

BIG SKY ECONOMIC DEVELOPMENT

Request for Proposals

for

Big Sky Economic Development Brownfields Project

Request for Proposals

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**Can be found on <http://www.bigskyeconomicdevelopment.org/projects.php>*

Section 1: General Information

Request for Proposals (RFP) Big Sky Economic Development (BSED) Brownfields Project

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

THIS IS NOT AN ORDER

<p>RESPOND NO LATER THAN</p> <p>November 22, 2017 4:00 p.m. MDT</p> <p><i>Mandatory pre-bid proposal conference call November 13, 2017.</i></p> <p><i>Call # 1-800-747-5150 Access: 256-6871#</i></p>	<p>RFP INITIATIVE:</p> <p>Big Sky Economic Development Brownfields Project</p>	<p>One electronic and eight (8) hard copies of the proposal should be mailed to the contact person at the address below.</p>
<p>Proposer Name:</p>		<p>SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:</p> <p>Big Sky Economic Development 222 North 32nd Street, Suite 200 Billings, MT 59101 ATTENTION: Patrick Klugman, Project Manager</p> <p>Email: klugman@bigskyeda.org PHONE: (406) 869-8418 FAX: (406) 256-6877</p>

**GRANT MONIES WILL BE USED TO FUND
CONTRACTS EXECUTED UNDER THIS RFP.**

Section 2: Project Overview

Introduction

Big Sky Economic Development (BSED) is soliciting responses for conducting public education and outreach as well as completing Phase I and II Environmental Site Assessments, along with cleanup planning, per the Work plan approved by the United States Environmental Protection Agency (EPA) in its Cooperative Agreement BF-96855601. The assessments will be conducted within the East Billings Urban Renewal District (EBURD) and the Downtown Billings Association Tax Increment Financing District (DBA). This Request for Proposal (RFP) provides the specifications and requirements for prospective applicants to complete a proposal with cost estimates for services. The deadline for submittal in response to this solicitation is **November 22, 2017 at 4:00pm** Mountain Daylight Time.

EPA has selected BSED for a Brownfields Assessment Grant, addressing both Hazardous Substance and Petroleum contamination. The Brownfields Assessment Grant will assist redevelopment through the completion of environmental assessments on eligible brownfield properties. It will be used to identify the nature and severity of contamination on properties and allow for the planning and selection of cleanup remedies. Our overall goals for the Brownfield program are to remove the environmental uncertainties associated with properties in the EBURD area and Downtown Billings through the completion of environmental assessments, to further the clean-up of contamination, and to bring about more sustainable and beneficial development to the City of Billings.

Proposed work must meet all federal requirements for work funded by an EPA Brownfields Grant.

Background & Site Description

Previous target assessment efforts focused solely on the east of downtown Billings, Montana (Yellowstone County), in the East Billings Urban Renewal District (EBURD). BSED will continue to focus efforts within the EBURD, but will also expand assessment and revitalization efforts to Billings' downtown core and tax increment financing district (TIFD). The EBURD, approximately 400 acres, abuts the downtown core and extends eastward to a county-owned 10,000-seat expo-entertainment center. The Downtown TIFD's goal is to eliminate blight through growth of the taxable value of property. Clearly identifying environmental uncertainties through Brownfield assessments will encourage and promote redevelopment in both EBURD and Downtown tax increment financing districts. Both areas can be characterized by mixed uses, comprising industrial, commercial, professional, and residential land uses. In the past these areas have been home to a meat-packing plant, an oil and gas company, and other industrial and commercial enterprises that may have used or generated petroleum and hazardous substance contamination.

The selected contractor is required to hold at least three public meetings as outlined in the Milestone Chart included in the workplan (Attachment E). Note: Target dates within the Milestone Chart, due to a delay in final processing of the Cooperative Agreement, will be adjusted accordingly. However, the final project completion date remains the same. The public will be given an opportunity to express concerns regarding possible sites, prioritize projects, provide historical information and propose concepts for the future use of the property.

Following the first public meeting, the BSED Brownfields Steering Committee, with guidance from the contractor, will be responsible for the final selection of properties to be reviewed within the guidelines of the Brownfields application.

Section 3: Scope of Services

The overall goals of Big Sky Economic Development's brownfields effort are to remove the environmental uncertainties associated with properties within the EBURD and Downtown Core and, if possible, elsewhere in Billings, through the completion of environmental assessments, to further the clean-up of contamination, and to bring about more sustainable and beneficial development to the City of Billings. The objective of this project is to identify the contaminants that may exist at the facilities and provide clean up options.

The work efforts for this project will fall into nine tasks as follows:

Task 1.0: Community Outreach and Education

- Meet with BSED project staff and the Brownfields Steering Committee as needed.
- Plan and hold at least three public meetings to answer questions and provide basic information about brownfields site assessments.
- Consultant will work with BSED staff and Steering Committee to gain voluntary access to assessment sites.

Deliverables: Community Outreach Plan and written permission for access from property owners.

Task 2.0: Perform Phase I Environmental Assessments, including the following:

- Prioritize up to 10 sites for Phase I Assessment (5 hazardous substance, 5 petroleum)
- Complete assessment of sites using ASTM E 1527-13 as guidance and prepare Phase I reports.
- Identify recognized environmental conditions.
- Provide focus for prioritizing up to 6 Phase II site assessments (3 hazardous substance, 3 petroleum) per site selection process, and working within budget constraints.

Deliverable: Draft and Final Phase I Reports.

Task 3.0: Develop Data Quality Objectives and EPA Quality Assurance Project Plan (QAPP) for up to 6 sites selected for Phase II assessments. The QAPP must be responsive to and consistent with U.S. EPA Region 8's QA Document Review Checklist and be approved by U.S. EPA.

Deliverable: Draft and Final QAPP.

Task 4.0: Develop Sampling Analysis Plans (SAPs) for up to 6 sites identified in Task 2. Include a Field Sampling Plan plus the QAPP.

Deliverable: Draft and Final SAPs.

Task 5.0: Conduct Phase II Site Investigation including a Health and Safety Plan.

Deliverable: Draft and Final Phase II Environmental Assessment Report(s).

Task 6.0: Upon completion of a Phase I or Phase II Assessment, provide an official Reliance Letter for each assessment, AND; fulfill all requirements of the Environmental Professional outlined in the provided sample reliance letter. See Attachment D for sample letter.

