

Request for Qualifications For Brownfields Assessment Plan

Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, Illinois 61602

Procurement # 2025-03

Issued Date: Tuesday, September 24, 2024

Question Deadline: Tuesday, October 15, 2024, at 3:30 p.m.

Response Deadline: Tuesday, October 22, 2024, at noon

Notice to Consulting Firms

Tri-County Regional Planning Commission (TCRPC or Tri-County), a regional planning agency serving Peoria, Tazewell, and Woodford counties in Illinois, seeks to collaborate with a qualified firm to provide professional services to assist with the development of a Brownfields Assessment Plan. Tri-County seeks responses from interested and qualified firms to provide these services.

Qualified Firms shall provide services based on the project description and requirements outlined in *Section 2.0 Project Description*. To submit questions related to this procurement opportunity, contact Tri-County staff in writing at rfp-rfq@tricityrpc.org; or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Sealed submissions identified as *EPA Brownfields Assessment Plan*, are due to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than noon on Tuesday, October 22, 2024**. Submittals received after that date and time are NOT eligible for consideration by TCRPC. Please include two hard copies and one digital copy.

Tri-County reserves the right to reject any or all submissions, waive informality and irregularities in the submissions, and select the firm that is in the best interest of TCRPC and in compliance with the terms set forth herein.

Tri-County is an Equal Opportunity Employer and invites Minority and Women-Owned Firms to submit.

1.0 Project Background

Tri-County Regional Planning Commission (TCRPC or Tri-County) of Peoria, Illinois proudly serves Peoria, Tazewell, and Woodford counties as the “Steward of the Regional Vision.” Tri-County studies the needs and conditions of the region and develops strategies that enhance the area's communities. Tri-County offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans. Additionally, TCRPC is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area and conducts the continuing, cooperative, and comprehensive (3-C) transportation planning process required by law.

As a Regional Planning Commission, Tri-County prepares regional plans and programs seeking to meet environmental challenges impacting the regional economy and constituents. As such, Tri-County applied for and received a United States Environmental Protection Agency (US EPA) Region 5 FY 2025 Brownfields Assessment Plan grant.

The grant was secured to focus on one of the most distressed areas of the region, the Southside Neighborhood within the City of Peoria and a portion of unincorporated Peoria County (Census Tracts [CTs] 2, 3, 6, 9, 48.02, 50, 51). This grant aims to incentivize the economic revitalization of the Southside Neighborhood and address site contamination issues. All seven CTs within the neighborhood are identified as Justice40 Disadvantaged Communities. The composition of the TA is primarily a Black (52%) population and households living in poverty (51%).

The Southside Neighborhood, also known as the target area (TA), is a 12.7-square-mile neighborhood located in a low-lying area (including federally designated flood plains). The TA is bounded by Downtown Peoria to the north; the Illinois River and an abandoned industrial area to the east; a rail yard, industrial area, and Greater Peoria Sanitary District to the south; and Interstate Highway (I-474), Kickapoo Creek, railroads, and 50- to 100-foot bluffs to the west.

The Joint Commission on Racial Justice and Equity 2022 study states that redlining started in the 1930s as Black families were systematically denied the right to purchase homes and live where they wanted. White landowners historically lived on the bluffs overlooking the valley where most working-class people lived. Today, those valleys in the Southside Neighborhood of Peoria experience severe blight and social problems. It is the oldest neighborhood in Peoria and one of the most distressed in the nation.

2.0 Project Description

Tri-County is seeking Proposals from interested and qualified firms for the development of a US EPA approved Brownfields Assessment Plan. The proposed project will include the following:

- (1) Outreach, including the development of a Community Involvement Plan (CIP), Brownfields project website, community meetings held approximately (\approx) twice a year (\approx 7 community meetings in total), outreach handouts, and social media posts;
- (2) Site inventory and prioritization of abandoned and underused properties;
- (3) Site assessments, including \approx 15 Phase I Environmental Site Assessment (ESA), \approx one Quality Assurance Project Plan (QAPP), \approx eight Site Specific Sampling and Analysis Plan (SSAP), and \approx eight Phase II ESA;
- (4) Remediation and reuse planning, including \approx four Analysis for Brownfields Cleanup Alternatives (ABCA), \approx 2 charrettes/visioning sessions, \approx two Site Reuse Assessments, \approx one Brownfield Revitalization Plan; and
- (5) Programmatic support, including ACRES Database Reporting, Yearly Financial Reporting, Quarterly Reporting, MBE/WBE Forms, and all additional Programmatic Support for the four-year term of the US EPA Brownfields Assessment grant.

