

**EPA BROWNFIELD AREA-WIDE PLANNING  
PROJECT**

**FOR  
SOUTH ALLISON HILL, INDUSTRIAL PARK –  
HARRISBURG, PENNSYLVANIA**

**REQUEST FOR PROPOSAL  
FOR CONSULTANT SERVICES**



**REDEVELOPMENT AUTHORITY OF THE CITY OF HARRISBURG  
10 N. Second Street, Suite 405, P.O. Box 2157, Harrisburg, PA 17105-2157**

**SOUTH ALLISON HILL - INDUSTRIAL PARK  
BROWNFIELD AREA-WIDE PLANNING PROJECT**

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July 18, 2017

To all Interested Parties:

The Redevelopment Authority of the City of Harrisburg (HRA) is pleased to put forth this Request for Proposal to qualified consultant firms with background and expertise in brownfield mitigation and brownfield planning for the **South Allison Hill - Industrial Park, Brownfield Area-Wide Planning Project.**

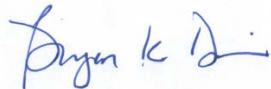
The Redevelopment Authority of the City of Harrisburg's purpose is the elimination of blight through the repurposing of vacant and abandoned property and lots in the City of Harrisburg, Pennsylvania. It is within the purview and mission that HRA submitted and was successful in receiving a Brownfield Area-Wide Planning grant from the US Environmental Protection Agency (EPA) for a distressed neighborhood, South Allison Hill and its Industrial Park in Harrisburg, Pennsylvania.

South Allison Hill emerged as a community that built around railroad spur industries in the center of the neighborhood in 55 ½ square acres known as Industrial Park, during the late 1800s and early 1900s. Industries included metal and woodwork factories. As those smoke stack industries subsided a change to other commercial industrial businesses continued into the 1970s when a period of abandonment and disinvestment occurred. The residential neighborhood remains, with over six thousand residents, but is now littered with abandoned commercial lots and old factories that could be brownfields. The demographics of South Allison Hill has changed to being a population of minorities and with the highest concentration of poverty and density in Harrisburg.

This RFP is for consultant firms qualified in brownfield planning assessment, and mitigation to address the unique challenges, landscape, and opportunities in brownfield planning for SAH in order to protect the health of residents and promote a revitalization of residential and commercial interests in the neighborhood.

We thank you for your interest in the project and look forward to receiving your proposal. All proposal are due to HRA by August 31, 2 pm EST.

Sincerely,



Bryan Davis  
Executive Director

## **INTRODUCTION**

The Redevelopment Authority of the City of Harrisburg (HRA) is soliciting a Request for Proposal (RFP) from qualified consultants with experience in implementing United States Environmental Protection Agency (EPA) Brownfield Area-Wide Planning grants (BF-AWP). EPA has selected the HRA as a BF-AWP Grant recipient. The EPA created the BF-AWP Program to assist communities in responding to local brownfields challenges, particularly where multiple brownfield sites are in close proximity, connected by infrastructure, and overall limit the economic, environmental and social prosperity of their surroundings. The BF AWP program is part of the Partnership for Sustainable Communities collaboration among EPA and the Departments of Transportation (DOT) and Housing and Urban Development (HUD).

The consultant will be expected to coordinate, direct and oversee the brownfield planning activities as described below. This work should meet federal requirements for work funded by an EPA Brownfields Grant in compliance with 2 CFR Part 200.317 – 200.326.

## **REDEVELOPMENT AUTHORITY OF THE CITY OF HARRISBURG**

The Redevelopment Authority of the City of Harrisburg's mission is to eliminate blighting conditions that inhibit neighborhood reinvestment, to foster and promote sustainable neighborhood revitalization and urban renewal, and to facilitate new business and housing development. Toward that end, the Redevelopment Authority: prepares and implements comprehensive redevelopment plans; assembles real estate for redevelopment; is empowered to borrow money, issue bonds and make loans; and can condemn property (eminent domain) in the furtherance of redevelopment activities.

Established in 1949, the Redevelopment Authority partners with the City of Harrisburg's Department of Building and Housing Development to carry out the City's urban renewal and revitalization strategies. To achieve its goals, the Redevelopment Authority may itself redevelop real estate, but it primarily engages in public/private partnerships to leverage local, state, and federal funding for new business and housing development.