Deliverable: Reliance Letter for each Phase I and Phase II Assessment.

Task 7.0: Cleanup Planning.

- Compare site data with appropriate risk-based cleanup standards and conduct risk assessments, if needed, for approximately two sites, considering budget constraints.
- Identify cleanup options and costs based on site data, for approximately two sites, considering budget constraints.
- Identify redevelopment options (residential, recreational, and commercial) based on site data and community input, and considering goals envisioned in the 2009 EBURD Master Plan, 1997 Downtown Framework Plan, and 2008 Amended Downtown Urban Renewal Plan.

Deliverable: Draft and Final Clean-up/Remedial Design Plan(s).

Task 8.0: Progress Reports, Invoice Submittals, and enter data in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) Reporting.

Deliverable: Monthly progress reports, invoices, and enter data in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting in accordance with EPA requirements and requested by BSED.

Task 9.0: Montana Department of Environmental Quality (DEQ) Compliance.

- Ability to exhibit knowledge and experience with Montana's DEQ and Montana's Petroleum Tank Release Compensation Board (PTRCB).
- Identifying property eligibility and sourcing funds for eligible projects.

Deliverable: Providing 24-hour petroleum release notices, and navigating forms and eligible costs associated with PTRCB costs.

Section 4: Methodology for Environmental Assessments

Big Sky Economic Development will review all environmental assessment proposals, QAPPs, and subsequent work plans to determine if activities will meet the objectives of the Brownfields project before the start of assessment activities. The final scope of services will be negotiated and modified as site conditions warrant.

Phase I and II assessments are necessary for the purpose of this RFP. The Phase I assessment will document previous as well as contemporary uses of the site and the potential for contamination due to site uses and/or migration from surrounding properties. Findings from a Phase I assessment typically include observations made on the property, interviews with people familiar with the property, and a review of public documents relevant to the property. Soil, air, or water sampling are not performed in a Phase I assessment.

The Phase I assessment will be conducted in accordance with the ASTM Standards on Environmental Site Assessments for Commercial Real Estate (ASTM Designation E1527-13), as well as applicable local and state requirements.

Phase II assessments evaluate potential concerns identified in the Phase I assessment. Phase II assessments are tailored to meet site-specific needs based on current or future use of the property. At a minimum, this may involve limited sampling and analysis to confirm or rule out potential environmental concerns. The Phase II sampling will follow guidelines, regulations and requirements of the designated lead regulatory agency, as appropriate. Phase II will also adhere to

ASTM Standards for Phase II Assessments (ASTM Designation E1903-97) when applicable. If the Phase II work indicates the need for clean-up, a separate RFP soliciting proposals will be prepared. Sampling activities must be adequate to determine the presence or absence, magnitude, extent, and clean up options for contaminants that may pose a threat to redevelopment and future land use. Phase II work will also adhere to applicable Federal and State regulatory requirements and should include identifying likely exposure pathways and characterizing risks to establish cleanup goals and to evaluate clean up options.

The EPA requires that all federally funded environmental monitoring, sampling and measurement efforts participate in a centrally managed quality assurance program. Anyone generating data under this quality assurance program has the responsibility to implement procedures to ensure that the precision, accuracy, and completeness of its data are known and documented. To meet this responsibility, EPA requires that for each Brownfields site, a written Sampling and Analysis Plan be consistent with the approved QAPP and an associated EPA Region 8 Document Review Crosswalk (see attachment C). Section 5 discusses QAPPs in further detail.

Analysis of clean-up options will be based on clean-up goals, methods, and costs considered acceptable by the Grantee, the community, and/or State/Federal regulators. The contractor will provide evaluation criteria and several options based on feedback from the Grantee and the community. Specific evaluation criteria that contractors will initially consider include the following: risk to public health, safety, and the environment (during and after redevelopment); ease of implementation; effectiveness; applicability with Federal, State, and local laws/regulations; degree of permanency; time; and cost.

Section 5: Quality Assurance

The proposal should describe the measures that will be used to ensure that defensible and quality data are collected and reported for this project. Proposals must describe and provide a rationale for selecting locations, types, quantities, and analyses for proposed samples. Proposals should also include general equipment and methods for proposed sampling and analyses with references to specific Federal, State, and professional practice guidelines. Proposed analysis and measurement methods must be capable of reliably detecting concentrations equal to or below applicable cleanup standards for future land use.

The consultant will prepare a Quality Assurance Project Plan (QAPP) containing required information for approval by the U.S. EPA Region VIII, per document EPA 540-R-98-038, *Quality Assurance Guidance for Conducting Brownfields Site Assessments*. The consultant will complete a U.S. EPA Region 8's QA Document Review Checklist to facilitate approval of the final document. QAPPs must address five general areas:

- A. Data Quality Objectives
- B. Project management
- C. Measurement/data acquisition
- D. Assessment/oversight
- E. Data validation and usability

Section 6: Health & Safety Requirements

The project manager or technical lead for the project must have advanced health and safety training as specified in OSHA, 29 CFR 1910.120. The proposed individual must be present on site during any on-site work and sampling activities. All individuals working at the site must have appropriate health and safety training, including 40-hour Hazardous Waste Site Operations and 8-Hour Refresher courses. A site-specific health and safety plan must be prepared by a certified safety professional or certified industrial hygienist, and submitted prior to performing on-site work. The proposal should provide an example outline or describe the type of information that will be in the health and safety plan. Such a plan must be submitted as part of the work plan for the final negotiated scope of services and revised, as necessary, for subsequent work plans.

Section 7: MBE/ WBE Utilization Requirements

In accordance with EPA’s Program for utilization of Small (SBE), Minority (MBE), and Women’s Business Enterprises (WBE), the contractor must ensure that the six affirmative steps are followed in extending subcontracting opportunities to qualified MBE/WBE firms (see 40 CFR 35.6580(a)). The following goals for MBE/WBE participating has been established for this project: the fullest extent possible that at least the following percentages will be met:

	MBE	WBE
Personnel Services	2.0%	3.0%
Equipment	2.0%	3.0%
Supplies	2.0%	3.0%
Construction	2.0%	3.0%

EPA requires that bidders/proposers under federally funded contracts or subcontracts for supplies, construction, equipment and/or services include solicitation efforts to organizations owned or controlled by socially and economically disadvantaged individuals and women. To evaluate compliance with the Fair Share policy, the bidder needs to demonstrate compliance with the six affirmative steps:

1. Include qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure the SBEs, MBEs, and WBEs are solicited whenever they are potential sources
3. Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of SBEs, MBEs, and WBEs.
4. Establish delivery schedules, where the requirements of the work permit, which will encourage participation by SBEs, MBEs, and WBEs.
5. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate.
6. If work is awarded from the prime contractor to a subcontractor, the subcontractor is required to take the affirmative steps outlined above.

