

## **SCOPE OF WORK FOR TETRA TECH, Inc.**

**OCTOBER 12, 2006**

This Scope of Work (SOW) outlines the four primary tasks to be conducted by Tetra Tech, Inc. (CONSULTANT) for the Capital City Development Corporation (CCDC) for their EPA Brownfield Grant BF-96044101 project. The scope of work for the entire project is presented with a more detailed description of initial activities. As the project progresses, it is anticipated that more will be known about the appropriate approach to later tasks. CCDC and CONSULTANT shall confer at the completion of the site inventory to further detail how the remaining tasks will be accomplished before those tasks are undertaken. CCDC and CONSULTANT shall prepare written revisions to the scope of work as needed, and CCDC shall indicate in writing its authorization to proceed with the remaining tasks. Changes shall be made in accordance with Section 16 of the contract with CONSULTANT. This is necessary since the results of the preliminary tasks will significantly influence the scope and cost of the subsequent tasks. Contract amendments will be agreed upon by CCDC and CONSULTANT at later dates to authorize these additional activities.

### **PROJECT OBJECTIVES**

The overall objective of this project is to remove uncertainties and provide educational outreach related to environmental conditions of proposed redevelopment sites, which are two of the significant barriers to downtown redevelopment

To accomplish this overall objective CONSULTANT shall complete the following activities:

- Create a community outreach and education effort that facilitates public understanding of the value of Brownfield cleanup and redevelopment;
- Establish criteria for identifying and selecting potential Brownfield properties;
- Establish a viable and effective means of inventorying potential Brownfield properties and create an inventory of such properties;
- Establish a viable and effective means of assessing selected Brownfield properties and conduct assessments of the properties selected through this process;
- Establish a viable and effective means of evaluating cleanup alternatives in light of potential redevelopment opportunities and create a clean-up plan.

## **SCOPE OF WORK**

The SOW provides a description of the four tasks identified as being necessary to meet the project objectives. These four tasks include the following:

- Project Management
- Public Involvement
- Site Inventory and Assessment
- Clean-up Planning

Specific components of these tasks authorized at this time are identified in the text.

### **Task I Project Management**

CONSULTANT shall prepare a project management plan (PMP) for this project during the initial stages of project development to ensure that we produce the documentation necessary to meet CCDC's expectations.

CONSULTANT shall include the following items in the PMP:

- Project Schedule – Shall be presented in Gantt chart format using Microsoft Project ®.
- Proposed Cost Tracking Spreadsheet – CONSULTANT shall develop an excel spreadsheet that lists individual tasks and overall project budgets and line items to track monthly and overall project expenditures and relative percent invoiced.
- Monthly Status Report template – CONSULTANT shall prepare an outline of a proposed status report. CONSULTANT shall use a format that can be used by CCDC to prepare their quarterly reports to EPA and to submit to CCDC Board of Commissioners. The outline for the proposed monthly status report shall include the following:
  - Work tasks completed in previous month
  - Deliverables submitted in previous month
  - Travel
  - Work tasks anticipated in coming month
  - Deliverables anticipated in coming month
  - Problems Identified/Problems Resolved
  - Delivery order budget
  - Schedule
- Reports to EPA – CONSULTANT shall prepare reports to be submitted to the EPA quarterly and as needed, in the same format as BF-97093201 for combined reporting.

CONSULTANT shall deliver its report for a given month by the 15<sup>th</sup> of the following month.

- **Communication Plan** – CONSULTANT shall identify the primary points of contact for each of the organizations along with individual task managers. CONSULTANT shall list the lines of communication to ensure all participants in the project understand who their counterpart is in the other organization and how information should flow. The primary line of communication shall be between Kirk Miller and Scot Oliver, however, Mr. Oliver will also work directly with Nancy Linscott and Joy McLain on public involvement and Brownfield program issues.

The scope of work for this task includes implementation of the project management plan throughout the term of this project, hence, our costs for project management time, monthly status reports, cost tracking, schedule tracking etc., are included for approximately 18 months.

## **Task 2 – Public Involvement Plan**

Before initiating any public outreach, CONSULTANT shall develop a draft and final Public Involvement Plan (PIP) tailored to meet CCDC needs. The draft plan shall be submitted to CCDC for review and approval. Proposed changes by CCDC to the draft PIP shall be included in the final PIP.

Initially, outreach materials will focus on the who, what, where, when, why and how of the CCDC Brownfield Program. Educational materials shall be updated to highlight key milestones as the project progresses. An information repository shall be developed to allow ready access to outreach materials. All outreach materials shall be approved by CCDC and shall then be placed by CONSULTANT at locations frequented by the public, including libraries, colleges, government offices and key businesses.