Redevelopment Authorities are eligible entities for EPA Brownfield Area-Wide Planning and other related brownfield grants due to their mission to eliminate and repurpose blighted property and conditions.

## **PROJECT OVERVIEW**

The consultant under the coordination of HRA will facilitate community involvement, conduct research and perform technical assistance activities to develop a brownfields area-wide plan for the project known as the **South Allison Hill (SAH) Industrial Park Brownfield Area-Wide Plan**.

The Area-Wide target is a 55 ½ acre Industrial Park originally formed by smoke-stack factories that includes metal processing factories shoe-manufacturing plant, and wood manufacturers at the turn of the twentieth century. A work-centered residential community, South Allison Hill (SAH) or census tract 213, developed around those industries. Industrial

park still remains as the geographical heart of SAH, which is now the most distressed neighborhood in the City of Harrisburg, according to census and social indicators of poverty, after a decline and exodus since the 1970s.

The Project selected as a “catalyst site” and four other “high priority sites” the only brownfields of record in Industrial Park listed in EPA’s Federal Registry System. The Plan is not limited to those sites but has as its primary goal to identify and plan for all possible brownfields in the target area. For instance, there are also at least thirty (30) parcels of commercial land or open lots in Industrial park area that may also be brownfields due to proximity.

The catalyst site is a vacant lot, 47 South 14<sup>th</sup> Street, Harrisburg, PA 17104, (Dauphin County List Parcel #: 09-056-010). That site is part of a three parcel property, formerly the Allison Hill Automotive, which was redeveloped as a brownfield project to become the Hamilton Health Center in 2012. This third parcel is owned by HRA and has been remediated but only for commercial use, i.e. it would require further remediation for residential use if so purposed. As the catalyst site, the BF-AWP will emanate from the remediation and repurpose of this site, into planning, prioritization, cleanup and revitalization of the other brownfields in the rest of Industrial Park and SAH.

**The end result of this project is a comprehensive and effectual Area-Wide Plan for the remediation of brownfields in South Allison Hill in order to**

- 1. protect the public health of residents,**
- 2. provide for residential needs, interests, vision, and**
- 3. promote sustainable commercial revitalization.**

The goal of this project is a Brownfield – Area-Wide Plan to protect the public health of sensitive populations like children, single mother families and minorities, and catalyze sustainable and equitable community revitalization. The plan will prioritize those five EPA listed sites, and thirty other suspected brownfield parcels, for an assessment, remediation and redevelopment strategy based on their current use or future potential. This project is in keeping with municipal and resident engendered neighborhood action strategies and comprehensive planning. The project’s goal will be achieved by the following tasks: 1) Inter-municipal Community Involvement; 2) Research on Existing Conditions; 3) Infrastructure Assets and Development Feasibility; 4) Market Reuse Analysis; 5) Land Use Strategy; 6) Green Infrastructure options; 7) Financial Options/Next Actions; and 8) Develop Final Plan/Outreach Materials.

Consultants are required to submit an adequate, compliant and timely response to this RFP to be eligible for consideration for this work. The consultant selected must agree to provide all services requested by HRA when needed in order to meet the timeline of the grant.

All proposals become the property of HRA upon submission. HRA has the right to reject any or all of the proposals. HRA is an equal opportunity agency. Certified disadvantaged business/women owned business and veteran owned are encouraged to submit proposals.

## **SUBMISSION REQUIREMENTS**

This Request for Proposal (RFP) provides the specifications and requirements for prospective applicants to complete a proposal with hourly rates for services. The deadline for submittal in response to this solicitation is August 31, 2017 2:00 pm EST.

**SAH - INDUSTRIAL PARK, HARRISBURG – BROWNFIELDS AREA-WIDE PLANNING RFP**

Request for Proposal Released:	July 26, 2017
Deadline for Submission of Proposals:	August 31, 2017 2:00 pm EST
Review and Consultant Selection to be finalized by:	September 15, 2017
Contract Executed:	September 30, 2017

Three (3) copies of the submission is to be received by HRA no later than the submission deadline, and can be delivered either by mail or in person to

**Mailing Address:**

George Payne, Projects Director,  
Redevelopment Authority of the City of Harrisburg  
10 North Second Street, Suite 405, P.O Box 2157  
Harrisburg PA 17105-2157

**OR** emailed to [gpayne@hra-harrisburgpa.org](mailto:gpayne@hra-harrisburgpa.org) as a single pdf document with the email header: *Harrisburg BF-AWP Submission.*

The document's pages should be numbered and contain section headings corresponding to the Format for Submission below

Any questions regarding this RFP can be directed to George Payne at the above email or calling (717) 255-6431.

