consultant will be responsible for helping to ensure the successful implementation of the LRBC HSPSAG project in conjunction with the City.

Consultants will be responsible for helping the City to ensure that all program guidelines and requirements are adhered to and met.

Task Five of the Work Plan includes key outreach, programmatic expenses and travel that will be associated with conferences and events related to the LRBC HSPSAG project. The budgeted funds for this task are for the benefit of the City and will not be utilized to fund any contract(s) awarded under this RFQP.

E. RESPONSIBILITIES OF PARTICIPATING PARTIES

The City will be responsible for the following actions and services, on behalf of the LRBC:

1. Coordinate and carry out the RFQP solicitation process and consultant qualifications and selection review process.
2. Coordinate and carry out the proposal review process.
3. Select a consultant(s).
4. Negotiate a contract with the consultant(s).
5. Participate in an active role to oversee completion of all tasks identified in the Grant Application and Work Plan.
6. Be responsible for making recommendations to the City Council regarding key decisions related to the completion and implementation of all tasks identified in the Grant Application and Work Plan.

7. Other tasks necessary to ensure the successful implementation of the HSPSAG program.

The Consultant will be responsible for the following:

1. Conveying to the City that they have a clear understanding of the goals of the HSPSAG, each task identified in the Work Plan, and that they will be capable of completing the objectives in a cost efficient and timely manner.
2. Submitting to the City, by the due date, their qualifications, proposal(s) and costs as part of the RFQP process.
3. Carrying out, in close conjunction with the City, the Project goals and tasks identified in the Grant Agreement and Work Plan, in a cost efficient and timely manner.
4. Assisting the City in applying for additional supplemental funding and other financial assistance available to assist with carrying out the Project goals and tasks identified in the Grant Agreement and Work Plan as requested.
5. Supplying invoices and status updates in a manner which is satisfactory to the City Project Manager and the EPA.
6. Other tasks necessary to ensure the successful implementation of the LRBC HSPSAG program.

F. QUALIFICATION REQUIREMENTS

The City considers qualified consultants to be those which demonstrate the appropriate experience, capability, knowledge and financial wherewithal to implement the LRBC HSPSAG program, as well as a consultant's knowledge and understanding of the City's economic development progress, projects and future goals (see www.lansingedc.com).

As part of the City's determination regarding a consultant's qualifications, the City will review and analyze the experience and qualifications of the consulting firm as a whole, and also of the individual team members who will be assigned to the project.

Each proposal response should include, at a minimum, the following:

1. Full name, local location, corporate address, and website of the company.
2. Brief narrative describing the history, mission, experiences and organizational structure of the company.

3. Brief narrative of the company's interaction with the City of Lansing's economic development efforts and any other Coalition members or municipalities contained within Ingham County, Eaton County or Clinton County.
4. A general description of the company's planned approach to satisfying the requirements of the project.
5. Discussion of previous experience with similar projects completed/ being worked on with governmental entities. Particularly any direct experience with similar US EPA grant funded projects.
6. Quality assurance and quality improvement programs, as well as, codes of conduct and/or professional or other standards which are in effect at the company.
7. Project experience of the company and/or staff during the last three years with an emphasis on projects of reputation similar in design and scope to this project.
8. References, including names and phone numbers for the projects used as evidence in numbers 4 and 6 above.
9. Names and qualifications of key associates proposed for assignment to this project, including the principals and/or lead contact for this project, organizational support staff and availability of necessary time.
10. Resources available to the company to complete the project tasks under the given financial and time constraints.
11. Financial statement showing the current financial status and position of the company.
12. A statement or disclosure of all material litigation, administrative proceedings and bankruptcy proceedings currently pending or having occurred within the past ten years directly or indirectly involving the company, regardless of cause or merit, including the nature and status of each instance.
13. Any intangible, additional statements as to why the company should be selected by the City.

G. PROPOSAL FOR COMPLETION OF THE PROJECT

Prepare a narrative description of exactly how each of the identified tasks, goals, objectives and requirements stipulated in this RFQP will be achieved within the time frame and financial constraints of the program.

