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PURCHASING DIVISION
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Addendum #1
File # 19-28AA
RFQ – BROWNFIELD ASSESSMENT & CLEANUP

This addendum serves to notify all bidders of the following answers to submitted questions:

1. In regards to Part III – Criteria for Selection, what will each of the 7 sections be weighted for proposal scoring purposes?

Each of the seven sections is weighted equally.

2. Is the Grant Work Plan available for review?

Yes – a copy of the Grant Work Plan is attached.

3. Who will be the City of Duluth's Project Manager for this project?

Ben VanTassel is the City Project Manager for this project.

Please acknowledge receipt of this Addendum by including a copy with your proposal.

Posted: **1/10/2020**

Brownfield Assessment Grant Work Plan - FY2019

City of Duluth

Work Plan for Community-wide Assessment Grant Cooperative Agreement

Project Contact: Ben VanTassel,
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bvantassel@duluthmn.gov

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

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

CERCLA Authority:104(k)(2)&(3)

DCN: STX

Budget: FY20

Appropriation: E4

Budget Org: 05

Object Class: 4114

Program Results Code (PRC):Hazardous Substance and Petroleum – **402D79EBP**

This project directly addresses EPA Strategic Plan:

Goal 1: Deliver real results to provide Americans with Clean Air, land, and water, and ensure chemical safety.

Objective 1.3: Revitalize Land and Prevent Contamination

1. Project Overview and Goals:

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 cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of Duluth, Minnesota, a general *purpose unit of local government*, was awarded Assessment funding in the FY 2014 competition. The grant consists of \$150,000 for the assessment of properties contaminated or potentially contaminated by hazardous substances, and \$150,000 for the assessment of properties contaminated or potentially contaminated with petroleum substances.

Duluth, Minnesota is situated at the western tip of Lake Superior into which the St. Louis River flows, forming the world's largest freshwater estuary. Fundamental to our cultural history is the Ojibwa migration of the mid-1700s that resulted in settlements, missions, sugar camps and burial grounds along the waterfront. A century later, Duluth became the quintessential industrial port city due to the growth of the lumber industry, the expansion of railways, and the discovery of iron ore. Its historic economic base was comprised of Great Lakes shipping, linked rail transport, and steel and associated manufacturing, while its Downtown boasted architectural wonders-with a vast inventory of theaters and luxury hotels. However, the loss of major industrial employers in the 1960s and 70s left Duluth's industrial waterfront neighborhoods and its Downtown vacant and blighted. Intractably related is the designation of the St. Louis River as a "Great Lakes Area of Concern (AOC)" by the U.S.-Canada Great Lakes Water Quality Agreement due to legacy contamination from past industrial practices.

The City will use this grant to implement its newly updated Comprehensive Plan. "Imagine Duluth 2035: Forward Together" was a two-year community engagement process resulting in an updated land use plan adopted by the City Council on June 25, 2018. Driven by 14 Governing Principles such as: "Reuse previously developed lands"; "Promote reinvestment in neighborhoods"; and "Take actions that enhance the environment, economic and social well-being of the community", it focused upon five issue areas: Economic Development, Energy & Conservation, Housing, Open Space and Transportation. The process also identified nine "Transformational Opportunities", three of which are directly linked to our brownfields redevelopment strategy: "Identify and invest in 12 Core Investment Areas (CIAs) "; "Carry out previously identified Downtown plans and investments" and "Preserve and expand opportunities within Duluth's industrial waterfront". The following is a closer review of the city's land use and revitalization plans and their intersection with brownfield redevelopment: within Duluth's industrial waterfront".

The City will use this grant to revitalize various neighborhoods including downtown Duluth, Lincoln Park, Irving/Fairmount, and the Western St. Louis River Corridor Neighborhoods. This will be an expansion of the areas previously focused on. The inclusion of downtown Duluth is a key addition given the growth that this area is experiencing and the potential for large amounts of redevelopment. The city has made considerable progress in previous assessment grants and will continue with efforts to revitalize and clean-up the entire St. Louis River Corridor. The Corridor features the space and setting to offer opportunities for park and trail features, world-class outdoor recreation, industrial sector resurrection and associated job growth, and much-needed expanded market-rate housing for the growing workforce. The pathway to this grand vision is through making our long-neglected Corridor neighborhoods more successful. Their success is hindered by the presence of vacant industrial properties, outdated infrastructure, sub-standard housing, and by poor connectivity. Brownfields are at the core of each of these barriers. This grant, by clarifying the degree of contamination and associated cleanup needs at brownfield sites within the Corridor, paves the way for the City to realize its goals.