**Format for Submission**

**1. Letter of Transmittal (Up to 2 Pages)**

This letter should be signed by the proposed Project Manager and one Principal, and should state concisely, in two pages or less, the firm's understanding of the work to be performed, and the firm's distinct ability to accomplish them.

**2. Firm Profile (Up to 2 Pages)**

Consultant shall describe the *range of services* it provides relating to EPA Brownfields work. Describe how the consultant is positioned and able to conduct effective EPA Brownfield Area-Wide Planning in the City of Harrisburg, and any experience in the Harrisburg-York-Lebanon-Carlisle Combined Statistical Area and in EPA Region 3.

Furthermore, the applicant must supply a statement that the consulting firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with HRA. No person having such interest shall be employed by or associated with consultant during the term of this agreement.

**3. Qualifications and Related Experience (Up to 12 pages)**

A. Personnel and Subcontract Qualifications:

Consultant shall describe qualifications of all key personnel and associated subcontracts to include:

- 1) Descriptions of roles for key personnel, including identified subcontracts expected to work on this project; their education, certifications, and expertise in all BF-AWP planning and/or any subcontract specific planning activities such as but not limited to: community visioning and collaboration among various stakeholders; brownfield

preliminary research; market analysis and industry related brownfield revitalization; land use/ re-use for residential, recreational and commercial use including related impact such as traffic flow and neighborhood integrity, etc.; green infrastructure; plan dissemination e.g. plan materials, website development, advertising strategy. *INCLUDE THE RESUMES FOR THESE KEY PERSONELL AS APPENDIX – “RESUMES”* (does not count toward page limit for this section.)

- 2) Regional experience and availability:
  - a. Managing and performing EPA Area-Wide Brownfield Planning Projects with examples of recent projects especially any in the Harrisburg metropolitan or combined statistical area and EPA Region 3.
  - b. Availability to perform the work at project site. Describe how you will be able to be accessible to the site and for frequent meetings with the subcommittees.
  - c. Experience with EPA reporting and with Federal and state regulatory agencies.
- 3) Understanding of both limiting factors and market forces affecting economic redevelopment in urban second class cities and neighborhoods similar to Harrisburg and South Allison Hill.
- 4) Assurance/examples of capacity to handle multiple, concurrent projects; ability to complete assigned projects within the timeframes established by HRA; and ability of the Project Manager or other senior staff to respond on short notice to meeting requests with the City, Council Members, partners, or property owners.
- 5) M/W/DBE Participation. Provide a description of the M/W/DBE status of the firm, evidence of any M/W/DBE participation in subcontracting, and if none - then describe what efforts will be utilized to solicit M/W/DBE Participation in subcontracting.
- 6) A minimum of three (3) client references and the name and telephone number of a person to contact for each should be provided. References should be related to EPA Brownfield Area-Wide Planning work.

#### **4. Project Approach (Up to 12 pages)**

The consultant should describe how they will achieve the “Scope of Work” in this RFP:

- Inter-municipal and Community Involvement (guide the community for informed input and ownership throughout the whole Plan)
- Research on Existing Conditions;
- Infrastructure Assets and Development Feasibility;
- Market Reuse Analysis;
- Land Use Strategy;
- Green Infrastructure options;
- Financial Options/Next Actions; and
- Produce Final Plan/Outreach Materials.

#### **5. Cost effectiveness of firm and associated sub consultants (Up to 3 pages)**

The proposal should include anticipated schedule and costs associated with all personnel assigned to the project. All overhead expenses must be included in the labor rates and described in the cost proposal. **The budget for the consultant and services rendered (see Budget) is inclusive of all necessary supplies and materials, including but not**

**limited to supplies for charrettes, and materials for distribution of reports, studies, and the final plan. Detail the personnel and supplies costs for each task.**

The work completed under this request for proposals is funded with funds from the US EPA. Neither the United States nor any of its departments, agencies or employees is, or will be, a party to this agreement or any lower-tier sub agreement. This agreement is subject to regulations contained in 40 CFR Part 35 Subpart O in effect on the date of the assistance award for this project.