The PIP shall outline our approach toward completing the following:

- Fact Sheets and/or Newsletters
- Public Meetings
- Press Releases
- Webpage

### Fact Sheets or Newsletters

CONSULTANT shall prepare a minimum of three fact sheets to disseminate information about the Brownfield project to the public. The initial fact sheet shall discuss program basics, opportunities to participate in the program, and how to get involved. Subsequent fact sheets shall be published as the project progresses. For instance, CONSULTANT shall produce a second fact sheet after the site inventory is completed to describe which sites have been selected for ongoing Phase I analysis. CONSULTANT shall create a third fact sheet to provide information on the results of the Phase I analysis and to indicate to the public those sites that will undergo possible subsurface (Phase II) investigation. CONSULTANT shall prepare additional notifications to surrounding property owners as needed before field work begins for the Phase II assessments. CONSULTANT shall prepare a closeout newsletter or other public involvement tasks, as needed.

### Public Meetings

The overall purpose of the public meetings will be to educate the public about the Brownfield process, gather public input; gain understanding of public concerns and interests regarding the project; solicit ideas regarding potential sites to inventory, and to otherwise give the public an opportunity to take ownership in the CCDC Brownfield Program. CONSULTANT shall organize and conduct public meetings, in coordination with CCDC, to correspond with the following project milestones:

- Before the site inventory (introductory and public education meeting);
- After completion of Phase I Assessments and before initiation of Phase II work, if needed; and,
- After Phase II assessment and before cleanup alternatives analysis

### Press Releases

To increase public awareness about the project, CONSULTANT shall work with CCDC to provide information to the local news media for stories about the project. The first anticipated press release shall introduce the project and announce the first public meeting. Other press releases shall occur in conjunction with specific project milestones to be selected by CCDC.

### Brownfield Webpage updates

CONSULTANT shall update the existing webpage about the CCDC Brownfield project and revise it as the project progresses. CCDC's project manager will work specifically with Tetra Tech's webmaster to develop a page that meets CCDC web standards and that can be uploaded to CCDC's web site. The web page shall be updated as project milestones are completed. The contents shall include the fact sheets developed to provide project status information to the public and maps showing selected properties undergoing evaluation.

## **SCOPE OF WORK INCLUDED IN INITIAL CCDC AUTHORIZATION**

CONSULTANT shall conduct the following public involvement activities under the initial authorization:

- Prepare draft PIP and submit to CCDC for review and revision;
- Prepare a final PIP
- Prepare one Fact Sheet introducing the CCDC's Brownfield program and opportunities to get involved;
- Prepare one press release to introduce the project, announce the first public meeting and possibly support a media story;
- Organize and assist with a Public Meeting to introduce the project and initiate discussions with the public and possible developers. Tetra Tech shall facilitate a dry-run with the Brownfields Advisory Group (BAG) to prepare for the meeting and solicit feedback.
- Develop materials for web page; and,
- Provide overviews of EPA's Brownfield Program and CCDC's Brownfield Program to CCDC staff, Brownfields Advisory Group and CCDC Board as requested by CCDC.

### **Task 3 – Site Inventory and Assessment**

This task entails identifying and assessing properties within CCDC Redevelopment Districts that may qualify as Brownfield properties. There are three primary subtasks: site inventory, Phase I environmental site assessments and Phase II site assessments.

#### **Subtask 3-1 Site Inventory**

This subtask entails developing a database of properties and site conditions within the CCDC redevelopment districts that will support identification of properties that may qualify under EPA's Brownfields program. CONSULTANT shall work with CCDC to thoroughly develop inventory criteria, including ranking criteria appropriate to the program goals before inventorying properties. This is critical to cataloging site characteristics and prioritizing the inventoried sites.

CONSULTANT shall enhance the database by designing it to take advantage of existing City and County Geographic Information System (GIS) data. CONSULTANT shall acquire this data from COMPASS or these entities directly and other public and commercial sources. Data collected shall include, at a minimum, the following:

- location;
- ownership;
- property identification # and address
- city/county identifying information;
- property size;
- zoning;
- current use and development;
- known or suspected environmental impacts;
- available environmental reports;
- interviews with property owners and others; and,
- anecdotal information from owners.

CONSULTANT shall use the industry standard ArcGIS software to import, manage, analyze and map all data required for this baseline inventory. The data shall be organized into a Microsoft Access database. CONSULTANT shall use the database to develop maps and various tables for the CCDC Brownfield Program.

#### **Subtask 3-2 Phase I Environmental Site Assessments**

Based upon the findings of the Site Inventory and input received from the public involvement process, CCDC shall select properties in consultation with CONSULTANT for completion of a Phase I Environmental Site Assessment (Phase I). Up to ten Phase I's may be necessary. CONSULTANT shall ensure that the Phase I's meet the All Appropriate Inquiry (AAI) standards (EPA, November 2006), or subsequently revised rules adopted before the Phase I assessments are started and follow the ASTM E1527-05 methods.

CONSULTANT shall prepare a separate Phase I report and property profile form for each site evaluated and copies (electronic and/or paper) shall be distributed to parties identified by CCDC.