These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include obtaining consultant and contractor services to provide technical assistance. Site-specific tasks include performing site screening activities and assessments (# Phase Is, #Phase IIs), preparing response action plans, and site-specific revitalization plans or market studies.

2. FUNDING: \$150,000 Hazardous Substances; \$150,000 Petroleum

3. BUDGET

	Task 1 – Community Engagement	Task 2 – Brownfields Planning	Task 3 - Site Assessments	Task 4 – Cleanup Planning	Task 5 – Programmatic Activities	Total
Hazardous Substance Grant						
Travel	0	0	0	0	4500	4500
Contractual	0	25000	106950	10000	2200	144150
Mtg Expenses	1350					1350
Total:	1350	25000	106950	10000	6700	\$150,000
Petroleum Grant						
Travel	0	0	0	0	4500	4500
Contractual	0	25000	106950	10000	2200	144150

	Task 1 – Community Engagement	Task 2 – Brownfields Planning	Task 3 - Site Assessments	Task 4 – Cleanup Planning	Task 5 – Programmatic Activities	Total
Mtg Expenses	1350					1350
Total:	1350	25000	106950	10000	6700	\$150,000

Notes: Meeting expenses will include costs for space rental, refreshments, material production, and other incidental meeting costs. The travel amounts are based upon the cost to travel to a national brownfields conference or other brownfield related training conferences. Travel costs include meals, hotel, rental car or mileage and airfare. Staff time will be paid for by the City. No grant funds will be spent on **administrative costs**.

4. WORKPLAN TASKS

4.1 Task 1: Community Engagement

Task 1: Community Engagement Subtasks	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
A. Internal Engagement <ul style="list-style-type: none"> Internal engagement with city departments to identify sites for parks, trails, infill housing, economic development, or other community needs. 	Outputs: <ul style="list-style-type: none"> Informed decision-making and insurances that community priorities/needs are being met. Outcomes: Obtain valuable and targeted input into opportunities, potential sites, needs of industrial sector development	<ul style="list-style-type: none"> Internal engagement will be ongoing (Sept/2022) 	
B. External Engagement Network: <ul style="list-style-type: none"> Identify existing community engagement efforts surrounding land-use issues near the target sites and utilize these opportunities to engage the community on potential sites. Attend regular scheduled meetings of the SLR Technical Advisory 	Outputs: <ul style="list-style-type: none"> List of key community engagement groups and efforts in quarterly report. Report of meeting attendance, and of any project-related subject matter presented at meetings in quarterly reports. 	<ul style="list-style-type: none"> List of engagement opportunities/ stakeholders (Dec/2019) Relevant results of engagement will be 	

Task 1: Community Engagement Subtasks	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Committee, business groups, mayor's economic development coalition and other meetings/opportunities that may arise.</p> <ul style="list-style-type: none"> Planning & Economic Development Department engagement with developers and partners resulting in a pipeline of sites 	<p>Outcomes:</p> <ul style="list-style-type: none"> Maintenance of an active and engaged, relevant community, building upon the history and momentum of existing groups and on the network of involved individuals within the community. 	<p>included in quarterly reports (Ongoing)</p>	

4.2 Task 2: Brownfield Planning

Task 2: Brownfield Planning	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>A. Review Imagine Duluth 2035 Plan</p> <ul style="list-style-type: none"> Review all chapters of the plan including Economic Development, Housing, Open Space, Energy and Conservation, Transportation, and Transformative Opportunities and identify key community priorities that can be met with this program. Use these findings as a guide for Site assessment and prioritization <p>A. Site Planning</p> <ul style="list-style-type: none"> Conduct at least two brownfield planning site activities that are identified through community engagement and review of priorities. These will be revitalization plans and/or market studies depending on the site needs/opportunities. 	<p>Outputs:</p> <ul style="list-style-type: none"> Summary and recommendations report that identifies potential brownfield sites for assessment <p>Outcomes:</p> <ul style="list-style-type: none"> A unified and targeted vision for how this this program will improve the community 	<p>March/2020</p>	