## **EVALUATION CRITERIA**

HRA staff will review each proposal. HRA reserves the right to reject all proposals. The cost of preparing responses to this RFP shall be borne by the respondents and shall not be reimbursed by HRA. Proposals from responding firms will be scored on the following:

- 30% Professional experience of key personnel to be assigned to the project, and the firm's experience with EPA Area-Wide Brownfield program, and or various types of activities with the scope of work e.g. market study, community engagement, brownfield reuse planning. The firm's reputation for personal and professional integrity, competence, and responsiveness. The ability and availability to provide required services at the site and within the project period.
- 20% Related Community and Site Experience: Experience of firm conducting related brownfield services in the Harrisburg region; in Pennsylvania; Brownfield Area-Wide Planning in EPA Region 3; and similar sized cities and neighborhoods.
- 40% The quality of plan and ability to achieve the deliverables in the scope of work
- 10% Costs associated with all personnel and tasks assigned to the project as it compares to the budget. Final costs will be negotiated with the selected firm upon submittal of a detailed work plan.

## **SELECTION PROCESS**

HRA will select the most qualified applicant as indicated by the highest score achieved. All applicant respondents will be notified in writing of their selection status and evaluation score on or after September 15, 2017 following the timeline in the submission requirement section of the RFP.

This professional service contract is an agreement under which a consultant will work for the HRA for the period beginning on or about October 1, 2017 and ending May 31, 2019.

## **SCOPE OF WORK:**

The consultant is expected to perform the following tasks and associated deliverables:

### **Task 1. Inter-municipal/ Community Collaboration**

Description:

An AWP Stakeholder Committee will be formed with representatives from SAH residents, local businesses; city, county, state agencies; community based non-profits; workforce and economic development agencies.

From the Stakeholder Committee the following sub-committees will be established:

- *Coordinating Committee* for macro planning and steering of the process.
- *Economic Development and Market Condition Committee* for commercial sites and its development.
- *Spatial Area-Planning Committee* for prioritized site re-use e.g. residential, commercial, green or recreation space and area related traffic flow.
- *Resource Committee* for eventual brownfield mitigation and other actions.

The consultant will facilitate community collaboration and guide their ownership of the BF- AWP by participating in regular meetings with all committees to provide the needed research, studies and deliverables for all tasks. The tasks includes preliminary research of all possible brownfield sites, inventory and prioritization of sites; and use or re-use scenarios from a market study, infrastructure and feasibilities studies of priority sites. Progress and milestone presentations will be given at regular meetings with the multiple committees culminating in the final AWP plan.

**Deliverables:**

- 1.) Attend and provide relevant information in written report format at regular meetings of each of the four sub-committees. The frequency and actual number of committee meetings is subject to revision based on committee members' availability and their multiple involvements in the project. Consultant and/or subcontract are expected to attend their relative committee's meetings regularly to inform, update, and guide.
- 2.) Attend ten (10) AWP Stakeholder Committee meetings including facilitating charrettes.
- 3.) Up to six (6) quarterly, half day (or as best determined) charrettes for the AWP Stakeholder Committee, which will begin after the initial research of sites is completed.
- 4.) Produce a document list and explanation of collaboratively developed community priorities and of process guided, community owned strategies that meet the priorities.
- 7.) Quarterly, annual and project close out reports for HRA and Stakeholder Committee.

Outline task cost breakdown including supplies and materials for distribution, including all supplies costs for charrettes and meetings in Section 5 Cost Effectiveness.

**Task 2: Research on Existing Conditions on Priority and Likely Brownfield Parcels**

**Description:**

Identify and inventory all possible brownfields in the target area and evaluate likely contaminants based on their land use. From that inventory guide the community in a prioritization of those brownfields that will optimally meet community health, environmental and economic development goals through remediation of prioritized sites.