H. REQUIRED WORK SAMPLES

Each proposal must include examples of the consultant's work product. The City is requiring one sample, *prepared by the proposer* for a previous project, of each of the following documents be submitted:

- Brownfield Plan, including tax capture projections
- Phase I ESA report
- Phase II ESA report
- Baseline Environmental Assessment report
- Quality Assurance Plan
- Site Specific Sampling Plan
- Cleanup and/or Due Care Plan

Please note that all materials submitted will not be returned to the proposer and will become the property of the City. Proposers may black out names, addresses and other identifying or personal information included in each of the above sample documents if a client's anonymity needs to be protected. It is the intent of the City to review these documents as evidence of a proposer's experience, knowledge and work product quality. If one or more of the above work samples is not available (i.e. the consultant has not previously performed this work), provide a statement as to why it is not available.

I. FEES

All responses must include, **enclosed in a separate envelope**, a cost proposal for completion of all work outlined in this RFQP.

The cost proposal envelope must be clearly marked on the outside with the company name and project for which it is being submitted.

J. ATTACHMENTS PROVIDED

Lansing Regional Brownfields Coalition Hazardous Substances and Petroleum Site Assessment Grant Project Work Plan.

Lansing Regional Brownfields Coalition FY2019 Assessment Grant Application Package.

K. SUBMISSION

Clearly label all proposals and cost information with the company name and the project for which it is being submitted on the cover of the proposal and the outside of the cost envelope.

Submit two (2) complete copies of each proposal to:

City of Lansing Purchasing Office
c/o Lansing Board of Water & Light
ATTN: Stephanie Robinson, Buyer
1110 S. Pennsylvania Ave.
Lansing, Michigan 48912

**ALL RESPONSES MUST BE RECEIVED BY THE CITY
NO LATER THAN 2:00 P.M. ON THURSDAY, OCTOBER 24, 2019**

All materials received as a result of this RFQP process shall not be available for return.

The City reserves the right to request and/or reject additional information and also to accept or reject all proposals received in response to this RFQP request.

L. DISCLOSURE, DISCLAIMER AND ACKNOWLEDGMENT

This RFQP is being furnished to the respondent by the City for the respondents' convenience. Any action taken by the City in response to proposal made pursuant to this RFQP or in making any award or in failing or refusing to make any award pursuant to such proposals, or in canceling awards, or in withdrawing or canceling this RFQP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City.

In its sole discretion, the City may withdraw the RFQP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the RFQP as it deems appropriate and in its best interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting proposals in response to the RFQP.

Following submission of a proposal, the respondent agrees to deliver such further details, information and assurances, including financial and disclosure data relating to the proposal and the respondent including the respondent's affiliates, officers, directors, shareholders, partners and employees; as requested by the City in its discretion.

The information contained herein is provided solely for the convenience of the respondent. It is the responsibility of the respondent to assure that information contained herein is accurate and complete. The City does not provide any assurances as to the accuracy of the information in the RFQP.

Any reliance on these contents, or on any communications with City officials, shall be at the respondent's own risk. Respondents should rely exclusively on their own investigations, interpretations and analysis. The RFQP is being provided by the City without any warranty or representation, express or implied, as to its content, its accuracy or its completeness. No warranty or representation is made by the City or its agents that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The City shall have no obligation or liability with respect to this RFQP, the selection and award process or whether any award will be made. Any recipient of the RFQP who responds hereto fully acknowledges all of the provisions of this disclosure and disclaimer, is totally relying on this disclosure and disclaimer, and agrees to be bound by the terms hereof. Any proposals submitted to the City or its advisers pursuant to this RFQP are submitted at the sole risk and responsibility of the party submitting such proposal.

This RFQP is made subject to correction of errors, omissions or withdrawal from the market without notice. Information is provided for guidance only and does not constitute all or any part of an agreement.

The City and all respondents will be bound only as, if and when, a proposal is made, may be modified and the applicable definitive agreements pertaining thereto are approved and executed by the parties and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to the RFQP may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the LBRA.