4.3 Task 3: Site Assessment

Task 3: Site Assessment	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>A. Downtown site inventory</p> <ul style="list-style-type: none"> Conduct a site inventory near downtown and medical district 	<p>Outputs:</p> <ul style="list-style-type: none"> One site inventory report <p>Outcomes:</p> <ul style="list-style-type: none"> The outputs of this task will lead to a valuable set of information that can be utilized to determine the needs for future Phase I's and II's. 	<p>June/2020</p>	

B. Conduct up to ten Phase I ESA's <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Prepare Eligibility Determinations and submit to EPA for review and concurrence • Consultant coordinates with City and property owner(s) to obtain access agreement and performs Phase I investigation • Consultant submits draft Phase I report to city staff • City staff reviews draft Phase I • Consultant submits final Phase I report to city • City enters Phase I data into ACRES • Phase I Reports are submitted to USEPA via FTP download site. • City fills out /signs and submits the Phase I checklist to US EPA. 	Outputs: <ul style="list-style-type: none"> • Up to 10 Phase I ESA reports • Updated ACRES database Outcomes: <ul style="list-style-type: none"> • Increased assessed acres of Phase I in Duluth • Information that will assist in the consideration of future development opportunities. 	March/2021	
C. Prepare Quality Assurance Program Plan(s) <ul style="list-style-type: none"> • Pre-meet with EPA staff and selected consultant(s) regarding QAPP (Data Management Meeting with EPA) • Draft QAPP(s) for submittal to EPA. • Revisions of QAPP(s) as necessary to meet new QAPP requirements 	Outputs: <ul style="list-style-type: none"> • Two approved QAPP documents Outcomes: <p>The QAPPs will outline the procedures the projects will use to ensure the data collected meets all federal requirements.</p>	June 2021	
D. Conduct four (or more) Phase II ESA's <ul style="list-style-type: none"> • Select sites for Phase II Assessment • Meet with consultant to Plan Phase II • Prepare and submit to EPA a draft Sampling and Analysis Plan for Phase II for review and approval. H&SP is also be submitted to EPA for Review only. • No field work will be conducted without EPA approval of SAP 	Outputs: <ul style="list-style-type: none"> • Up to 4 Phase II ESA reports • 4 Phase II Sampling and Analysis Plans Outcomes: <ul style="list-style-type: none"> • Priority sites identified • Information that will assist in the consideration of future development opportunities. 	Dec/2021	

<ul style="list-style-type: none"> • Encourage consultants 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 • Digital photographs of site will be collected and provided to EPA 			
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4.4 Task 4: Cleanup Planning

Task 4 – Cleanup Planning Subtasks	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
A. Cleanup Planning for 2 (or more) sites <ul style="list-style-type: none"> • (One petroleum, one hazardous substance) • Clean-up plans will include the evaluation of redevelopment configurations and remediation alternatives • Clean-up and reuse planning will include a community input process 	Outputs: <ul style="list-style-type: none"> • Two clean-up and reuse plans • updated ACRES database Outcomes: <ul style="list-style-type: none"> • 2 property assessed through cleanup and (ideally) reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment 	Sept 2022	

4.5 Task 5: Programmatic Activities

Task 5: Programmatic Activities Subtasks	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
A. Reporting: <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Include pictures of projects assessed in reports • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <p>Regular communication of project status and next steps; current database for congressional reporting</p>	<ul style="list-style-type: none"> • Quarterly reporting • MBE/WBE forms 3/30 & 9/30 • ACRES updated quarterly, when site activities occur. 	
B. Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	Ongoing	

Task 5: Programmatic Activities Subtasks	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
C. Requests for Reimbursements or Advances	Outputs: • Payment Requests	Ongoing	
D. Training/Travel: Attend EPA Brownfields Conferences and other related workshops: 2 city staff persons will attend the 2019 and 2021 National Brownfield Conferences	Outputs: • Attend Brownfields conference Outcomes: Improve Brownfields knowledge and expand networking opportunities	2019 & 2021 Conferences	

5. PRE-AWARD COSTS

- The City of Duluth is requesting the approval of pre-award costs for this cooperative agreement. The city will undertake a procurement process to select environmental consultants for the environmental work under this grant. This will not require any of the grant funds – all procurement activities will be conducted with City of Duluth funds and follow adopted procurement procedures.