For more detailed review of the proposed scope of work, see Attachment I for the US EPA approved Brownfields Assessment Work Plan. Tri-County has a total of \$500,000, with \$487,500 budgeted for consulting services which includes all fees, expenses, and necessary materials. It is requested that interested Firms supply submissions following the *3.0 Submittal Procedures* outlined below.

3.0 Submittal Procedure

All submissions shall be sealed and identified as *EPA Brownfields Assessment Plan* and submitted to:

Ray Lees, Planning Program Manager
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

Submissions are due no later than noon on Tuesday, October 22, 2024. Submittals received after that date and time are NOT eligible for consideration by TCRPC. Please include two hard copies and one digital copy. Emailed copies will not be accepted.

4.0 Submittal Format

The submittal should be as concise as possible, and when printed, shall be a maximum of 20 pages, not including the following:

- Cover page, provided no substantive content is incorporated;
- Table of Contents, provided no substantive content is incorporated;
- Divider/Section Headers, provided no substantive content is incorporated;
- Back covers, provided no substantive content is incorporated;
- Identification of Projects Table; and
- Resumes of Key Team Members.

To ensure all submittals are formatted similarly, submittals shall use standard 8.5 by 11 inch page size and font no smaller than 10-point, unless otherwise specified. The format of the electronic copy shall be a searchable .pdf and preferably include a searchable bookmark for each subsection of the submittal. The submittal shall be organized in accordance with Section 5.0 Submittal Contents.

Tri-County and its partners reserve the right to reject submittals that exceed the page limit or to remove pages from the sections of any non-conforming submittal to bring it within the required page count. A “page” is defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics.

5.0 Submittal Contents

Tri-County requests that interested respondents submit Statements of Qualifications (SOQ) outlining the scope of services as described in *Section 2.0 Project Description* and *Attachment I – US EPA Brownfields Assessment Work Plan*. Tri-County reserves the right to reject any or all submissions or portions of submittals if it is deemed to be in the best interest of TCRPC or its partners. Tri-County will only consider submissions limited to 20 pages, not including the items identified in *Section 4.0 Submittal Format*. The submittal should include the following content:

5.1 Transmittal Letter

The transmittal letter should be placed on the firm’s letterhead and signed by a signatory that is authorized to contractually obligate the respondent. The letter shall describe the submission’s contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location, telephone number, email address, and website of the respondent’s office(s) providing professional services and their federal tax identification number.

5.2 Project Work Program (Approach)

This section should be devoted to discussing the respondent’s project understanding of *Section 2.0 Project Description* and *Attachment I*. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be selected in the performance of the proposed project. The respondent should

provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they and, if applicable, their subconsultant are licensed to practice in Illinois.

5.3 Project Capacity and Schedule

The submission should provide evidence that the recommended team is committed to and has the capacity to remain actively engaged in project matters throughout the four-year grant timeframe. Please include a general project schedule and estimated completion date and any input or feedback on the remediation assessment tasks/schedule.

This contract may involve the execution of several time specific projects. If the selected firm(s) cannot meet set timeframes for the project, then Tri-County has the right to negotiate with a subsequent firm. The selected consultant must complete all project work and invoicing no later than September 30, 2028.

5.4 Background and Prior Experience

This section should describe the respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, any business current ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications, such as Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), etc., with the certifying grantor information. Additionally, this section should describe a minimum of five work experiences that are similar to *Section 2.0 Project Description*. Respondents should provide the names and roles of the individuals who worked on each identified project and distinguish those individuals who would also be assigned to work on this proposed project. Please do not list project experiences that were completed by others in the firm who are not included in this submission. These external project experiences will not be considered.