**Deliverables:**

- 1) Conduct preliminary research of known and suspected brownfield land parcels
  - a. The research will gather basic property information such as tax record, ownership etc. of the high priority and other possible brownfields, research county records for

- the historic industrial use to determine likely pollutants at all possible brownfields especially contiguous clusters of five or more parcels.
- b. The research will also outline site specific restrictions; zoning and land development ordinances/variances, or if PA Historic and Museum Commission clearances are required since the area is on the National Register of Historic Places.
  - c. The research will consider and address any relevant changing climate conditions throughout the BF AWP project (Appendix A: [How to Address Changing Climate Concerns in BF AWP Project](#))
- 2) Produce a preliminary research report on prioritized brownfields and suspected brownfields including sites recommended for assessment of pollutant leach pathways.
  - 3) Facilitate AWP stakeholders in prioritizing the brownfield sites and document the list of ranking and rational of the sites prioritized for next assessment and remediation.

We require 20 hardcopies and 1 electronic copy of final reports. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

### **Task 3: Site Infrastructure Assets and Development Feasibility Studies**

#### Description:

Consultant will conduct studies on existing infrastructure of ranked sites, and will review findings with the Spatial Area-Planning Committee, HRA, and EPA to determine re-use scenarios and provide recommendations at presentation to AWP Stakeholder Committee.

#### Deliverables:

- 1) Spatial and land use analysis: Conduct analysis of pedestrian walkability, safe vehicular flow, parking for prioritized sites, etc.
- 2) Available utility infrastructure research: Research existing infrastructure of electric, sewer, water, telephone, gas, steam, telecommunications, storm sewer, etc. at sites.
- 3) Demolition, assessment and remediation cost analysis: Cost analysis of environmental site assessment and potential remediation/demolition action for prioritized sites.
- 4) Produce an Infrastructure, Assets and Development Report with recommendations on various spatial, land use, utility reuse, and remediation costs for the ranked chosen sites.

We require 20 hardcopies and 1 electronic copy of final reports. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

### **Task 4: Market Reuse Analysis**

#### Description:

A Market Study of commercial re-use for chosen priority site(s) will be conducted to determine industry feasibility and optimum development options for commercial sites.

#### Deliverables:

- 1) Consultant conducts a costs and benefits analysis of job creation and retention, property tax generation, and other market benefits for commercial re-use of a prioritized site(s) in a local optimal industry(ies) e.g. healthcare, to be determined by the AWP process.
- 2) Produce a Market Research Analysis Report on the viability of key industry(ies) for

brownfield re-use at a determined prioritized site(s). The Report will have informed predictions for various development scenarios of prioritized sites including pro forma financial projection of costs for brownfield assessment and remediation, acquisition, construction or rehabilitation, public infrastructure, with profitability projections.

We require 20 hardcopies and 1 electronic copy of final reports. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

### **Task 5: Determine Sustainable, Equitable Land Use Strategy for Prioritized Sites**

#### Description:

The BF-AWP area is zoned for both residential and commercial use. Therefore, a strategy for prioritized sites will include recreation/ residential /children use and commercial use with bearing on transit access, walkability, and safe vehicular/pedestrian flow. The plan will also determine the best use of contiguous known and suspected brownfields.

#### Deliverables:

- 1) Consultant plans in concert with the Spatial Area Planning Committee for scenarios of land use that balance commercial/light industrial with residential factors such as green space, transit flow, residential and recreational facilities, and present recommendations at meetings and stakeholder charrettes.
- 2) Report on scenarios of sustainable and equitable use of prioritized brownfields including schematics, designs/renderings, which is then adopted in final AWP Plan.

We require 20 hardcopies and 1 electronic copy of final reports. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

### **Task 6: Incorporate Green Infrastructure, Building, and Community Greenspace**

#### Description:

The AWP Plan will incorporate green solutions for feasible sites as counter measures to brownfield pollution, to promote efficiency and to balance green space needs with commercial use.

#### Deliverables:

- 1) Consultant with expertise in storm water, greenspace and LEED/green building will coordinate with the Spatial Area Planning Committee to present scenarios at meetings and stakeholder charrettes for green technology or green space at prioritized sites.
- 2) Develop a report with detailed options to mitigate and prevent contamination through green design, infrastructure development or redevelopment, land and streetscape at the chosen ranked sites. The report will include schematics, site programming and development design and will be part of the final BF-AWP Plan.

