

**BROWNFIELDS ASSESSMENT
COOPERATIVE AGREEMENT WORK PLAN**

for

Community-wide Brownfields Assessment Project

June 2008

Submitted by

City of Chattanooga

Prepared by
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**ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
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1. INTRODUCTION

1.1 Project Description

City of Chattanooga will use the EPA's Community-wide Brownfields grant to perform about six Phase I and up to two Phase II environmental site assessments as well as cleanup planning in the city's urban core. Project tasks include inventory, categorization, ranking and selection of potential brownfield sites; assessments, cleanup and redevelopment planning; health review and monitoring; and community outreach.

A considerable amount of public, private and nonprofit resources has been invested in the core area for redevelopment and revitalization over decades. Infrastructures have been gradually improved, some of the dilapidated and neglected houses have been slowly renovated and new houses have been built. However, uncertainty associated with possible environmental contamination of many sites presents an enormous barrier for continued redevelopment and revitalization. This grant will provide critical funding for the city to move forward with the economic development component of neighborhood plans and the countywide Comprehensive Plan 2030.

The project goal is to put the under-utilized sites in the urban core back into productive use. The project objective is to conduct a community-wide brownfield inventory followed by assessments and cleanup and redevelopment planning for the high-priority sites in three years without extension.

1.2 Organization Structure and Responsibilities

The City of Chattanooga has chosen The Chattanooga-Hamilton County Regional Planning Agency (RPA) to provide oversight and staffing for the EPA Community-wide Assessment Grant. Funded by the City of Chattanooga, Hamilton County and the many of the smaller municipalities, RPA is the comprehensive community planning organization for the region. Five departments carry out the mission of the agency with a 30 member staff. Barry Bennett, Executive Director, will provide general guidance to all aspects of the project. Yuen Lee, the Director of Information and Research, will manage the project and be the primary contact. Aleeta Zeller, Planner of Information and Research, will be responsible for the inventory and characterization of the Brownfield sites. Consultant(s) will be contracted to perform the Phase I and II assessments as well as cleanup planning.

The Chattanooga-Hamilton County Health Department, a similarly funded entity as RPA, will provide technical assistance in public and environmental health review and monitoring. During the project period, Dawn Ford, Emergency Response Coordinator and her staff will provide necessary health data review and public outreach materials specifically related to public health. A consultant will be hired for health monitoring based on assessment results.

RPA will work closely with the Southeast Local Development Corporation, the Brownfields Coordinator for the City of Chattanooga, to ensure integration of the project with the City's Brownfield program. The staff will collaborate with the city, county, state, and federal departments and organizations as well as local interested groups such as the Brownfields Task Force, Chamber of Commerce, Chattanooga Manufacturers Association, St. Andrews Center and various neighborhood groups.

2. PROJECT TASK DESCRIPTION

TASK 1 PROJECT MANAGEMENT AND REPORTING

Purpose of this task is to perform project management as required to implement and manage this project under the cooperative agreement, including all required reporting and contractor procurement.

A) **Project Management:**

The project will be managed by the Chattanooga-Hamilton County Regional Planning Agency (RPA). In order to meet all required statutes, circulars, terms and conditions and in accordance with the work plan agreement, RPA will establish and maintain necessary cooperative agreement records and files; provide financial management and project oversight; and keep record of attendance at necessary project meetings. The RPA estimates \$6,000 in personnel cost with \$1,560 fringe benefits to handle program development, reporting and contractor procurement. Travel cost will be \$2,000 to cover the expense for attending workshops and meetings. Benchmarks will be completion of project tasks and objectives. Success will be measured by approval of final performance report and achievement of project goals.

B) **Periodic Reporting:**

The RPA staff will prepare and submit required periodic reports including, but not limited to the following: Quarterly Progress Reports within 30 days of the end of each federal fiscal quarter; MBE/WBE quarter reports; and annual Financial Status reports. The staff will also provide updates at the end of the project or sooner if significant activity or results occur. Deliverables will include quarterly reports, financial status reports, MBE/WBE reports. Approval of the reports will be the measures of success.

C) **Contractor Procurement:**

RPA will rely on contractors to perform the Phase I and Phase II assessments as well as cleanup planning. The procurement procedure will follow the guidelines of the City of Chattanooga purchasing process which will comply with Tennessee State and Federal policies. This includes public announcement of the requests for proposals, review, interview, selection and contract negotiation. Deliverables will include RFP for contractor procurement for Phase I and II assessments and cleanup planning, as well as responses from the interested contractors. The staff expects to have the announcement of the initial RFP in the 16th month of the project. Success measures will include multiple firms responding to the RFP and competitive bids.