Respondents are expected to make all disclosures and declarations as requested in this RFQP. By submission of a proposal, the respondent acknowledges and agrees that the City has the right to make any inquiry or investigations it deems appropriate to substantiate or supplement information contained in the proposal, and authorizes the release to the City of any and all information sought in such inquiry or investigation. Each respondent certifies that the information contained in the proposal is true, accurate and complete to the best of its knowledge and belief.

Notwithstanding the foregoing or anything contained in the RFQP, all respondents

agree that in the event of a final unappealable judgment by a court of competent jurisdiction which imposes on the City any liability arising out of this RFQP or any response thereto or any action or inaction by the City with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this disclosure and disclaimer which imposes no liability on the City.

In the event of any differences in language between this disclosure and disclaimer and the balance of the RFQP, it is understood that the provisions of this disclosure and disclaimer shall always govern. The RFQP and any disputes arising from the RFQP shall be governed by and construed in accordance with the laws of the State of Michigan.

ACKNOWLEDGMENT LETTER

Consultants submitting proposals shall incorporate in their proposal the following letter and Section XII. *Disclosure and Disclaimer attachment* on the proposer's letterhead stationery.

RE: Request for Proposals for Lansing Regional Brownfields Coalition Hazardous Substances and Petroleum Site Assessment Grant Project (HSPSAG)

To Whom It May Concern:

I have read the City of Lansing's Request for Qualification and Proposal for the LRBC's HSPSAG Project. On behalf of our proposal team, we agree to and accept the terms, specific limitations and conditions expressed therein. In addition, we have read, rely upon, acknowledge and accept the City of Lansing's disclosure and disclaimer, a photocopy of which is attached hereto and is thereby fully incorporated in this letter.

Sincerely,

Name & Title
Organization

M. PROPOSAL EVALUATION

All proposals will be reviewed by the City staff and/or its designees. The review shall be two tiered with the qualifications of consultants being examined first and reviewed according to the criteria for qualifications established in this RFQP. The proposals of qualified consultants shall next be examined and reviewed according to the criteria for proposals established in this RFQP. The selection of consultant(s) shall then be made by the City. The following criteria will be utilized to evaluate proposals:

1. Consistency of the proposal with the LRBC and City's goals, objectives and tasks outlined in this RFQP request, the Grant Application and the Work Plan.
2. Prior record, experience with similar projects and/or experience or knowledge of economic development efforts and projects in the City of Lansing, City of East Lansing, Clinton County, Eaton County and Ingham County, and demonstration of "on-time/ on-budget" completion of those projects.
3. Quality of sample materials submitted.
4. General capability/ resources available to consultant to complete the LRBC's goals, objectives and tasks outlined by the City.
5. Unique qualities of the consultant and advantages over other consultants.
6. Promptness, preparedness, completeness and organization of the proposal submitted.
7. Demonstration of excellent level of understanding and awareness of all aspects of the HSPSAG program, and all other applicable information/regulations/etc.
8. Ability of consultant to work closely with the LRBC, City staff, EPA staff, State of Michigan staff and others to identify sources of additional funding and other resources which will be valuable in achieving the desired project results.
9. Extent to which cost proposal coincides with outlined budget for project.

THE CITY RESERVES THE RIGHT TO UTILIZE ADDITIONAL CRITERIA TO EVALUATE PROPOSALS.

Attachment A:
Lansing Regional Brownfield Coalition
Hazardous Substances and Petroleum Site Assessment Grant Project
Work Plan

**Work plan for the 104(k) (2) Assessment Cooperative Agreement
Lansing Regional Brownfields Coalition
Hazardous Substances and Petroleum Grants**

Lansing, Michigan

This project supports EPA Strategic Plan Goal 1 – Core Mission, Objective 3 – Revitalize Land and Prevent Contamination. Specifically, the recipient will inventory, characterize, assess, plan reuse of brownfields properties and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites. Project Period is 3 years.

The Lansing Regional Brownfields Coalition will have the following outputs:

- prioritize brownfield properties/sites;
- conduct up to 13 Phase I Environmental Site Assessments (ESAs); 4 Petroleum ESAs and 9 Hazardous Substance ESAs;
- conduct up to 12 Phase II ESAs/hazardous materials assessments; 4 Petroleum ESAs and 8 Hazardous Substance ESAs;
- prepare up to 6 Cleanup and Redevelopment Plans; 3 Petroleum and 3 Hazardous Substance and
- Community Participation consisting of community meetings in each of the 5 localities at the beginning of the effort, and at key milestones.

