



CITY OF NEW BRITAIN

DEPARTMENT OF PLANNING & DEVELOPMENT

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EST. 1871

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City-Wide Brownfields Assessment Project

The following questions were received by the City Department of Planning & Development. The City's answers to the questions are included below in *italics*:

- 1) In Section B (Project Approach) of the RFP it states the following: "Provide a description of the approach to be taken toward the completion of each of the four tasks outlined in the approved EPA Work Plan...". Task 2 of the Work Plan involves the performance of Outreach and Community Involvement activities, such as giving Brownfield presentations at three (3) Neighborhood Revitalization Zone meetings, and holding a minimum of three (3) meetings of the Commission on Community and Neighborhood Development. However, the project budget table included on page 3 of the Work Plan does not list or identify the allocation of grant funds for Contractual services under Task 2. Therefore, is it the intent of the City of New Britain to solely utilize City Planning Staff to conduct the aforementioned meetings? If not, what is the dollar amount of the EPA Grant funds that has been allocated by the City for the services of a LEP to perform the Phase 2 tasks?
 - a. *Department of Planning & Development staff will be present but it is incumbent on the selected firm to attend and provide guidance and consultation during the site selection & eligibility determination.*
 - b. *Workplan is subject to modification based on negotiation with selected consultant and public input gathered during stakeholder meetings.*
- 2) Please provide a copy of Attachment 1 (Budget Detail) that accompanies the Assessment Work Plan.
 - a. *View Appendix A*

- 3) What are the EPA-mandated mandated MWBE percentages as indicated in the City's Cooperative Agreement with the EPA?
 - a. *EPA M/WBE requirements can be found in detail here:*
<https://www.epa.gov/grants/disadvantaged-business-enterprise-program-requirements>
- 4) What engineering firms (i.e. LEPs) has the City used on other EPA and/or State-funded Brownfield Assessment and Cleanup projects?
 - a. *The Last EPA-funded project occurred in approximately 2008. The City utilized TRC Companies, Inc. to complete the project scope.*
- 5) Who prepared the successful EPA Brownfields Assessment Grant Application?
 - a. *Scott Williams, Grants Administrator – Department of Planning & Development*
- 6) Who prepared the Assessment Work Plan that was included with the RFP?
 - a. *Scott Williams, Grants Administrator – Department of Planning & Development*
- 7) Does the City require a licensed planner to be a part of the proposed project team or just an LEP who is experienced with re-use planning and redevelopment?
 - a. *The City may require EPA eligible planning documents to accompany ESA's. An experienced planner should be accessible to the City as part of the contract awarded through this RFP. The work plan is subject to change as a result public input/stakeholder meetings – therefore, the intensity of planning work is unknown. It is suggested that respondents at minimum identify possible subcontractors capable of completing these studies (e.g. Market Analysis for commercial and/or residential properties).*
- 8) Is the City's planning department providing support for the brownfields project or does the City have an outside planner for these services?
 - a. *City staff will be available for guidance and direction while a firm is completing the Market Analysis portion of this project. All previously conducted plans will be made available upon request and staff will be available for consultation.*

- 9) Can you provide the Site addresses and any historical environmental documents for each Site?
- a. *The original application identified three priority properties, however due to shifting project priorities and timelines of the property owners or controlling entities, each of the sites has advanced assessment measures through alternate funding sources. The City's slate of priority sites is in development and will be discussed in detail with the selected firm upon award.*
- 10) Does the QEP utilize the EPA ACRES system for file uploads, progress reports, etc. or will the city handle that?
- a. *The City of New Britain Department of Planning & Development will be responsible for all reporting via EPA ACRES.*
- 11) Based on the budget in the EPA Workplan and the budget specified in the RFP it appears that the allotted 291K for the LEP consulting work is mainly for Task 2-4 of the EPA Assessment Workplan; the LEP does not have a role in Task 1, correct?
- a. *It's the expectation of the City that the firm will be in attendance at each public meeting in order to provide guidance to the City in site selection & eligibility.*
 - b. *Workplan is subject to modification based on negotiation with selected consultant and public input gathered during stakeholder meetings.*
- 12) Task 3 Site Assessment subtasks indicates "enter sites on GIS mapping tool." Is the QEP expected to do this or is this performed by the City?
- a. *The City of New Britain Department of Planning & Development will be responsible for all reporting via EPA ACRES. Site mapping of AOC's and existing conditions may require the LEP to utilize GIS mapping in order to complete work scope items.*
- 13) Will the City provide assistance with the access agreements?
- a. *Yes, the City will coordinate the process of securing access agreements for all privately-owned properties.*
- 14) Does Task 3 funding include Phase II through Phase III delineation of all contaminants in all media at each of the three subject properties targeted for Phase II ESAs?
- a. *The project properties have yet to be determined. The full work scope will be finalized upon completion of public input and stakeholder meetings.*

15) The EPA Workplan references a budget detail in Attachment 1 which is not provided.

a. View Appendix A

16) Is a Qualified Management Plan (QMP) required?

a. A QMP is not required unless otherwise requested by the EPA during the contract period.

17) Section C on Page 4 of the RFP document indicates that a CT licensed PE or PG be on staff to certify that the investigation(s) are conducted in accordance with generally accepted consulting practices.... For Connecticut this is the role of the LEP. Please explain if a CT PE or PG is required.

a. A PE may be required depending on final outcomes. At this time a PE or PG is not required.

18) Does the City assist with determination of which two properties get the marketing analyses?

a. Yes – the City will make the determination of which properties are selected for assessment and what level of assessment or ancillary study will take place.

Appendix A:

2021 Workplan Budget Detail for Assessment Grants

Personnel:

Item	Rate/Hour	Hours	Request from EPA
Total		0	\$0

Fringe Benefits:

Rate/Base/Composition	Request from EPA
Total	\$0

Travel:

Item	Request from EPA
Travel to National Brownfields Conferences including lodging, air, per-diem, and registration fees for 1 employees.	\$3,000
Travel to Region 1 Grantee meetings including travel, lodging, and per-diem for 1 employee.	\$1,000
Total	\$4,000

Supplies:

Item	Request from EPA
Meeting Supplies (printing, translations, etc)	\$1,000
Total	\$1,000

Contractual:

Item	Request from EPA
Qualified Environmental Professional	\$291,000
Total	\$291,000

Other

Item	Request from EPA
Meeting Expenses (ASL translator, facility costs, etc.)	\$4,000
Total	\$4,000

Indirect Costs:

Base	Request from EPA
Total	\$0

Total Budget Summary:

Item	Request from EPA
Personnel	\$0
Fringe Benefits	\$0
Travel	\$4,000
Supplies	\$1,000
Contractual	\$291,000
Other	\$4,000
Indirect Costs	\$0
Total	\$300,000

Notes:

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