Section 8: Community Outreach & Education Plan

The Grantee plans to solicit community participation in the assessment, cleanup and redevelopment activities. The contractor, in consultation with BSED staff, will be responsible for

the development of a Community Outreach and Education Plan that describes the outreach approach and schedule, and examples of educational material that will be used to communicate technical aspects of the environmental activities to the community. Respondents to this RFP should outline experience in holding community meetings and identify personnel who will be involved in on-site community training activities. Information presented to the community must be in layman's terms and will include summaries of cleanup standards, assessment sampling plans and results, proposed cleanup options and recommendations as related to project objectives and decisions. Respondents should plan to hold at least three public meetings, and to participate in Brownfields Steering Committee meetings as needed.

Section 9: Project Deliverables

All deliverables should be submitted to Big Sky Economic Development in both electronic and hard copy formats. The proposal should provide a description or outline of the work plan and reports that are part of the deliverables for the project. At a minimum, the following project deliverables are expected:

1. **Community Outreach/Environmental Education Plan & Report.** Summarizes the information presented and feedback received relevant to redevelopment objectives and scope of the assessment work. This will include key interactions and feedback from Federal, State, and local agencies. (See Section 8) for more information on activities related to this report).

2. **Draft and Final Phase I Environmental Assessment Reports.** Written summary of potential environmental concerns, with illustrations, for incorporation into the final EA report. These materials should document a level of effort consistent with the ASTM Standard E 1527 and meet ASTM standard for All Appropriate Inquires (AAI).
3. **Draft and Final Quality Assurance Project Plan.** Required elements are described in Section 5.
4. **Draft and Final Sampling Analysis Plans.** Consists of field sampling plans, including justifications for sampling locations, types and numbers of samples, analytical methods, etc. In addition, a Health and Safety Plan shall be provided that complies with OSHA 29 CFR 1910.120 entitled “Hazardous Waste Operations and Emergency Response.” Prior to beginning any fieldwork, a health and safety plan and site-specific SAP with crosswalk (see attachment C) for each site at which field work will be performed using EPA funds.
5. **Draft and Final Phase II Environmental Assessment Report.** The report should provide a summary of procedures and results of the Phase I and Phase II assessments, including a definition of the lateral and vertical extent of contamination (and associated exposure pathways and risks, if necessary), which poses a threat to planned reuse. This would include action levels and those samples that exceeded the action levels. The report should also include recommendations for cleanup or other appropriate actions, with cost estimates. Risk and cost figures will be reported within acceptable (negotiated) levels of confidence. The report will also contain a brief summary of Quality Assurance/Quality Control performance. Appendices will include boring logs, raw field and laboratory analytical data, sample chain-of-custody records, photograph logs, documentation of proper management of investigation-derived wastes, and abandonment records for boring and monitoring wells.
6. **SBA Reliance Letter for Each Phase I and Phase II Assessment.** The contractor will provide a signed reliance letter, utilizing the sample letter with no changes, to BSED for every Phase I and II Assessment.
7. **Draft and Final Phase III Clean-up/Remedial Design Plan(s).** This will consist of remediation options with preliminary cost estimates and levels of confidence (as appropriate). The report should also include recommendations for clean-up or other appropriate actions, with cost estimates. Risk and cost figures will be reported within acceptable (negotiated) levels of confidence.
8. **Progress Reports/Invoice Submittals.** Should occur on at least a monthly basis and contain short summaries of progress for all phases of work, data, and findings. Also, information that relates to decisions for subsequent assessment work and redevelopment will be reported in a timely manner, including:
 - A. **Recognition of new, potential environmental concerns** (verbally/immediately).
 - B. **Detection of contaminant concentrations** or other features that exceed or may exceed levels requiring cleanup for intended land use (verbally/immediately).
 - C. **Preliminary estimates** of magnitude, extent, and regulatory implications (or risks, if necessary) of contaminants, in context of redevelopment and intended land use. The contractor will provide levels of confidence for estimated risks (monthly or as appropriate).
 - D. **Quality Assurance/Quality Control** shortcomings and corrective actions (verbally/immediately).
 - E. **Deviations from the QAPP/SAP** with explanations.
 - F. **Health/Safety** incidents (immediately).
 - G. **ACRES Reporting** (monthly or as appropriate).

Section 10: Information for Consultants

10.1: Qualifications

The proposal should include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas:

1. Managing and performing Phase I and II Environmental Assessments.
2. Familiarity with Brownfields or equivalent processes should be described, giving examples of recent projects.
3. Performing site remediation and closure feasibility assessments (to include estimating associated risks and costs).
4. Working with federal, tribal and state regulatory agencies.
5. Providing community outreach and environmental education.
6. Experience on the uses of alternative or innovative technologies.

In addition, the proposal will describe institutional qualifications (including certifications or licenses) for:

7. Boring and monitoring well installations (attach typical log diagram) and abandonment.
8. Analytical laboratories, including results of participation in performance evaluation programs use of alternative/innovative technologies/equipment (as applicable).
9. Knowledge and experience working specifically with the Montana Department of Environmental Quality and Montana's Petroleum Tank Release Compensation Board.

Section 10.2: Schedule and Costs

The proposal should include anticipated schedule and time/material cost estimates for the activities listed below to be completed by December 16, 2020. Time should be allowed in the schedule for BSED to review and revise draft deliverables and for preparation of final documents. Unit rates on which costs are based should be included with the proposal as well as a timeline and project milestones, which should correspond to those in the Work plan approved by EPA (*see Attachment E*).

Provide a separate fee proposal for each task as described in Section 3 of this Request.

Submit unit rates for the following:

- Final negotiated assessment plan preparation.
- Surveys, field sampling, and analytical testing (If innovative techniques are proposed, submit a cost comparison to conventional methods).
- Report writing and project management activities.
- Quality assurance activities.
- Providing environmental remediation strategies.
- Community involvement and environmental education activities (including facilitation of meetings).