Project Contact: Mr. Don Kulhanek
Development Manager
City of Lansing, Economic Development & Planning Department
316 N. Capitol Ave. Suite D-1
Lansing, Michigan 48933
Email: don.kulhanek@lansingmi.gov
Phone: 517-483-4040

Project Period: October 1, 2019 – September 30, 2022

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

CFDA: 66.818 Brownfields Assessment, Cleanup and Multi-Purpose Agreements

CERCLA Authority: 104(k) (2)

DCN: STX

Budget FY: 19

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

I. Introduction and Environmental Outcomes:

The United States Environmental Protection Agency (U.S. EPA) awarded the Lansing Regional Brownfields Coalition (the Coalition) funds for the assessment of properties community-wide within the Coalition area. The Coalition consists of the City of Lansing, together with the City of East Lansing, Clinton County, Eaton County, and Ingham County. The City of Lansing will serve as the lead agency for the coalition and cooperative agreement signatory. The grant includes \$400,000 for the assessment and reuse planning of sites contaminated by hazardous substances and \$200,000 for assessment and reuse planning of petroleum contaminated sites. These funds will be used to prioritize and investigate the historic uses of the properties; determining the type, severity, and extent of contaminants; and developing remedial alternatives that will allow for safe and viable reuse of the properties. Tasks and budget for the grant are described in this work plan.

The capital city of Lansing, Michigan is located in the center of the state and a bustling metropolitan region of 480,000 people who drive a robust manufacturing economy, diverse neighborhoods, esteemed academic institutions, and a vibrant cultural and civic society. Officially known as the “Lansing-East Lansing Metropolitan Statistical Area”, this mid-Michigan region contains those two cities, plus Clinton County, Eaton County, and Ingham County. Together, these five localities, in addition to their 2015 Coalition Assessment Grant, have collaborated on a number of key sustainability, livability, and economic revitalization initiatives, in exciting partnerships with the Obama Administration including a HUD Sustainable Communities Challenge, and as an Investing in Manufacturing Communities Partnership (IMCP) “Manufacturing Community.” Now, these jurisdictions seek to renew and expand our partnership with the U.S. EPA Office of Brownfields & Land Revitalization (OBLR) through the Lansing Regional Brownfields Coalition.

The municipalities in the Coalition include;

- The City of Lansing (population ~117,000), which is arrayed along the Grand River and whose jurisdiction crosses into all three counties. Lansing contains many diverse neighborhoods within the four main sections of the community, including Old Town Lansing, REO Town (where R.E. Olds founded car factories beginning in the 19th Century), downtown, and other districts.
- The City of East Lansing (population ~48,900, but also with a college student population of 45,000), which is the home to the 164-year old Michigan State University (MSU) and 25 diverse neighborhoods.
- Clinton County (population ~78,000), which consists of four cities, seven villages, and 17 townships.
- Eaton County (population ~109,000), which contains five cities, six villages and 16 townships, as well as a major, state-of-the art General Motors manufacturing plant along with one vacant, contaminated GM site that is a RACER Trust property.
- Ingham County (population ~290,000), which is home to five cities, three villages, 16 townships, and key institutions and attractions including Lansing Community College, the Lansing Lugnuts minor league baseball team and the Lansing Ignite professional soccer team.

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

- Number of sites assessed.
- Number of sites identified with off-site risks.
- Number of sites redeveloped.
- Redevelopment investment value.
- New jobs and tax revenue generated.

- Number of response actions at identified sites.
- Additional acres of parks and green space created/preserved.

II. MANAGEMENT AND COORDINATION

The City of Lansing will serve as the lead agency for the Coalition and the cooperative agreement signatory. Prior to expending grant funds, the Coalition will have a Memorandum of Agreement (MOA) executed by its members in place.