A minimum of five references from the projects outlined above are required. Respondent should provide contact information, including names, phone numbers, and emails of all references. The respondent is responsible for ensuring that contact information for all references is current and correct. The inability to contact a reference and receive feedback may have a detrimental impact on the evaluating background and prior experience. The work experience and references should be listed in the same order, or references should be included on their associated project page. Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondent's firm to

oversee the proposed project. Lastly, identify any proposed subconsultant, provide their firm's information (i.e., full legal name, date of establishment, type of entity, brief history, business certification with grantor information, and ownership structure), and outline their background, experiences, proposed project role(s), and their percentage of the total grant award.

The respondent must submit an Identification of Projects Table in the form attached as Attachment II with the required information set forth herein for each project cited or mentioned in the body of the submission. Although it is not necessary to include the projects listed in the resumes if not mentioned in the body of the submission. The Identification of Projects Table may be submitted on an 11 by 17 inch page size. The respondent is responsible for ensuring the contact information contained in their submission is complete and correct. Tri-County and its partners reserve the right to contact any person, client, and/or organization listed in the body of the submission, Identification of Projects Table, or resumes. The identification of Projects Table shall include the following:

- Name of Project
- Name of client
- Client point of contact
- Point of contact job title
- Point of contact current phone number
- Point of contact current email address
- Project location
- Identify project type or provide concise description.
- Key team members involved in the project.
- Identify who completed the project: Consultant, Sub-Consultant, or Key Team Members Prior Experience.

5.5 Project Management and Team

Respondents should identify staff members, including those of any proposed subconsultant, who would be assigned to act for the respondent's team in key positions. Provide project roles and functions to be performed by each individual and indicate if they worked on any of the projects detailed under the Background and Prior Experience section.

This section should also include the resumes of each staff member assigned to the project team identified above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each

such person, the relevant planning projects on which they have worked. If using a subconsultant, include this information for each subconsultant. Lastly, provide confirmation that the respondent and assigned project staff have not had a record of substandard work or engaged in any unethical practices within the last five years.

5.6 Additional Strategies (Optional)

Additional services, ideas, innovation, or products, such as graphic design, cost-saving measures, safety measures, outreach methods, accessibility, DBE/WBE/MBE usage, etc. will be considered in the evaluation process. Up to five extra points are available to respondents that deploy strategies that exceed the established requirements detailed in this procurement opportunity that positively benefit TCRPC and its partners. This section is not required for successful completion of this procurement opportunity.

6.0 Selection Criteria

Tri-County and its partners reserve the right to accept or reject any or all submittals. All submittals become the property of TCRPC and its partners upon receipt. A Project Review Subcommittee comprised of representatives from Tri-County and its partners will evaluate each proposal according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program (Approach)	20%	20
Project Capacity and Schedule	15%	15
Background and Prior Experience	45%	45
Project Management and Team	20%	20
Additional Strategies (Optional)	0%	5
Total	100%	100*

*Please note that 100 points is the maximum allowable.

7.0 Selection Process

Tri-County and its partners will form a Consultant Selection Committee with a minimum of three members to review, score, and rank all submittals received by the deadline. Before holding the Selection Committee meeting, each member will provide their scores for each submittal using the above criteria. The Committee will then average their scores and rank the submittal. If necessary, the top two or three scoring respondents will be placed on a shortlist and invited to participate in an interview. Based on the interviews, the committee will adjust the average score to reflect the group's consensus and information gained from the presentations.

Tri-County and its partners retain the right to select from the consultants responding to this procurement opportunity. Any or all submissions may be rejected if they do not meet the Consultant Selection Committee’s criteria or fail to comply with

procurement specifications. Tri-County and its partners ARE NOT bound to select the highest-scoring submission. Tri-County and its partners reserve the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit. Tri-County also retains the right to withdraw this procurement opportunity at any time. Note: Due to the probable circumstances of executing more than one project at a time, TCRPC may, in fact, select two consultants to meet project commitments.

Contract negotiations will follow with the selected respondent(s) to confirm/establish a detailed scope of services, budget, and schedule to meet the necessary requirements of the funding source. If a mutually agreeable contract is not reached, Tri-County will terminate negotiations with that respondent and open negotiations with the second-choice firm. This process will continue until a firm that meets the basic qualifications has entered into an acceptable contract with TCRPC.

