

**CAPITAL CITY DEVELOPMENT CORPORATION
EPA BROWNFIELDS ASSESSMENT GRANT
SCOPE OF WORK FOR MAXIM TECHNOLOGIES
FEBRUARY 25, 2005**

This Scope of Work (SOW) outlines the four primary tasks to be conducted by Maxim Technologies (Maxim) for the Capital City Development Corporation (CCDC) for their EPA Brownfield Grant BF-97093201 project. An overview of the scope of work for the entire project is presented, however, a more detailed description of selective activities is provided since they are being initially authorized. 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 Maxim 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 the following activities should be completed:

- Create a community outreach and education effort that will facilitate 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;
- Establish a viable and effective means of assessing selected Brownfield properties;
- Establish a viable and effective means of evaluating cleanup alternatives in light of potential redevelopment opportunities.

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 that need to be authorized at this time are identified in the text.

Task I Project Management

Maxim 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.

We shall include the following items in the PMP:

- Project Schedule – The schedule presented in the proposal shall be modified to match our anticipated March 2005 kick-off date and it shall be presented in Gantt chart format using Microsoft Project ®.
- Proposed Cost Tracking Spreadsheet – An excel spreadsheet shall be developed 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 – An outline shall be prepared of our proposed status report. A format that can be used by CCDC to prepare their quarterly reports to EPA will also be prepared. The outline for our proposed monthly status report is as follows:
 - 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
- Communication Plan – The primary points of contact for each of the organizations shall be identified along with individual task managers. The lines of communication shall be listed 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 Chris Cerquone on public involvement and Brownfield program issues.

The scope of work for this task includes implementation of these plans 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, Maxim 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 placed 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

A minimum of three fact sheets shall be prepared to disseminate information about the Brownfield project to the public. The initial fact sheet shall discuss program basics, what opportunities there are to participate in the program, and how to get involved. Subsequent fact sheets shall be published as the project progresses. For instance, a second fact sheet shall be produced after the site inventory is completed to describe which sites have been selected for on-going Phase I analysis. A third fact sheet shall be created 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. Additional notifications may be provided to surrounding property owners before field work begins for the Phase II assessments.

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. We shall holding public meetings 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; and,
- After Phase II assessment and before cleanup alternatives analysis

At the first public meeting, representatives from the City of Boise and Idaho Department of Environmental Quality (IDEQ) shall be invited to participate to indicate to the public the cooperative nature of the project.

Press Releases

To increase public awareness about the project, we 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

We 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 Maxim'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

Maxim 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. Maxim 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. Maxim 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.

The database shall be enhanced by designing it to take advantage of existing City and County Geographic Information System (GIS) data. We will acquire this data from COMPASS or these entities directly and other public and commercial sources. Data collected may include the following:

- location;
- ownership;
- 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.

Maxim 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. The database shall be used to develop maps and various tables for the CCDC Brownfield Program.

Subtask 3-1 is the only portion of Task 3 that will be conducted as part of this initial authorization.

Subtask 3-2 Phase I Environmental Site Assessments

Based upon the findings of the Site Inventory and input received from the public involvement process, properties shall be selected for completion of a Phase I Environmental Site Assessment (Phase I). Up to ten Phase Is may be necessary. Maxim shall ensure that the Phase Is meet the All Appropriate Inquiry (AAI) standards proposed by EPA on August 26, 2004 (or subsequently revised rules adopted before the Phase I assessments are started) and follow the ASTM E1527-00 methods.

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

The scope of work included in Subtask 3-2 is not part of the initial authorization.

Subtask 3-3 Phase II Environmental Site Assessments

The selection of sites for Phase II assessments shall be made in conjunction with CCDC, based on eligibility and prioritization ranking using the Phase I results and other criteria, such as responsible party viability, relative risk, potential liability of CCDC and RCRA corrective action orders.

Prior to starting Phase II assessments, each proposed site shall be evaluated for any threatened/endangered species or habitats, in accordance with provisions of the Endangered Species Act. Historic or cultural resources present shall be identified by contacting the State Historic Preservation Office.

Following completion of the field work and receipt of laboratory analytical data, we shall prepare a summary of the Phase II assessment for each site. Each report shall present site data, laboratory data and pertinent findings and shall include supporting figures, diagrams and tables. The reports shall be oriented toward use in the subsequent assessment of Brownfields cleanup alternatives.

The scope of work included in Subtask 3-3 is not part of the initial authorization.