Mr. Don Kulhanek, Development Manager with the City of Lansing, will be the project manager responsible for preparing and submitting all progress reports to the U.S. EPA Project Officer, specifying assessment tasks completed, financial tracking, and proposed grant activities. In addition to granting a subaward to the Lansing Economic Area Partnership (LEAP) for administration and oversight, the Coalition will retain a qualified environmental contractor(s) to assist in managing and performing the activities funded by the grant. As Project Manager, Mr. Kulhanek will oversee the work of the contractors and act as a liaison between the U.S. EPA, the Coalition administration members, the public, property owners, and other stakeholders involved in projects resulting from this grant. Mr. Kulhanek will coordinate grant activities with the other Coalition members through regularly scheduled meetings. The five municipal members of the Coalition have already convened a Brownfields Task Force, which will continue to be expanded.

III. WORK TO BE PERFORMED

The schedule presented in this work plan assumes that the cooperative agreement with the U.S. EPA will be completed and approved by October 1, 2019. The specific tasks proposed to be conducted using grant funds are presented in the following subsections.

This specific numbers of assessments and budgets presented are approximate based on initial estimates, but these may be revised as the project progresses if other priority redevelopment opportunities arise, intended outputs/outcomes are not being achieved, and/or other community concerns arise.

Task 1: Cooperative Agreement Oversight

This task includes activities required for management and execution of the grant; including communication with U.S. EPA; documenting priority brownfields project information; entries in the Cleanup and Redevelopment Exchange System (ACRES) database; coordinating operational meetings; preparation of quarterly reports; and grant budget tracking. Travel expenses are included for two staff members to attend an EPA national brownfield conference and one staff member to attend two Michigan/Region 5 conferences over the course of the project period to learn best practices and identify ways to leverage EPA resources.

The Coalition will retain a contractor(s) prior to the start of the grant period and will not utilize grant funds for the costs associated with retaining a qualified environmental contractor(s). City of Lansing will issue a Request for Qualifications (RFQ) to solicit qualifications from environmental firms in the region. Once the RFQ is issued, City of Lansing will review and evaluate the submissions in accordance with City of Lansing and EPA procurement procedures. City of Lansing will enter into a professional service agreement(s) with the respondent(s) determined

most qualified to serve as Qualified Environmental Contractor(s) for the project. As part of the project implementation, City of Lansing will retain documentation of the procurement process.

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

ACTIVITIES	DELIVERABLES	DUE DATE
Complete and execute MOA for Coalition	MOA	October 2019
Prepare and advertise RFQ	RFQ	October 2019
Review RFQs from Qualified Environmental Contractor(s)	List of RFQ respondents	October 2019
Contact with Qualified Environmental Contractor(s)	Contract(s) with firm(s)	November 2019
Submit quarterly reports and other documentation to U.S. EPA as required by the Cooperative Agreement	Quarterly reports and other required documentation	First quarterly report due January 30, 2019; subsequent reports/documents to submitted throughout the grant period
Update property profiles in ACRES database	Electronic data entries	Beginning in January 2019 and then throughout the grant period (quarterly)
Travel	None	Community meetings, National Brownfield Conferences and other workshops/training as warranted

Task 2: Community Outreach & Involvement

This task includes engagement with residents, businesses, organizations, and other stakeholders. Participants will help decide where to deploy EPA funds and determine reuse options. The Coalition will connect with the community through public meetings, neighborhood association gatherings, speaker's bureaus, newsletters, dedicated websites, social media, the production of print fliers and brochures, and other outreach vehicles.

The five localities in the Coalition remain fully committed to community engagement in this initiative, building on the successful collaboration from our past brownfield efforts, and our work together on initiatives such as our HUD Sustainable Communities grant. The existing Lansing Brownfields Coalition Task Force will be expanded as additional members from the community become involved in the process. Team members will also be responsible for negotiating site access with property owners.