8.0 Contract Negotiations

Contract negotiations will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this solicitation or developed subsequently during the selection process. As part of the selection process, Tri-County will invite the selected respondent to submit a written Scope of Work with a fee proposal and, if accepted, ask them to enter into contract negotiations. Tri-County expects to use a fixed-price contract with negotiated payment terms. The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

9.0 Compliance with Laws

The selected firm(s) agrees to be bound by all applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the contract.

10.0 Schedule

Procurement opportunity Issued	Tuesday, September 22, 2024
Question Deadline	Tuesday, October 15, 2024, at 3:30 p.m.
Response Deadline	Tuesday, October 22, 2024, at noon
Committee reviews submissions	October 22 – October 29, 2024
Consultant notification of selection	Monday, November 4, 2024

11.0 Communication

In order to ensure the integrity of the procurement process and prevent undue influence prior to contract award, Respondent are only authorized to communicate in writing to TCRPC by email, mail, or in-person with the person identified in the Submittal Procedure section or email address provided for submitting inquires in the below Questions section.

Respondents shall not, prior to Award, contact or communicate, either verbally or in writing, with any TCRPC or Partners officials, personnel, or consultants for the purpose of discussing the requirements of the consultant procurement documents or the procurement process, other than the methods identified above. Unauthorized communication by a Respondent in violation of the foregoing may be cause for disqualification and/or rejection of the submission.

12.0 Posting

This procurement opportunity is advertised in local newspapers (Peoria Journal Star & Pekin Daily Times), the American Planning Association National Website, and the American Planning Association Illinois State Chapter Website. Additionally, this solicitation will be sent to consultants who subscribe to Tri-County's procurement email list. The procurement packet, along with any questions received regarding this procurement opportunity, is available on the TCRPC website: <https://tricountyrpc.org/rfp-rfq/>.

A Respondent who chooses to download a procurement solicitation will be responsible for checking TCRPC's website for clarifications and/or addenda. Failure to obtain clarification and/or addenda from the aforementioned website shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a submission.

Please note there may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation. All Respondents are responsible for obtaining all procurement materials.

13.0 Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Tuesday, October 15, 2024. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly at <https://tricountyrpc.org/rfp-rfq/>.

14.0 Attachments

The following pages are the attachments identified in this procurement document.

- Attachment I US EPA approved Brownfields Assessment Work Plan
- Attachment II Identification of Projects Table

EPA Region 5
FY25 Brownfields Assessment Cooperative Agreement

Tri-County Regional Planning Commission

Peoria, Tazewell & Woodford Counties, Illinois

July 8, 2024

U.S. Environmental Protection Agency Work Plan
For Brownfields Assessment Grants

Peoria, Illinois

Period of Performance: October 1, 2024 – September 30, 2028

Submitted by

Ray Lees
Project Contact/Director
Planning Program Manager
Tri-County Regional Planning Commission
456 Fulton Street
Peoria, IL 61602
C: 309.369.2867
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tricityrpc.org

This project supports EPA Strategic Plan Goal 1 – Core Mission, Objective 3 – Revitalize Land and Prevent Contamination. Specifically, the recipient will inventory, characterize, assess, plan reuse of brownfields properties and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites. Project Period is 4 years.

EPA Cooperative Agreement Number: R05-24-A-001
FY2025 WORK PLAN FOR BROWNFIELDS ASSESSMENT
COOPERATIVE AGREEMENT

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I. INTRODUCTION AND PROJECT OVERVIEW