Section 10.3: Content of Proposals

Consultants shall provide the following information in their Proposal for evaluation by BSED:

- A. A list and description of projects similar in scope and size upon which the Consultant and Consultants proposed sub consultants have provided professional services; the names of personnel of the Consultant or Consultants proposed sub consultants who performed the work; a discussion of whether or not the projects were completed on time and within budget; and the names of persons responsible for the property owner and his/her telephone number. A minimum of three property owners must be identified in the Proposal.
- B. A list of the sub-consultants proposed to be used by the Consultant in the performance of the services described in the Scope of Services.
- C. Names and qualifications (including professional training, licenses, experience, awards, etc.) of personnel of Consultant and Consultants proposed sub consultants for the services described in the Scope of Services, and the role of each in the projects.
- D. The proposal should describe the measures that will be used to ensure that defensible and quality data are collected and reported for this project.
- E. Evidence that the Consultant has professional liability insurance.
- F. Overall project work plan and timeline, and such other data or information to assist BSED in applying the selection criteria set for the project herein below.

Section 10.4: Submission Procedures

A Mandatory pre-bid proposal conference call will be conducted on November 13, 2017 at 11:00 a.m. to discuss the RFP and answer any questions from consultants. The conference call number is 1-800-747-5150, access code: 256-6871#.

Written response proposals to this RFP must be received by no later than 4:00 p.m. MDT on Wednesday, November 22, 2017. Proposals received after this time/date will not be considered. Please deliver eight (8) hard copies and one (1) electronic copy of this proposal to:

Attention: Patrick Klugman
Big Sky Economic Development
222 North 32nd Street, Suite 200
Billings, Montana 59101
Mark the outside of the envelope: Brownfields RFP

The recipient 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 the project. No person having such interest shall be employed by or associated with consultant during the term of this agreement. The recipient must also state whether they are on the list of contractors that have been debarred from receiving Federal funding.

Questions about the project should be directed to Patrick Klugman (406) 869-8418, or klugman@bigskyeda.org. Copies of relevant documents may be obtained by contacting Patrick Klugman or accessing www.bigskyeconomicdevelopment.org and clicking on Community Development, then Projects.

Section 10.5: Selection Process

An evaluation committee comprised of BSED's Brownfields Selection Committee will review each proposal. BSED reserves the right to reject all proposals. Award of any contract is contingent upon approval by the BSED Board. The cost of preparing responses to this RFP shall be borne by the respondents and shall not be reimbursed by BSED. Criteria for rating firms will include the following:

- 25pts Firm's reputation for personal and professional integrity and competence; ability to work with and comply with federal, state, and local government agencies, including EPA, MT DEQ, and PTRCB; persons in official oversight/compliance capacities; and familiarity and experience with the type of project/process and site.
- 25pts Professional and educational experience of key personnel to be assigned to the project. Firm's experience working with EPA, Montana DEQ, and MT Petroleum Tank Release Compensation Board, specific to projects, process, and sites. Firms that have developed approved EPA QAPPs and Health & Safety Plans will receive a minimum of 10 points.
- 15pts Ability of the firm to provide required services and to perform the required work within the project period, which ends January 2021.
- 25pts Costs associated with the scope of work. Final costs will be negotiated with the selected firm upon submittal of a detailed project work plan, and cannot exceed the amount awarded by U.S. EPA for this project.
- 10pts Convincing scientific and logical strategies and innovative approaches.

Total 100 pts

In addition, each proposal must demonstrate its compliance with the MBE/WBE program requirements as described above in Section 7.

ATTACHMENT A CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation

Authorized Signature

Address

Printed Name

City/State/Zip

Title

Telephone Number

Date

ATTACHMENT B MASTER Q & A FORM

Master Q&A	Any questions regarding this Request for Proposal should be submitted according to the process outlined below. Big Sky Economic Development will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none"> 1. Prepare questions or concerns on the template provided. 2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable). 3. Submit the completed form via email to Patrick Klugman, klugman@bigskyeda.org. Attach associated documents as necessary. <p>Please contact Patrick Klugman at (406) 869-8418 with any questions regarding this process.</p>

#	Date	Reference Section	Question or Comment	Big Sky EDA Response
1				
2				
3				
4				
5				

Questions from: _____ **Company:** _____

Email Address: _____ **Date:** _____

ATTACHMENT C

EPA REGION 8 DOCUMENT REVIEW CROSSWALK

[Title]

EPA REGION 8 QA DOCUMENT REVIEW CROSSWALK

QAPP/FSP/SAP for: <i>(check appropriate box)</i>	Entity (<i>grantee, contract, EPA AO, EPA Program, Other</i>)	Regulatory Authority and/or Funding Mechanism	___ 40 CFR 31 for Grants ___ 48 CFR Part 46 for Contracts ___ Interagency Agreement ___ EPA Administrative Order ___ EPA Program Funding ___ EPA Program Regulation ___ EPA CIO 2105																				
GRANTEE																							
CONTRACTOR																							
EPA																							
Other																							
Document Title <i>[Note: Title will be repeated in Header]</i>	[Title]																						
QAPP/FSP/SAP Preparer																							
Period of Performance <i>(of QAPP/FSP/SAP)</i>		Date Submitted for Review																					
EPA Project Officer EPA Project Manager		PO Phone # PM Phone #																					
QA Program Reviewer or Approving Official		Date of Review																					
Documents to Review: 1. QAPP written by Grantee or EPA must also include for review: Work Plan(WP) / Statement of Work (SOW) / Program Plan (PP) / Research Proposal (RP) 2. QAPP written by Contractor must also include for review: a) Copy of signed QARF for Task Order b) Copy of Task Order SOW c) Made available hard or electronic copy of approved QMP d) If QMP not approved, provide Contract SOW 3. For a Field Sampling Plan (FSP) or Sampling & Analyses Plan (SAP), the Project QAPP must also be provided. OR The FSP or SAP must be clearly identified as a stand-alone QA document and must contain all QAPP required elements (Project Management, Data Generation/Acquisition, Assessment and Oversight, and Data Validation and Usability).		Documents Submitted for QAPP Review: 1. QA Document(s) submitted for review: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:15%;">QA Document</th> <th style="width:15%;">Document Date</th> <th style="width:25%;">Document Stand-alone</th> <th style="width:45%;">Document with QAPP</th> </tr> </thead> <tbody> <tr> <td>QAPP</td> <td></td> <td>Yes / No</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>FSP</td> <td></td> <td>Yes / No</td> <td>Yes / No</td> </tr> <tr> <td>SAP</td> <td></td> <td>Yes / No</td> <td>Yes / No</td> </tr> <tr> <td>SOP(s)</td> <td></td> <td style="background-color: #cccccc;"></td> <td>Yes / No</td> </tr> </tbody> </table> 2. WP/SOW/TO/PP/RP Date _____ WP/SOW/TO/RP Performance Period _____ 3. QA document consistent with the: WP/SOW/PP for grants? <u>Yes / No</u> SOW/TO for contracts? <u>Yes / No</u> 4. QARF signed by R8 QAM <u>Yes / No / NA</u> Funding Mechanism <u>IA</u> / contract / grant / NA Amount _____		QA Document	Document Date	Document Stand-alone	Document with QAPP	QAPP		Yes / No		FSP		Yes / No	Yes / No	SAP		Yes / No	Yes / No	SOP(s)			Yes / No
QA Document	Document Date	Document Stand-alone	Document with QAPP																				
QAPP		Yes / No																					
FSP		Yes / No	Yes / No																				
SAP		Yes / No	Yes / No																				
SOP(s)			Yes / No																				
Summary of Comments (<i>highlight significant concerns/issues</i>): 																							