D) **Final Performance Report:**

A final performance report will be submitted to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The staff will also provide the report to the Project Officer electronically. The report will contain the same information as in the Quarterly Progress Reports but will cover the entire project period and include before and after photos of the assessment site(s). In addition, the Final Performance Report will specifically address lessons learned by the community-wide Brownfields assessment team including the contractor(s) in implementing the Brownfields assessment as well as successes achieved. Benchmarks: Completion and submission of the final performance report. Measures of success will include completion and approval of the final performance report as well as completion of the Cooperative Agreement.

TASK 2 PUBLIC INVOLVEMENT

The Chattanooga-Hamilton County Regional Planning Agency will perform public involvement to ensure that community concerns are considered in assessment planning and execution. The public will be kept informed of project progress and results and are encouraged to participate in all public activities and meetings. The personnel costs for public involvement are estimated to be not more than \$6,000 and \$1,560 fringe benefits. \$1,000 will be allocated for printing / copying handouts, fact sheets, letters and materials for public outreach, committee coordination as well as postage. \$2,000 is budgeted for travel. For each sub-task, a summary of the tasks has been provided below.

A) Organization of Advisory Committees and Coordination:

For the benefit of inclusion and coordination, RPA will form an advisory committee to ensure a more complete and thorough inventory as well as bring about a better project outcome with objectively reviewed processes. The committee will be composed of the local and state economic development and environmental health representatives as well as social representatives such as Housing Authority, Department of Neighborhood Services and Community Development as well as neighborhood and community groups. The committee will meet periodically to discuss project status and future activities. Meeting minutes and comments will be documented and included in the EPA required quarterly reports when applicable. Committee member participation will be the best measure of successful collaboration. The committees will be established in the first quarter and will remain active till the completion of the project. RPA hopes the committees will continue to collaborate as additional grants are likely as Chattanooga continues to work towards successful clean-up and revitalization of the Brownfield sites.

B) Designation of Public Relations Specialist & Establishment of Information Repository

RPA will collaborate with the Mayor's Office of the City of Chattanooga to keep the public informed of the progress and results as well as intent of future activities. The Mayor's Communication Director is the designated public relations specialist for this project. This person will distribute press releases and be on hand to respond to the media. RPA will be responsible for establishing an Information Repository (IR) convenient to the site(s) and, on an on-going basis, place relevant documents into the IR so the documents are available for public review. RPA will also create a website to further promote and inform the community on the accomplishments and progress of the assessments including deliverables such as maps, fact sheets, news releases, and public meeting announcements.

C) Public Outreach and Community Meetings:

RPA has opted to create a project specific Public Involvement Plan (PIP). The plan will detail the means or activities to be used to keep the public informed and measure the extent of participation throughout the entire project period. Such documents will include a plain language "fact sheet" that will be prepared and distributed to the affected community at the beginning of the project, and an additional "Where We Go from Here" handout after the assessment is complete. This detailed PIP will be submitted to EPA along with the first quarterly report.

TASK 3 SITE INVENTORY AND CHARACTERIZATION

RPA will work with stakeholders to develop a methodology to identify, inventory, categorize, and prioritize potential brownfield sites for further assessment. The objectives of this task is to create a Geographic Information System (GIS) database with maps documenting potential brownfield sites as well as sites that have had Phase I and/or Phase II Environmental Site Assessments and when it was done. Personnel cost is estimated to be \$3,000 and \$360 for fringe benefit. \$200 is allocated for mapping, printing and publishing, as well as \$2,000 for travel.

A) Site Inventory

The RPA will consider current and historic land use and zoning; research federal, state, and local environmental and health databases and other sources; solicit public input at workshops and meetings; generate a Geographic Information System (GIS) database that includes site maps; and secure information about sites previously subject to Phase I and Phase II Environmental Site Assessment and the time it was done. With deference to public input, the RPA is to work with the Chattanooga-Hamilton County Health Department and Brownfields Advisory Committee to prioritize sites for Phase I Assessment. The budget for this yearlong task includes personnel costs plus an additional \$2,000 for conferences and workshops that will improve the quality of the inventory, and \$200 for mapping, copying, publishing, and mailing. Milestones include a methodology for site inventory, categorization, and prioritization, and a list of vacant, industrial, and commercial properties. Measures of success include completion of inventory and number of sites be considered for the assessment, and evaluation of all vacant and underutilized property in the community. Deliverables are a community-wide brownfields Inventory and identification of priority sites. This task is estimated to be completed in the third quarter of the project.

B) Candidate Site Identification:

Candidate sites for assessment will be identified in the inventory process. RPA staff will apply the site eligibility criteria outlined in the *Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant* to identify sites eligible for further assessment. Site assessment priorities will be established based on input from community meetings, advisory committees as well as Department of Health. The list of candidate sites will be submitted to the EPA for approval. Deliverable will be a list of candidate sites. Milestones include meetings with stakeholders, advisory committee meetings, and public meetings. The measure of success is completion and approval by the EPA of the candidate sites.