Community Overview - Peoria County (population 182,439), known as the “Heart of Illinois,” is in north-central Illinois and encompasses 629 square miles along the Illinois River. The County is comprised of 15 cities including the City of Peoria (eighth largest city in Illinois), which has a minority population of 34% with a high rate of poverty (14% vs. 9% in the US) and unemployment (9% vs. 6% in the US). Because of its location on the Illinois River, in the 1800s Peoria was a major trade route and sparked an eager distilling industry that became the “Whiskey Capital of the World.” In 1854, Peoria also became the fourth largest regional hub in the American railroad system. Prohibition in 1920 suppressed the distilling industry, changing the business climate, though most distilleries reopened after Prohibition ended. Still, between 1981 and 1982, every distillery and brewery plant closed including distiller Hiram Walker, which employed 1,500 people, and Pabst, the nation’s fourth-largest brewery, putting another 750 people out of work. Beginning in the mid-1960s, annexation added new undeveloped land to the north side of the City. New development in these northern areas of Peoria brought more public investment in infrastructure and amenities, making these neighborhoods more appealing than the aging Southside, which was low-lying near the river and becoming disinvested. Households with financial wherewithal increasingly chose to move out of Southside to newer housing in other parts of the city, and over time, Southside experienced a growing concentration of households with incomes below the poverty line.

Target Area Geographic Boundaries - The geographic boundary for this grant is Tri-County Regional Planning Commission’s (TCRPC) service area including Peoria, Tazewell, and Woodford Counties. The target area (TA) in the City of Peoria has been identified as the Southside Neighborhood (Census Tracts [CTs] 2, 3, 6, 9, 48.02, 50, 51). The 12.7-square-mile neighborhood is majority Black (52%) and living in poverty (51%), and all seven CTs are identified as Justice40 Disadvantaged Communities. The Southside Neighborhood is in a low-lying area (including federally designated flood plains) cut off from the rest of the City by an abandoned industrial area and the Illinois River to the east, and a major highway, rail lines, and 50–100 foot bluffs to the West. In the Joint Commission on Racial Justice and Equity 2022, the study states that redlining started in the 1930s as Black families were systematically denied the right to purchase homes and live where they wanted. White landowners historically lived in the bluffs overlooking the valley where most working-class people lived. Those valleys in the Southside Neighborhood of Peoria experience severe blight and social problems today. It is the oldest neighborhood in Peoria and one of the most distressed in the nation. In addition, the TA is a food desert, and most of the community identified the need for grocery stores when responding to the open-ended development question for the Near Southside Housing Needs Assessment and Community Revitalization Plan.

II. MANAGEMENT STRUCTURE

Tri-County will manage the grants and oversee assessment work with internal staff experienced with Federal contracts and a consultant team experienced in brownfield activities. Tri-County's Program Manager and staff will manage the administration and implementation of the grants with support from a cadre of consultants experienced with the proposed projects. The project management structure for the implementation of the grant is as follows:

TCRPC is governed by the Full Commission which is the policy-making body of the organization supporting the staff carrying out TCRPC's objectives. TCRPC has the capacity and experience to execute the assessment project as they have completed hundreds of community improvement projects.

Ray Lees, TCRPC's Planning Program Manager, will serve as **Brownfield Project Director**. Mr. Lees has been with TCRPC for seven years and has been working in the region on economic and workforce development initiatives for 45 years. He will be responsible for the timely and successful expenditure of funds and completion of the projects. He oversees the development and execution of regional plans with diverse stakeholders addressing transportation, environmental, and land use issues in TCRPC's area. He led advocacy to bring \$24.6M in funding for a bridge improvement with a bike/ped pathway in Peoria. He was a Commissioner for the City of Peoria Planning Commission for 20 years serving 17 as Chairman and directly involved in the development of comprehensive plans and amendments.

Michael Bruner, a Senior Planner with TCRPC, will serve as the **Brownfield Project Manager**. He has been with the organization for seven years. Mr. Bruner leads the preparation and management of grants for a wide variety of project types and public entities. He was previously the grant writer and administrator for Western Illinois Regional Council.

Rebecca Eisele, TCRPC's Accountant, will serve as the **Brownfield Finance Manager** and will be assisted by Mr. Lees and Mr. Bruner will. She is responsible for managing grant finances and grant drawdowns on ASAP.gov. She has 19 years of experience and is responsible for the accounting processes and procedures for grants totaling over \$3M.

TCRPC will include the Brownfield Advisory Board during site prioritization activities including members representing the City of Peoria, Peoria County Health Departments and Peoria County Engineering staff.

III. WORK SCHEDULE

The TCRPC intends to use U.S. EPA funds to complete the following tasks.