[Title]

Element	Acceptable <i>Yes/No/NA</i>	Page/ Section	Comments
A. Project Management			
A1. Title and Approval Sheet			
a. Contains project title			
b. Date and revision number line (for when needed)			
c. Indicates organization=s name			
d. Date and signature line for organization=s project manager			
e. Date and signature line for organization=s QA manager			
f. Other date and signatures lines, as needed			
A2. Table of Contents			
a. Lists QA Project Plan information sections			
b. Document control information indicated			
A3. Distribution List			
Includes all individuals who are to receive a copy of the QA Project Plan and identifies their organization			
A4. Project/Task Organization			
a. Identifies key individuals involved in all major aspects of the project, including contractors			
b. Discusses their responsibilities			
c. Project QA Manager position indicates independence from unit generating data			
d. Identifies individual responsible for maintaining the official, approved QA Project Plan			
e. Organizational chart shows lines of authority and reporting responsibilities			
A5. Problem Definition/Background			
a. States decision(s) to be made, actions to be taken, or outcomes expected from the information to be obtained			
b. Clearly explains the reason (site background or historical context) for initiating this project			
c. Identifies regulatory information, applicable criteria, action limits, etc. necessary to the project			

[Title]

A6. Project/Task Description			
a. Summarizes work to be performed, for example, measurements to be made, data files to be obtained, etc., that support the project=s goals			
b. Provides work schedule indicating critical project points, e.g., start and completion dates for activities such as sampling, analysis, data or file reviews, and assessments			
c. Details geographical locations to be studied, including maps where possible			
d. Discusses resource and time constraints, if applicable			
A7. Quality Objectives and Criteria			
a. Identifies - performance/measurement criteria for all information to be collected and acceptance criteria for information obtained from previous studies, - including project action limits and laboratory detection limits and - range of anticipated concentrations of each parameter of interest			
b. Discusses precision			
c. Addresses bias			
d. Discusses representativeness			
e. Identifies the need for completeness			
f. Describes the need for comparability			
g. Discusses desired method sensitivity			
A8. Special Training/Certifications			
a. Identifies any project personnel specialized training or certifications			
b. Discusses how this training will be provided			
c. Indicates personnel responsible for assuring training/certifications are satisfied			
d. identifies where this information is documented			
A9. Documentation and Records			
a. Identifies report format and summarizes all data report package information			

[Title]

b. Lists all other project documents, records, and electronic files that will be produced			
c. Identifies where project information should be kept and for how long			
d. Discusses back up plans for records stored electronically			
e. States how individuals identified in A3 will receive the most current copy of the approved QA Project Plan, identifying the individual responsible for this			
B. Data Generation/Acquisition			
B1. Sampling Process Design (Experimental Design)			
a. Describes and justifies design strategy, indicating size of the area, volume, or time period to be represented by a sample			
b. Details the type and total number of sample types/matrix or test runs/trials expected and needed			
c. Indicates where samples should be taken, how sites will be identified/located			
d. Discusses what to do if sampling sites become inaccessible			
e. Identifies project activity schedules such as each sampling event, times samples should be sent to the laboratory, etc.			
f. Specifies what information is critical and what is for informational purposes only			
g. Identifies sources of variability and how this variability should be reconciled with project information			
B2. Sampling Methods			
a. Identifies all sampling SOPs by number, date, and regulatory citation, indicating sampling options or modifications to be taken			
b. Indicates how each sample/matrix type should be collected			
c. If in situ monitoring, indicates how instruments should be deployed and operated to avoid contamination and ensure maintenance of proper data			

[Title]

d. If continuous monitoring, indicates averaging time and how instruments should store and maintain raw data, or data averages			
e. Indicates how samples are to be homogenized, composited, split, or filtered, if needed			
f. Indicates what sample containers and sample volumes should be used			
g. Identifies whether samples should be preserved and indicates methods that should be followed			
h. Indicates whether sampling equipment and samplers should be cleaned and/or decontaminated, identifying how this should be done and by-products disposed of			
i. Identifies any equipment and support facilities needed			
j. Addresses actions to be taken when problems occur, identifying individual(s) responsible for corrective action and how this should be documented			
B3. Sample Handling and Custody			
a. States maximum holding times allowed from sample collection to extraction and/or analysis for each sample type and, for in-situ or continuous monitoring, the maximum time before retrieval of information			
b. Identifies how samples or information should be physically handled, transported, and then received and held in the laboratory or office (including temperature upon receipt)			
c. Indicates how sample or information handling and custody information should be documented, such as in field notebooks and forms, identifying individual responsible			
d. Discusses system for identifying samples, for example, numbering system, sample tags and labels, and attaches forms to the plan			
e. Identifies chain-of-custody procedures and includes form to track custody			
B4. Analytical Methods			