The Coalition will:

- Reach out to the most vulnerable and heavily impacted citizens in each jurisdiction to ensure equitable development;
- Conduct community meetings in each of the 5 localities at the beginning of the effort, and at key milestones;
- Request each organization represented on the Brownfields Task Force to provide reports to its organizational staff, members and constituents on a regular basis;
- Establish a dedicated page on the City of Lansing website with information about the

- projects; and
- Create a set of print outreach materials explaining the project and its progress

Throughout the project, the Coalition will communicate at key project milestones with the relevant community stakeholders for on-going or prospective projects through one or more of the following methods: neighborhood gatherings, church groups, speaker's bureaus, newsletter mailings, websites, social media, and/or other communication vehicles. Some example key project milestones that could trigger meetings are at the project evaluation stage, prior to conducting field operations that would affect the public, at the completion of the assessment activities, or prior to initiating cleanup planning. The City of Lansing website will be a primary source of information for the community. Concise summaries of the targeted sites will identify brownfields work conducted and next steps. The proposed outreach tools are appropriate for the community, and the City of Lansing has used these communications methods with previous success.

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

ACTIVITIES	DELIVERABLES	DUE DATE
Involve communities by conducting community kickoff meeting, presentations about the grant program to local councils, municipal managers, community organizations, and businesses. Updating and maintaining website regarding grant activities	List of presentations conducted	Starting in October 2019 and then throughout the grant period
Hold public meetings at key milestones during the grant period	List of meeting attendees and comments/questions received during the meeting	Starting in October 2019 and then throughout the grant period
Post notices on websites; issue press releases	Updated websites listing properties for reuse on the program and project sites.	Starting in October 2019 and then throughout the grant period

Task 3: Environmental Site Assessments (ESAs)

This task includes activities related to carrying out site assessments, refinement and finalization of rating/ranking criteria; rating and ranking of sites; follow-up planning/technical assistance on sites (tax records, mapping, past studies); preparation for a comprehensive Quality Assurance Project Plan (QAPP) for all sites, and preparation of Sampling and Analysis Plans and Health and Safety Plans as needed for Phase II Assessments.

The Coalition anticipates conducting approximately;

- 9 Phase I ESAs for the hazardous substance contaminated properties,
- 8 Phase II ESAs for the hazardous substance contaminated properties,
- 4 Phase I ESAs for the petroleum contaminated properties, and
- 4 Phase II ESAs for the petroleum contaminated properties.

The Phase I ESAs will be conducted according to the requirements of All Appropriate Inquiry (ASTM Standard E1527-13) for investigating current, historical, and regulatory issues to identify recognized environmental conditions that may indicate the presence of contamination at a particular site. The budget for this task will include Phase I ESAs at costs proportionate to the anticipated number and complexity of sites selected for assessment.

The Coalition will conduct Phase II ESAs and hazardous materials assessments where the Phase I ESAs or other available information suggests additional investigation is warranted. Prior to commencement of the Phase II ESA or hazardous materials assessment, the Coalition and the selected environmental contractor(s), will participate in a pre-Quality Assurance Project Plan (QAPP) conference call with U.S. EPA. A QAPP will be prepared and submitted to U.S. EPA for approval by the contractor(s).

A Sampling and Analysis Plan (SAP) will be prepared and submitted to U.S. EPA for approval prior to conducting Phase II ESA or hazardous materials assessment field work at each site. In addition, a Health and Safety Plan (HASP), which addresses each property where Phase II ESA or hazardous materials assessment work is anticipated, as a whole or individually, will be submitted to U.S. EPA for review. Individual Phase II ESA and/or hazardous materials assessment reports will be prepared for each site upon completion of field activities and receipt of analytical data. Soil and groundwater data developed from the Phase II ESAs will be used to determine whether the site is contaminated pursuant to MDEQ's Part 201/Part 213 program cleanup levels.

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

ACTIVITIES	DELIVERABLES	DUE DATE
Prepare and submit site-specific eligibility determinations to U.S. EPA	Site-specific eligibility determination	Beginning with first selected project, anticipated in approximately November 2019, and then throughout the grant period.
Conduct Phase I ESAs on selected properties	Phase I ESA Report	Beginning with first selected project, anticipated in approximately November 2019, and then throughout the grant period.
Prepare and submit QAPP	Submit QAPP conforming to EPA model Brownfield Quality Assurance Program Plan	QAPP will be submitted at least 60 days prior to anticipated date of data collection
Prepare site-specific sampling and analysis plans (SAPs) and health and safety plans (HASPs)	Site-specific SAP and HASP	Beginning with first selected project, anticipated in approximately December 2019, and then throughout the grant period. (Note: revise if