We require 20 hardcopies and 1 electronic copy of final reports. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

### **Task 7: Develop Financial Options and Future Action Steps for Brownfield Mitigation**

**Description:**

Explore financial and sustainability steps for the ultimate goal: the remediation of prioritized brownfields. Create a document of steps and financial options that identify assessment and remediation funding sources, local benefit reuses, and marketing strategies to target growth industries, after research, analysis and strategies have been decided.

**Deliverable:**

1. In concert with the Resource Development Sub-Committee, develop a Financial Options and Future Action dossier to be part of the final AWP Plan that outlines:
  - a. Assessment and remediation activities compatible with brownfields reuse scenarios
  - b. Improvements (site-specific or area-wide, e.g., infrastructure investments) needed to support brownfields reuse, improve public health and advance sustainable and equitable revitalization;
  - c. Near-term versus long-term actions and prioritized projects;
  - d. Leaders for each effort (partners involved versus partners needed)
  - e. Costs and potential funds for reuse and mitigation of priority brownfield sites outlining private and public funding sources such as from PA DEP, PA DCED, CDBG, DOH, Energy Grants, EPA, for remediation of recommended brownfields.
  - f. Future steps to market to developers.

We require 20 hardcopies and 1 electronic copy of final reports. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

**Task 8. Produce a Brownfield Area-Wide Plan**

**Description:**

The Brownfields Area-Wide Plan is the primary grant deliverable. The Plan will clearly show how all the activities conducted and deliverables produced under this grant relates to the community's priorities for the project area, the local brownfields conditions, and other existing conditions in the project area (e.g., environmental, social, and health conditions; economic realities/market potential and state of local infrastructure). The Plan will recommend specific remediation and reuse strategies for the catalyst, high priority brownfields sites(s) based on these community priorities and project area conditions.

**Deliverables:**

- 1) Produce a **Draft** Preliminary SAH Industrial Park Brownfield Area Wide Plan\_to submit to stakeholder and the general public for review and comment through charrette and meetings in the last two quarters of the project. The BF-AWP draft plan will summarize known existing pollutants; social, health and economic conditions; brownfield inventory and prioritized list; market feasibility study; plans for sustainable, equitable, green use; site remediation and re-use options.
- 2) Produce **Final SAH Industrial Park Brownfield Area-Wide Plan Document** with:
  - i) Executive summary of SAH Industrial Park BF AWP process, its overall recommendations for brownfield site reuse(s) and key implementation strategies
  - ii) BF-AWP project area overview with the project objectives & project area description; catalyst brownfields sites and other context.
  - iii) BF AWP community involvement summarizing various community involvement

- activities that were performed throughout the SAH industrial park.
- iv) BF AWP project with statement that clearly describes how the community input is reflected throughout the plan's recommendations and strategies. This would include a list of the community's priorities, and key strategies that help meet those priorities, detailing activities, process and community needs/priorities for eventual site remediation, preparation and reuse.
  - v) Existing conditions research: published results from brownfields and project area existing conditions research (known environmental conditions, data gaps, economic/ market potential, state of infrastructure, public health conditions, social and cultural considerations, etc.)
  - vi) Recommended reuses for brownfields and supporting area revitalization with
    - specific reuse scenarios/strategies for prioritized sites
    - information on area-wide strategies (e.g., infrastructure improvements, related remediation/redevelopment, community space and services) that are needed to help revitalize the brownfields project area and support the reuse of the brownfield sites
    - explanation of nexus between brownfields site remediation/reuse scenarios to the green infrastructure, green remediation, sustainable redevelopment/smart growth elements of the plan
  - vii) Next steps and resources action plan for implementing brownfields remediation and reuse. The project will produce a financial strategy and resource document of
    - Specific next steps for remediation, site preparation and planned reuse strategies for the prioritized sites, and for revitalization of project area:
      - Assessment and remediation activities needed to be compatible with the brownfields reuse scenarios;
      - Improvements (site-specific or area-wide, e.g., infrastructure investments) needed to support brownfields reuse, improve public health and advance sustainable and equitable revitalization in the project area;
      - Near-term versus long-term actions and prioritized projects;
      - Leaders for each effort (partners involved versus needed); and
      - Specific sources of funding, prioritized investment and resources needed within the project area.
    - Future steps to market to development investors, recreation or residential developers, and to continue resident ownership of the process.
  - viii) Appendices e.g., community engagement meeting notes, market study, infrastructure analysis, environmental conditions report, general existing conditions/other studies, background reports; maps; site reuse plans and drawings.
- 3) Make publicly available. In the last quarter, the SAH BF-AWP Plan will be finalized with feedback from the preliminary summary, adding finance and final steps document, and incorporating final draft feedback. The following activities will be carried out:
- Public Service Announcement and Posting of the Plan on HRA website, project website created by consultant and other stakeholder websites, venues.
  - Closing Public event celebration with tour of the key sites and plan available, and
  - “Save the Date” Next Phase kick off with AWP stakeholders and EPA.