[Title]

a. Identifies all analytical SOPs (field, laboratory and/or office) that should be followed by number, date, and regulatory citation, indicating options or modifications to be taken, such as sub-sampling and extraction procedures			
b. Identifies equipment or instrumentation needed			
c. Specifies any specific method performance criteria			
d. Identifies procedures to follow when failures occur, identifying individual responsible for corrective action and appropriate documentation			
e. Identifies sample disposal procedures			
f. Specifies laboratory turnaround times needed			
g. Provides method validation information and SOPs for nonstandard methods			
B5. Quality Control			
a. For each type of sampling, analysis, or measurement technique, identifies QC activities which should be used, for example, blanks, spikes, duplicates, etc., and at what frequency			
b. Details what should be done when control limits are exceeded, and how effectiveness of control actions will be determined and documented			
c. Identifies procedures and formulas for calculating applicable QC statistics, for example, for precision, bias, outliers and missing data			
B6. Instrument/Equipment Testing, Inspection, and Maintenance			
a. Identifies field and laboratory equipment needing periodic maintenance, and the schedule for this			
b. Identifies testing criteria			
c. Notes availability and location of spare parts			
d. Indicates procedures in place for inspecting equipment before usage			
e. Identifies individual(s) responsible for testing, inspection and maintenance			
f. Indicates how deficiencies found should be resolved, re-inspections performed, and effectiveness of corrective action determined and documented			

[Title]

B7. Instrument/Equipment Calibration and Frequency			
a. Identifies equipment, tools, and instruments that should be calibrated and the frequency for this calibration			
b. Describes how calibrations should be performed and documented, indicating test criteria and standards or certified equipment			
c. Identifies how deficiencies should be resolved and documented			
B8. Inspection/Acceptance for Supplies and Consumables			
a. Identifies critical supplies and consumables for field and laboratory, noting supply source, acceptance criteria, and procedures for tracking, storing and retrieving these materials			
b. Identifies the individual(s) responsible for this			
B9. Use of Existing Data (Non-direct Measurements)			
a. Identifies data sources, for example, computer databases or literature files, or models that should be accessed and used			
b. Describes the intended use of this information and the rationale for their selection, i.e., its relevance to project			
c. Indicates the acceptance criteria for these data sources and/or models			
d. Identifies key resources/support facilities needed			
e. Describes how limits to validity and operating conditions should be determined, for example, internal checks of the program and Beta testing			
B10. Data Management			
a. Describes data management scheme from field to final use and storage			
b. Discusses standard record-keeping and tracking practices, and the document control system or cites other written documentation such as SOPs			
c. Identifies data handling equipment/procedures that should be used to process, compile, analyze, and transmit data reliably and accurately			
d. Identifies individual(s) responsible for this			
e. Describes the process for data archival and retrieval			

[Title]

f. Describes procedures to demonstrate acceptability of hardware and software configurations			
g. Attaches checklists and forms that should be used			
C. Assessment and Oversight			
C1. Assessments and Response Actions			
a. Lists the number, frequency, and type of assessment activities that should be conducted, with the approximate dates			
b. Identifies individual(s) responsible for conducting assessments, indicating their authority to issue stop work orders, and any other possible participants in the assessment process			
c. Describes how and to whom assessment information should be reported			
d. Identifies how corrective actions should be addressed and by whom, and how they should be verified and documented			
C2. Reports to Management			
a. Identifies what project QA status reports are needed and how frequently			
b. Identifies who should write these reports and who should receive this information			
D. Data Validation and Usability			
D1. Data Review, Verification, and Validation			
Describes criteria that should be used for accepting, rejecting, or qualifying project data			
D2. Verification and Validation Methods			
a. Describes process for data verification and validation, providing SOPs and indicating what data validation software should be used, if any			
b. Identifies who is responsible for verifying and validating different components of the project data/information, for example, chain-of-custody forms, receipt logs, calibration information, etc.			
c. Identifies issue resolution process, and method and individual responsible for conveying these results to data users			

[Title]

d. Attaches checklists, forms, and calculations			
D3. Reconciliation with User Requirements			
a. Describes procedures to evaluate the uncertainty of the validated data			
b. Describes how limitations on data use should be reported to the data users			

ATTACHMENT D SAMPLE RELIANCE LETTER

**[Print on Letterhead of Environmental Professional or
Environmental Professional's Firm]**

RELIANCE LETTER

[Date]

To: Big Sky Economic Development Corporation ("Lender")
222 N. 32nd Street, Suite 200
Billings, MT 59101

and

U.S. Small Business Administration ("SBA")

Re: Borrower Name:
Project Address ("Property"):
Environmental Investigation Report Number(s):

Dear Lender and SBA:

[Name of Environmental Professional] ("Environmental Professional") meets the definition of an Environmental Professional as defined by 40 C.F.R. § 312.10(b) and has performed the following "Environmental Investigation(s)" (check all that apply):

____ A Transaction Screen of the Property dated _____, 20____, conducted in accordance with ASTM International's most recent standard (currently ASTM E1528-06);

____ An Phase I (or an Updated Phase I) Environmental Site Assessment of the Property dated _____, 20____, conducted in accordance with ASTM International's most recent standard (currently ASTM E1527-05). In addition, the Environmental Professional has addressed the performance of the "additional inquiries" set forth at 40 C.F.R. § 312.22;

____ A Phase II Environmental Site Assessment of the Property dated _____, 20____, conducted in accordance with generally-accepted industry standards of practice and consisting of a scope of work that would be considered reasonable and sufficient to identify the presence, nature and extent of a Release as it impacts the Property.

Reliance by SBA and Lender. Environmental Professional (and Environmental Professional's firm, where applicable) understand(s) that the Property may serve as collateral for an SBA guaranteed loan, a condition for which is an Environmental Investigation of the Property by an Environmental Professional. Environmental Professional (and Environmental Professional's firm, where applicable) authorize(s) Lender and SBA to use and rely upon the Environmental Investigation. Further, Environmental Professional (and Environmental Professional's firm,

where applicable) authorize(s) Lender and SBA to release a copy of the Environmental Investigation to the borrower for information purposes only. This letter is not an update or modification to the Environmental Investigation. Environmental Professional (and Environmental Professional's firm, where applicable) makes no representation or warranty, express or implied, that the condition of the Property on the date of this letter is the same or similar to the condition of the Property described in the Environmental Investigation.

Insurance Coverage. Environmental Professional (and/or Environmental Professional's firm, where applicable) certifies that he or she or the firm is covered by errors and omissions liability insurance with a minimum coverage of \$1,000,000 per claim (or occurrence) and that evidence of this insurance is attached. As to the Lender and SBA, Environmental Professional (and Environmental Professional's firm, where applicable) specifically waive(s) any dollar amount limitations on liability up to \$1,000,000.