ACTIVITIES	DELIVERABLES	DUE DATE
		needed based on QAPP submittal requirement)
Conduct Phase II ESAs and hazardous materials assessments on selected properties	Phase II ESA Report	Beginning with first selected project, anticipated in approximately December 2019, and then throughout the grant period. (Note: revise if needed based on QAPP submittal requirement)

Task 4: Cleanup Planning

The Coalition will conduct cleanup and redevelopment planning as needed for priority brownfields where redevelopment is imminent and such activities will facilitate the redevelopment. The Coalition’s cleanup and redevelopment activities may also include preparing Response Activity Plans, Remedial Action Plans (RAP), Work Plans for environmental response activities, assessment of brownfield cleanup and redevelopment alternatives (ABCA), and evaluation of institutional and engineering controls. Taking the step of preparing relevant cleanup documents for the most promising properties will ensure that these sites are ready for a private entity to perform the necessary remediation and redevelopment or for further applications to the U.S. EPA, State or local municipality for additional brownfield programs assistance. If no cleanup or redevelopment planning is required during the project period, the allocated budget will be distributed to other tasks as appropriate.

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

ACTIVITIES	DELIVERABLES	DUE DATE
Review redevelopment plans for properties at which a Phase II ESA has been completed; initiate cleanup planning to support redevelopment and reuse at selected sites	List of sites selected for cleanup planning	Beginning with first selected project, anticipated in approximately January 2020, and then throughout the grant period
Work with environmental contractor(s) to develop Remedial Action Plans or other appropriate documents (e.g., ABCA) for selected properties	Remedial Action Plans, ABCAs, other cleanup planning documents	Beginning with first selected project, anticipated in approximately January 2020, and then throughout the grant period

IV. PROJECT MANAGER PROFILE

Mr. Don Kulhanek, the Development Manager for City of Lansing’s Economic Development & Planning Department, will act as the project manager for this cooperative agreement. As part of the Economic Development & Planning Department, Mr. Kulhanek works to augment the city’s safe, energy

efficient affordable housing for all residents, to plan and manage programs for low to moderate income residents, and to foster economic development that brings wholesome and attractive places for all to live and experience. Mr. Kulhanek will be responsible for managing grant funds awarded to the Coalition by acting as a liaison between contractor(s) and the Coalition, overseeing the preparation and submittal of necessary grant documentation, as well as tracking all expenses for projects resulting from grants received.

V. BUDGET SUMMARY

The budgets for the coalition assessment grant split between the hazardous substances assessment funds and petroleum assessment funds are presented on Tables 1 and 2. The following is a brief description of the budget categories. These budget estimates are considered accurate to within a cumulative variance of less than or equal to 10% (\$60,000) of the total grant funding and may be adjusted accordingly during the project period.

Task 1: Cooperative Agreement Oversight

The budget includes funding for the management and execution of the grant. A reasonable subaward level will support LEAP's staff (\$10,000), who will assist the project manager with grant activities. Travel expenses (\$1,198 for flights, driving, lodging, meals & conference fees) are included for one internal staff member to attend an EPA brownfields conference. Travel expenses (\$2,502) are also budgeted for one contracted staff member to attend an EPA brownfields conference and two Michigan/Region 5 conferences over the course of the project period to learn best practices and identify ways to leverage EPA resources. A limited amount of expenses (\$600) has been budgeted for office supplies and other expenses to support this task. Additional contractual expenses are budgeted (\$12,000) for assistance with reporting compliance and grant close-out activities.

Task 2: Community Outreach & Involvement

The budget supports engagement with residents, businesses, organizations, and other stakeholders by the subawarded LEAP staff (\$10,000) and environmental firm contractor(s) (\$8,000), who will manage the outreach effort and produce educational information for residents, community groups, property owners, and businesses. Funding is also included to support meeting expenses such as promotional materials, facility costs, audio-visual equipment use, and office supplies (\$600).