For this end product we require 50 copies and 1 electronic copy of this final Plan. Outline task costs including supplies and materials for distribution in Section 5: Cost Effectiveness.

## TIMELINE

This professional service contract is an agreement under which a consultant will work for the HRA for the **Project Start Date**: October 1, 2017 to **Project End Date**: May 31, 2019, or until all grant funds have been expended.

### *Project Timeline of Milestones:*

Milestones / Months	4 – 6	7 – 9	10 – 12	13 – 15	16 – 18	19 – 21	21 – 24
Taskforce and Coordinating Committees meet							
6 AWP Committee Charrettes							
Existing Conditions Research							
Sites Inventoried and Ranked							
Site Infrastructure/ Asset Re-Use Feasibility							
Market Industry Use Analysis							
Sustainable/Equitable/Green Land Use Plans							
Financial Options Future Plan							
Full AWP Plan Finalized							

## BUDGET

The Redevelopment Authority will be executing a lump sum professional services contract for this project. The budget for this project is as follows:

\$170,000 for consultant to achieve all project deliverables inclusive of all related fees, consultant personnel, subcontract, supplies for all task activities and product distribution.

Under Section 5. Cost Effectiveness of the proposal submission, describe for each task a cost breakdown for personnel fees and all deliverables.

The following is the allocation for each task, with understanding that there is flexibility of budget between task line items, subject to approval and not to exceed the total.

	SAH - Industrial Park BF -AWP Project	Task Allocation (inclusive of all contract fees, activity supplies materials and product/ reports distribution.)
<b>Task 1</b>	Inter-municipal & Community Involvement	\$40,000
<b>Task 2</b>	Research on Existing Conditions	\$20,000
<b>Task 3</b>	Infrastructure Feasibility	\$24,000
<b>Task 4</b>	Market Reuse Analysis	\$24,000
<b>Task 5</b>	Land Use Strategy	\$20,000
<b>Task 6</b>	Green Infrastructure Analysis	\$20,000
<b>Task 7</b>	Financial Options/ Actions	\$5,000
<b>Task 8</b>	Develop Final Plan/Outreach	\$17,000

Total		\$170,000
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## APPENDIX A: CHANGING CLIMATE ADAPTATIONS



### How to Address Changing Climate Concerns in Your Brownfields Area-Wide Planning Project

Our climate is changing, and we need to adapt to make sure that our efforts to clean up, reuse and revitalize our communities' land, air, and water resources are appropriate and effective now and into the future.

EPA wants to help communities ensure that the local decisions they make about assessing, cleaning up and redeveloping brownfields are protective of human health and the environment as the climate changes. As part of the Brownfields Area-Wide Planning (BF AWP) grant program, grantees have a particularly good opportunity to carefully consider how changing climate conditions at the local level should influence property cleanup and redevelopment decisions over the long term.

This checklist is intended to help grant recipients meet the following grant term and condition for “Climate Change Considerations,” starting with the FY13 BF AWP recipients:

As recipients develop the brownfields area-wide plan and implementation strategy, they must consider whether the proposed reuses for brownfield site(s) and other land in the project area are appropriate, given local changing climate conditions (e.g., sea-level rise, site proximity to a flood plain, likelihood of increased major storm events, drought conditions, etc.).<sup>1</sup>

Examples of changing climate conditions include, but are not limited to:

- |  |   |
|--|---|
| Increased/decreased temperatures   | Changing dates for ground thaw/freezing |
| Increased/decreased precipitation  | Rising sea level                        |
| Extreme weather events (e.g., storms of unusual intensity, increased frequency and intensity of localized flooding events, drought conditions) | Changing flood zones                    |
| Increased risk of wildfires  | Changing environmental/ecological zones |
|  | Increased salt water intrusion          |
|  | Higher/lower groundwater tables         |

Key portions of a brownfields area-wide plan typically include information on existing conditions of the project area, including environmental and public health considerations, site and area infrastructure conditions, economic analysis and market potential for site cleanup and reuse.