Waiver of Right to Indemnification. Environmental Professional and Environmental Professional's firm waive any right to indemnification from the Lender and SBA.

Impartiality. Environmental Professional certifies that (1) to the best of his or her knowledge, Environmental Professional is independent of and not a representative, nor an employee or affiliate of seller, borrower, operating company, or any person in which seller has an ownership interest; and (2) the Environmental Professional has not been unduly influenced by any person with regard to the preparation of the Environmental Investigation or the contents thereof.

Acknowledgment. The undersigned acknowledge(s) and agree(s) that intentionally falsifying or concealing any material fact with regard to the subject matter of this letter or the Environmental Investigations may, in addition to other penalties, result in prosecution under applicable laws including 18 U.S.C. § 1001.

Environmental Professional
Printed Name:

(Note: The Environmental Professional must always sign this letter above. If the Environmental Professional is employed or retained by an Environmental Firm, then an authorized representative of the firm must also sign below).

Signature of representative of firm who is authorized to sign this letter
Printed Name & Title:
Name of Environmental Firm:

Enclosure: Evidence of Insurance

ATTACHMENT E WORK PLAN

Work Plan
Big Sky Economic Development
Brownfields Assessment Grants
September 2017

1. Project Overview:

Big Sky Economic Development (BSED) intends to continue the momentum gained through previous, and now current, Brownfield Assessment Grant funding and community-wide assessment of Billings, MT. Of special focus is Tax Increment Finance Districts, the Downtown Billings Alliance (DBA) and the East Billings Urban Renewal District (EBURD) which are both adjacent to one-another, and abut the downtown core and extend eastward to a county-owned 10,000-seat expo-entertainment center. The Districts comprise industrial, commercial, professional, and residential uses. Our previous efforts have focused solely on the EBURD area; we will continue to engage EBURD Property Owners, however, we intend to expand our Brownfield footprint and involve property owners within the DBA tax increment financing district and provide additional environmental site assessment (ESA) opportunities to spur reuse, expansion, and redevelopment.

BSED has established a trust with community members and property owners regarding the ESAs. We will continue to work with interested property owners to move forward projects otherwise delayed because of environmental concerns, as well as educate through community outreach to elected officials, community groups, city taskforces, and public presentations.

2. Management and Coordination:

The primary project contact is Patrick Klugman, Community Development Project Manager; phone 406-869-8418, email klugman@bigskyeda.org. Postal mailing address is Big Sky Economic Development, 222 North 32nd Street, Suite 200; Billings, MT 59101-1948.

BSED will acquire the services of a qualified environmental professional to coordinate, direct and oversee the brownfields assessment project, and will follow Federal and State of Montana procurement statutes in selecting a qualified firm.

3. Description of Assessment Activities:

3.1 Site Identification/Selection:

To select sites, BSED, in conjunction with its chosen contractor, will establish a Brownfields Steering Committee that will direct the completion of a site inventory and site prioritization effort in the District, based on specific site selection criteria: health and environmental effects; potential for redevelopment and commercial/residential re-use; and the willingness of the owner to provide site access. A simultaneous planning effort will be underway at the same time as

the inventory process to identify those sites that represent “anchor development properties” in the District. Once the inventory and planning processes are in place, BSED project managers will work with the contractors, community partners, the general public, and District stakeholders to select sites for assessment based on the site selection criteria, carefully following guidelines of the EPA Brownfields program. Site eligibility questionnaires for the selected sites will be completed before any assessment is initiated, to obtain EPA approval for assessment.

3.2 EPA Site Approvals:

Big Sky ED will obtain EPA approval for assessment of selected sites, based on site eligibility questionnaires. No site-specific work will be initiated on a site prior to receiving approval from the EPA Project Officer.

3.3 Site Assessments:

TASK	ACTIVITIES
A. Programmatic	<ol style="list-style-type: none"> 1. Coordinate hiring of contractors 2. Participate in Billings Brownfields Task Force 3. Work with local governing bodies and landowners 4. Coordinate with U.S. EPA and Montana Dept. of Environmental Quality 5. Prepare progress update reports for U.S. EPA 6. Provide for travel by two staff to professional Brownfields Conference to learn strategies for assessment, cleanup and redevelopment
B. Phase I Assessment	<ol style="list-style-type: none"> 1. Inventory and prioritize at least 10 sites for Phase I Assessment/ Reassessment (5 hazardous substance/5 petroleum) 2. Complete assessment/ reassessment of 10 or more sites using American Society for Testing and Materials (ASTM) publication E 1527-13 as guidance 3. Identify recognized environmental conditions 4. Provide focus for prioritizing up to 6 Phase II site assessments (3 hazardous substance/3 petroleum) per site selection process, and working within budget constraints
C. Phase II Assessment	<ol style="list-style-type: none"> 1. Prepare Data Quality Objectives and Quality Assurance Project Plan for up to 6 sites selected for Phase II assessment and submit to EPA for approval 2. Prepare Sampling & Analysis Plan (SAP) for EPA review and approval 3. Complete Phase II Assessments on selected sites 4. Prepare a report of findings
D. Cleanup Planning (Phase III)	<ol style="list-style-type: none"> 1. Compare site data with appropriate cleanup standards 2. Identify cleanup options and costs based on site data 3. Identify redevelopment options (residential, recreational, commercial) based on site data and community input

3.4 Community Involvement:

Big Sky ED will form a Brownfields Steering Committee comprising stakeholders and community representatives who will assist in prioritizing sites and participate in public meetings. The Steering Committee will also provide input on potential “anchor development properties” within the District.

Big Sky ED has budgeted for at least four education and outreach meetings in order to invite participation from property owners, and to follow up with results of testing and develop cleanup plans. Methods of invitation to public meetings will include postal mailing, e-mail lists, media advertising, phone calls and press release announcements. BSED will periodically review and assess communication efforts and strategize ways to involve more stakeholders. Big Sky ED or its contractor will:

- Prepare education fact sheets on Billings Brownfields program
- Consult with local affected property owners
- Update attractive and easy to navigate website regarding Brownfield program.
- Hold at least four public meetings throughout the process
- Participate in educational presentations to the owners and public on issues and cleanup options
- Summarize public comments and respond to all comments

3.5 Compliance with Other Federal Requirements

Big Sky Economic Development and its contractor will comply with all applicable Federal requirements including but not limited to the following: MBE/WBE requirements found at 40 CFR 40 CRF 31.36(e) or 40 CFR 30.44(b); OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333) the Anti Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

4. EPA Reporting Requirements/Deliverables:

Big Sky Economic Development will prepare and submit to EPA the following items:

4.1 Quality Assurance Project Plan (QAPP):

Big Sky Economic Development hereby assures that the QAPP will be submitted and approved by the EPA Project Officer prior to any field sampling.