Task 3: Environmental Site Assessments (ESAs)

This task includes activities related to carrying out site assessments, including procurement of contractor(s); refinement and finalization of rating/ranking criteria; rating and ranking of sites; follow-up planning/ technical assistance on sites (tax records, mapping, past studies); preparation for a comprehensive QAPP for all sites, and preparation of Sampling and Analysis Plans and Health and Safety Plans as needed for Phase II Assessments. Brownfield sites will vary in size, complexity and condition. As such, the Coalition estimates it will conduct up to 9 hazardous substance Phase I assessments, 4 petroleum contamination Phase I's (ranging from \$2,500 - \$7,500), and up to 8 hazardous and 4 petroleum contamination Phase II assessments (ranging from \$15,000 - \$35,000). These activities will be conducted by qualified environmental professionals (\$267,450 for the hazardous substance funding and \$97,800 for the petroleum funding). Contracted staff (\$4,000 for the hazardous substance funding and \$4,000 for the

petroleum funding) will manage the process. Limited expenses (\$250 each for hazardous substance and petroleum) are budgeted for office supplies and other costs.

Task 4: Cleanup and Redevelopment Planning

Funding is included to support up to 3 hazardous substances and up to 3 petroleum remedial and reuse plans (\$122,300 for the hazardous substance and \$47,300 for the petroleum) developed by qualified land use, environmental professional and reuse experts, including eligible assessment-funded activities for preparation of MDEQ Part 201/213 program documents and third-party validation activities. Funding is included for contracted staff (\$6,000 for the hazardous substance funding and \$6,000 for the petroleum funding) to manage planning activities. Limited expenses (\$300 each for hazardous substances and petroleum) have also been budgeted for office supplies and other expenses to support this task.

At the close of each reporting quarter, electronic copies of all Phase I, Phase II, and RAP reports completed during the quarter will be forwarded to the EPA Project Officer. With each Phase I report, at least five digital photos of the site or building will be forwarded to the EPA Project Officer. All material will also be forwarded to the Michigan Department of Environment, Great Lakes, and Energy using the email address EGLE-Brownfields@michigan.gov.

TABLE 1 – HAZARDOUS SUBSTANCE ASSESSMENT CA BUDGET ESTIMATES

Budget Categories	Project Tasks				
(Programmatic costs only)	Task 1	Task 2	Task 3	Task 4	Total
	Cooperative Agreement Oversight	Community Outreach & Involvement	Environmental Site Assessments	Cleanup and Redevelopment Planning	
Personnel	—	—	—	—	\$0
Travel	—	—	—	—	\$0
Supplies	—	—	\$250	\$300	\$550
Contractual	—	—	\$271,450	\$128,000	\$399,450
Other	—	—	—	—	\$0
Total Grant Budget	\$0	\$0	\$271,700	\$128,300	\$400,000

TABLE 2 – PETROLEUM SUBSTANCE ASSESSMENT CA BUDGET ESTIMATES

Budget Categories	Project Tasks				
(Programmatic costs only)	Task 1	Task 2	Task 3	Task 4	Total
	Cooperative Agreement Oversight	Community Outreach & Involvement	Environmental Site Assessments	Cleanup and Redevelopment Planning	
Personnel	—	—	—	—	\$0
Travel	\$1,198	—	—	—	\$1,198
Supplies	\$600	\$600	\$250	\$300	\$1,750
Contractual	\$12,000	\$8,000	\$101,550	\$53,000	\$174,550
Other	\$12,502	\$10,000	—	—	\$22,502
Total Grant Budget	\$26,300	\$18,600	\$101,800	\$53,300	\$200,000

TABLE 3 – BROWNFIELD CONFERENCES TRAVEL COST ESTIMATES

2019 National Conference - Costs for Two Participants	Registration + Preconference Activities	\$200 x 2 = \$400
	Rental Car	\$250
	Gasoline	\$100
	Parking 4 days x \$15	\$60
	Hotel 3 nights x \$226	\$593 x 2 = \$1,186
	Meals and Incidentals for 4 days x \$50	\$200 x 2 = \$400
	Total	\$2,396 (\$1,198/participant)
Other state/regional conferences	Similar expense as detailed above	\$1304 budgeted
	TOTAL TRAVEL BUDGETED	\$3,700