C) Property Profile Form:

All required property specific information for candidate sites for assessment will be enter into the electronic EPA property profile form (OMB No. 2050-0192) in the EPA ACRES Database

D) Site Characterization - Phase I Assessment:

The RPA will task a contractor to complete Phase I site assessments consistent with the All Appropriate Inquiry rule and ASTM 1527-05 on sites identified and targeted in Task A and B, pending EPA approval of each site. The RPA will identify sites that have a previous completed ASTM Phase I Assessment and document when and who prepared previous Phase I assessments. A copy will be included in the cooperative agreement file. RPA staff anticipates completion of six Phase I assessments as funding allows. Milestones include RFP for Phase I site assessments, selection of a contractor to perform the task, award of the contract,

completion of the assessment. Measures of success are completion and approval of the Phase I assessment reports. Deliverables include RPA's conclusion of site eligibility, signed access agreement of property owners to perform the assessment, and a report of each Phase I assessment performed. Under the grant budget, a total of \$30,000 is allocated for the Phase I assessment for 6 sites @ \$5,000 per site. The Phase I assessment is planned to be completed in the sixth quarter of the project.

E) Site Characterization - Phase II Assessment:

The RPA will hire a contractor to conduct Phase II site assessments on sites ranked with the highest priority by community stakeholders and approved by EPA as funding allows. The contractual cost for Phase II assessment is estimated to be \$126,000. Milestones are RFP for Phase II site assessments, selection of a contractor to perform the task, award of the contract, completion of the assessment. Measures of success include completion and approval of Phase II assessment. Deliverable is a summary of each Phase II assessment performed. The task is estimated to be completed in the 28th month of the project.

F) Quality Assurance & Health and Safety Plans:

For any Phase II assessments performed with grant funds, the RPA will notify EPA of the schedule for fieldwork and provide site-specific Quality Assurance Project Plans for each site for review and concurrence before any sampling is done. The RPA estimates performing up to two Phase II site assessments, as grant funds remain available. The contractor will be tasked to prepare and submit to EPA the Quality Assurance Plans for confirmation at least four weeks prior to the proposed date for collecting samples. The RPA will also task the contractor to prepare and follow an OSHA-compliant Health and Safety Plan. The Chattanooga-Hamilton County Health Department will review and approve all Health and Safety Plans, and will place a copy in the grant file. Contractor costs are included in the assessment cost. Measures of success are completion of the Quality Assurance Project Plans and Health and Safety Plans. Deliverables are Quality Assurance Project Plans for EPA approval, and if comments are received, with any necessary changes, and Health, and Safety Plans (to file). The estimated completion date is at least 4 weeks before fieldwork begins on each site

G) Endangered Species Act (ESA) and National Historic Preservation Act (NHPA):

The RPA will require the contractor to identify any threatened or endangered species or habitat at or in the vicinity of any selected sites and contact the Tennessee Historical Commission and any tribes with an interest in the site to determine if any historic or cultural resources are present. Along with that information, the contractor will evaluate and report whether assessment alternatives appear likely to disturb or harm any species or resources, and if so what mitigation could be done. This information will be presented to EPA in a separate letter in a timely manner. The cost will be included in the assessment cost. Measures of success include completion of the document and ESA/NHPA letter to EPA. Deliverables are documentation of sites information as required by ESA and NHPA. This subtask will be completed prior to initiation of Phase II assessments.

TASK 4 CLEANUP PLANNING

The Chattanooga-Hamilton County Regional Planning Agency will coordinate cleanup planning for select site(s). This will be done in cooperation with voluntary property owners, the Tennessee Department of Environment and Conservation (TDEC) and other applicable organizations and stakeholders.

A total of \$16,500 has been budgeted for consultants and legal expertise for cleanup planning including any studies needed to enter into TDEC's brownfields program, to prepare an initial cleanup plan and to potentially negotiate a final cleanup plan, as well as preparation of a final cleanup plan. \$1,500 for personnel costs, \$2,000 for travel.

A) Analysis of Cleanup Alternatives:

Once a Phase I and II Environmental Site Assessment has been accomplished and a site(s) has been determined through the site selection process as appropriate for cleanup, RPA, in conjunction with the property owner(s) will contact TDEC regarding cleanup. Depending on the nature of the site contamination, a proposed project may enter the Division of Solid and Hazardous Waste State Remediation Program (SRP) or the Division of Remediation's program.

Prospective property(s) will have Phase I and Phase II information as well as any other feasibility studies needed to enter into a Brownfields Voluntary Agreement. This agreement will document what the property owners' responsibilities are and what needs to be done to obtain closure.