Changing climate conditions and risk factors should be included as part of the research on project area existing conditions, so that these considerations are better understood and taken into account during the evaluation of proposed cleanup and reuse options for brownfields and surrounding land uses in the project area. Both current and forecasted climate changes will affect the long-term safety, stability and suitability of the proposed land reuses, and may influence how the brownfields area-wide plan is implemented.

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<sup>1</sup> Full text of the Climate Adaptation Term and Condition: As recipients develop the brownfields area-wide plan and implementation strategy, they must consider whether the proposed reuses for brownfield site(s) and other land in the project area are appropriate, given local changing climate conditions (e.g., sea-level rise, site proximity to a flood plain, likelihood of increased major storm events, drought conditions, etc.). Recipients may additionally consider the degree to which the proposed reuses in the project area can be designed to reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed, reduce volume of materials taken to landfills, reduce stormwater run-off, improve air quality, and recycle and re-use materials generated during the cleanup and reuse process, to the maximum extent practicable.

## **Climate Change Adaptation Considerations to Address During the BF AWP Process:**

- Review an authoritative resource (e.g., USGS Web site, state or local resources) to identify observed and potential changing climate conditions for the area in which the BF AWP project is located.
- Given the pertinent climate change concerns, identify potential risk factors, taking into account known conditions of the project area (e.g., proximity to the ocean, infrastructure vulnerabilities, property affected by a revised FEMA flood plain map, vulnerability related to changes in frequency and intensity of precipitation events, vulnerability of soil type due to moisture and hydraulic changes, ground and surface drinking water vulnerabilities). Ask community members to share their concerns about how changing climate conditions may affect the project area.
- Prioritize sites and infrastructure for investment and reuse. Does your community have or intend to develop planning materials for climate change hazard mitigation? If so, please leverage these other planning efforts within your community when prioritizing sites.
- When discussing with your community the various cleanup and reuse options for each of the catalyst, high-priority brownfield sites in your project area, include an evaluation of how well each option can accommodate the identified climate change risk factors. Remember to consider all stages of the redevelopment and long-term reuse of the site, and any project area revitalization strategies that can help the area adapt to changing climate conditions. You may also want to consider the degree to which a proposed remediation or reuse can be optimized for resource efficiency and community benefits.

Note: EPA does not expect grant recipients to generate new site-specific climate change measurements to complete this analysis. However, BF AWP grant recipients must demonstrate they have reviewed available current and authoritative information for the analysis of appropriate cleanup and reuse options. The level of analysis expected depends on the complexity of the brownfield sites and other project area conditions, and the degree of risk involved given the climate change concerns identified.

## **Examples of Federal Resources to Identify Current and Potential Changing Climate Conditions:**

- Climate Resources on Data.gov: <http://www.data.gov/climate/>
- U.S. Global Change Research Program (USGCRP):  
<http://www.globalchange.gov/resources/federalagency-adaptation-planning-resources>
- USGS Climate Land Change Science Program: [http://www.usgs.gov/climate\\_landuse/lcs/](http://www.usgs.gov/climate_landuse/lcs/)
- Federal Government Web site: <https://www.fedcenter.gov/programs/climate/>
- FEMA Map Service Center: <https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- U.S. EPA Web site: <http://www.epa.gov/climatechange/>
- U.S. Tool Kits for Public Officials: <http://www.epa.gov/climatechange/impacts-adaptation/adapt-tools.html>
- U.S. EPA’s Office of Water’s Stormwater Calculator Climate Assessment Tool:  
<http://www.epa.gov/nrmrl/wswrd/wq/models/swc/>
- U. S. EPA – Green Infrastructure for Climate Resilience Resources:  
<http://water.epa.gov/infrastructure/greeninfrastructure/climate.res.cfm>
- U.S. EPA – Superfund Climate Resources: [http://epa.gov/superfund/climate\\_change/resources](http://epa.gov/superfund/climate_change/resources)
- National Climate Assessment: <http://nca2014.globalchange.gov>