4.2 Sampling and Analysis Plan (SAP):

Big Sky Economic Development will require that its contractor prepare a Sampling and Analysis Plan. Prior to beginning any fieldwork, a SAP will be in place for each site at which field work will be performed using EPA funds. Included in the SAP is a Health and Safety component that complies with OSHA 29 CFR 1910.120.

4.3 Quarterly Reports:

Big Sky Economic Development or its contractor will prepare and submit quarterly progress reports, which will include Property Profiles for the site at which the assessment is being performed. Big Sky Economic Development will use the EPA Quarterly Report template and a Property Profile form provided by EPA.

4.4 Final Report:

After the expiration or termination of the agreement, Big Sky Economic Development Authority will submit to EPA a closeout report of all work conducted under the grant.

5. Milestone Chart:

Q1= Oct-Dec Q2= Jan- Mar Q3=Apr- Jun Q4=Jul- Sep

Date/ Quarter	Milestone
Pre-award	Complete all Pre-Award Documents
Pre-award	Fluid Communication with EPA Region 8 Representative & Grants Specialist
Pre-award	Prepare RFP
Q1-18	Post Brownfields Assessment Information online (BIRD, BSED)
Q1-18	Solicit participation on Brownfields Steering Committee
Q1-18	Receive Cooperative Agreement Award from U.S. EPA
Q1-18	Issue RFPs to environmental engineering firms
Q1-18	Select environmental engineering firm and execute contract
Q2-18	Hold project start-up meeting with selected firm, provide results of previous inventory and projects
January 30th, 2018	Submit EPA Quarterly Report
Q2-18	Hold first public education/information meeting
Q2-18	Schedule Brownfield Committee meeting
Q2-18	Begin site selection and prioritization process
Q2-18	Prepare and submit to EPA for approval Data Quality Objectives and Quality Assurance Project Plan (QAPP)
Q2-18	Contact property owners to solicit participation in assessments
April 30th, 2018	Submit EPA Quarterly Report
Q3-18	Hold second public education/information meeting

Q3-18	Review and respond to public comments
Q3-18	Contact property owners and solicit participation in assessments
Q3-18	Complete and submit Site Eligibility Questionnaires for EPA approval
Q3-18	Obtain written permission from willing property owners
Q3-18	Contact recalcitrant property owners if necessary
Q3-18	Finalize list of selected properties; begin Phase I assessments
July 30th, 2018	Submit EPA Quarterly Report
Q4-18	Complete ACRES database entries with all Phase I assessments
October 30th	Submit EPA Quarterly Report
Q1-19	Complete Phase I assessments on at least 10 sites (5 hazardous substance and 5 petroleum)
Q1-19	Advertise third public meeting
Q1-19	Hold third public education/information meeting
Q1-19	Prioritize up to six sites for Phase II assessments (3 hazardous substance, 3 petroleum)
January 30th, 2019	Submit EPA Quarterly Report
Q2-19	Prepare Sampling and Analysis Plan (SAP) for each selected site and submit for EPA approval
April 30th, 2019	Submit EPA Quarterly Report
Q3-19	Begin Phase II assessments on selected sites
Q3-19	Complete Phase II assessments on selected sites
Q3-19	Complete ACRES database entries with all Phase I & II assessments
July 30th, 2019	Submit EPA Quarterly Report
Q4-19	Prepare report of Phase II findings for each site and submit for regulatory review
Q4-19	Compare site data with appropriate cleanup standards
October 30th, 2019	Submit EPA Quarterly Report
Q1-20	Begin/continue development of cleanup options & costs
January 30, 2020	Submit EPA Quarterly Report
Q2-20	Identify cleanup options and costs based on site data
Q2-20	Advertise fourth public meeting
Q2-20	Hold fourth public meeting; solicit input on redevelopment options
April 30th, 2020	Submit EPA Quarterly Report
Q3-20	Review and organize public input information from meeting and from web site; review and respond to public comments
July 30th, 2020	Submit EPA Quarterly Report
Q4-20	Identify redevelopment options (residential, commercial, recreational) based on site data and community input
Q4-20	Meet with property owners to review redevelopment options
Q4-20	Complete ACRES database entries with all Phase I & II assessments

October 30th, 2020	Submit EPA Quarterly Report
December 16, 2020	Submit to EPA Closeout Report

6. Environmental Results

Work Plan Activities and Projected Environmental Improvements

Work plan Activities	Results of Activities (Outputs)	Projected Environmental Improvements (Outcomes)	Established Baseline for Measurement
Public meetings	Property owners attend one or more of four public meetings	People understand how hazardous substance or petroleum contamination may affect health, safety and the environment	Goal: Incorporate TIF Districts to increase attendance and public knowledge of Brownfield program.
Phase I assessments/ reassessments	Sites are assessed/ sites assessments are updated	Sites are evaluated and found not likely to be contaminated, or recommended for Phase II assessment	Goal: assess at least 10 sites
Phase II assessments	Sites are assessed with field work	Potentially harmful contamination is discovered, and potential threats to health, safety and the environment are known, or perception of contamination is eliminated if unfounded	Goal: assess up to 6 sites
Phase III – Cleanup Planning	Cleanup plans are completed for each site as appropriate	Threats to health, safety and the environment may be eliminated or reduced	Goal: develop cleanup plans for at least 50% of contaminated sites, depending on budget constraints
Phase III – Redevelopment Options	Redevelopment options are identified for each site	Sustainable reuse is encouraged, improving health, safety and the environment with infill redevelopment	Goal: identify at least one viable redevelopment option for each site in need of cleanup
EPA Progress Reports & ACRES Reporting	Information is available to EPA and to the public nationwide	Knowledge base regarding existing contamination is increased, and creative options for sustainable redevelopment are shared	Goal: provide information to EPA on at least 10 sites in Billings, Montana’s East Billings Urban Renewal District