RPA will rely on contractors to prepare the document required by the State of Tennessee to enter a proposed cleanup site into the state's Voluntary Cleanup Oversight and Assistance Program. This document will use environmental consultant and legal expertise in providing a summary description of all known existing environmental investigations, studies, reports, or documents concerning the site's environmental condition and a proposed cleanup plan. The contractors, in negotiation with TDEC, will decide which action to take regarding cleanup.

Project milestones include entering into a Brownfields Voluntary Agreement, the property owner receiving a release of liability and successful negotiation of an initial cleanup plan. One important measure of success is the "Innocent Party" agreement between the voluntary participant and TDEC's Division of Remediation. Deliverables include Phase I and Phase II information and optional feasibility study from the consultants to TDEC, a voluntary agreement between the property owner(s) and TDEC, and a determination of further action needed regarding cleanup.

B) Final Cleanup Plan:

In negotiation with TDEC regarding site cleanup, RPA and the property owner may choose to complete a Final Cleanup Plan through a contractor.

The Final Cleanup Plan may include the cleanup standards to be achieved and any institutional, land use or engineering controls that will be required as part of the cleanup. Upon finalizing the Voluntary Agreement and adequate public notice, the actions required under the Voluntary Agreement as defined in the Final Cleanup Plan will be accomplished with a No Further Action Letter issued upon completion of all required tasks. Important milestones are determining who is responsible for cleanup and pursuing cleanup. Acceptance of a Final Cleanup Plan by TDEC and an issuance of a No Further Action letter are important measures of success.

Task 5.0 STATE INVOLVEMENT

RPA has developed close relationships with the TDEC and the State Department of Health. The State Brownfield Coordinator, the TDEC Field Office Manager as well as Environmental Program Manager of the State Health Department are currently members of the Alton Park Assessment Grant Advisory Committee and provide valuable advice

and assistance through out the entire project. All three of the State representatives will be invited to be members of the advisory committee for this project. RPA will provide project updates to them on a regular basis. The staff will make the State aware of all site-specific Phase I and II assessment activities to be initiated and will provide the State an opportunity to review and comment on all technical reports, including QAPPs, sampling plans, cleanup plans, and other technical reports. The cost for this task is covered in the overall project management and reporting costs. Approval and review of reports and the site eligibility determinations by the State will be the measure of success.

3. SCHEDULE AND DELIVERABLES

Below is a schedule of all key milestones, activities and accomplishments anticipated over the length of the cooperative agreement.

(This is a tentative and general schedule; the staff will work with EPA project officer to finalize the schedule and deliverables before July 30, 2008)

Time	Deliverables
Month 1- 36	Project Management and Reporting
Month 1	Web site set up
Month 2	Fact sheet - Project Introduction
Month 3	Public Involvement Plan
Months 4, 7, 10 & 13	Quarterly Report & MBE/WBE Report
Month 9	Site Eligibility Forms
Month 12	Site Inventory
Month 13	Interim Financial Status Report
Months 16, 19, 22, 25	Quarterly Report & MBE/WBE Report
Month 16	RFP for Phase I Assessments
Month 17	Phase I Assessments Reports
Month 17	Property Profile Form
Month 18	RFP for Phase II Assessments
Month 19	QAPP & HSP
Month 19	ESA/NHPA letter
Month 25	Interim Financial Status Report
Months 28, 31, 34, 36	Quarterly Report & MBE/WBE Report
Month 28	Phase II Assessments Reports
Month 29	Fact Sheet - Phase II Assessments Result
Month 32	Final Cleanup Plan
Month 36	Closeout Report
As needed or quarterly	Requests for Reimbursement

4. BUDGET

A) Project Budget

Budget Categories	Task 1 – Project Management	Task 2 – Public Involvement	Task 3 – Site Inventory and Characterization	Task 4 – Cleanup Planning	Total
Personnel	\$ 6,000	\$ 6,000	\$ 3,000	\$ 1,500	\$ 16,500
Fringe Benefits	\$ 1,560	\$ 1,560	\$ 360	\$ 390	\$ 3,870
Travel	\$ 2,000		\$ 2,000	\$ 2,000	\$ 6,000
Equipment					
Supplies					
Contractual			\$155,930	\$ 16,500	\$172,430
Other		\$ 1,000	\$200		\$1,200
Total					\$ 200,000

B). Budget Narrative:

Personnel costs: (we expect the staff will spend a significant amount of time coordinating and managing the brownfield project and RPA will absorb some of the personnel cost.)

- Project Manger @ \$38 hourly
- Team members @ \$ 17 hourly

Fringe Benefits: Estimated approximately 24% of above

Travel: for attending Grantee workshop and National Brownfields Conferences

Equipment: none

Contractual: Phase I assessments for 6-8 sites, Phase II assessment for 1 – 2 sites as well as cleanup planning.

Other: mainly for publications, printing, mapping and mailing.