Task 1: Outreach (Narrative)

Project Implementation: TCRPC’s Brownfield Project Director will develop a Community Involvement Plan (CIP), outreach materials, Brownfield Project website, and social media posts with the assistance of the environmental contractor (EC). TCRPC staff will lead the community meetings to keep the public informed about project plans and updates. Supplies are budgeted for the printing of outreach materials

(brochures/handouts), office supplies, and software to manage the grant.

Anticipated Project Schedule: Community meetings held twice a year beginning in Quarter 2. The Community Involvement Plan, the Website, and outreach materials will be in process of development by the end of Quarter 2.

Task/Activity Lead: TCRPC: Ray Lees, Planning Program Manager, Brownfield Project Director

Outputs: CIP, Brownfield Website, 7 Community Meetings, Brochures/Handouts, Social Media Posts, Summary of Community Meetings in EPA-required Quarterly Reports.

Task 1 Summary			
Activities	Deliverables	Responsibility	Completed By
CIP Development	CIP	TCRPC w/contractor support	End of Q2: 3/31/2025
Outreach Materials	Brochures/ Handouts	TCRPC w/contractor support	End of Q2: 03/31/2025
Website	Brownfields Website	TCRPC w/contractor support	End of Q3: 06/30/2025
Community Meetings and social media posts	7 Stakeholder/Community Meetings: Advise U.S. EPA in advance of meeting location and time; distribute meeting minutes to attendees/U.S. EPA; post meeting summaries in EPA Quarterly reports	TCRPC w/KSU TAB and contractor support	Initial kick-off meeting by End of Q2: 03/31/2025 and ongoing – 2025: 2 meetings; 2026 – 2 meetings; 2027 – 2 meetings; 2028 – 1 meeting

Task 2: Site Inventory (Narrative)

Project Implementation: TCRPC’s Brownfield Project Director will work with TA residents during community meetings to create a thorough site inventory for assessment. Abandoned and underused properties identified by TA residents will be researched further by TCRPC staff using the property appraiser’s website. Once a list is compiled, the EC will work with TCRPC staff to create an evaluation ranking tool, with the help of residents, to determine the order in which the sites will be addressed.

In the event grant funds remain after addressing the TA, evaluation criteria including underserved communities, alignment with area reuse plans, and ease of accessibility will be taken into consideration for identifying additional inventory throughout TCRPC’s geographic boundary.

Anticipated Project Schedule: Community meeting held in the 2nd quarter will continue the preliminary inventory process which began with this application. Evaluation ranking process taking place in the 2nd quarter and continuing throughout the grant project.

Task/Activity Lead: Ray Lees, Planning Program Manager, Brownfield Project Director

Task 2 Summary			
Activities	Deliverables	Responsibility	Completed By
Preliminary Identification of potential brownfields	Initial Inventory	TCRPC w/contractor support	Beginning in February 2025 (Q2) -activity will take place through the end of grant term
Development of Evaluation/Ranking Tool	Evaluation/Ranking Tool	TCRPC w/contractor support	End of Q2: 03/2025

Task 3: Assessment (Narrative)

Project Implementation: Prior to assessment, site access agreements will be secured and the QEP will develop property eligibility determinations for TCRPC approval and will then be submitted to the EPA by TCRPC for approval. The QEP will conduct up to 15 Phase I Environmental Site Assessment (ESA) in compliance with All Appropriate Inquiry and ASTM E1527-21 activities at sites selected and ranked through the Site Inventory Task. TCRPC will enter property profile information into ACRES Program at completion of Phase I report.

Quality Assurance Project Plan (QAPP): A QAPP is a formal document describing, in detail, the necessary quality assurance (QA), quality control (QC), and other technical activities needed to ensure that the results of the assessment/investigation work performed will satisfy EPA Requirements. Prior to conducting Phase II Environmental

Attachment I – US EPA Brownfields Assessment Work Plan

Site Assessments, the TCRPC will work with its QEP to prepare a Quality Assurance Project Plan (QAPP) - Phase I ESAs can be conducted prior to completion of the QAPP.

Once the Quality Assurance Project Plan is approved, the QEP will submit a Phase II Environmental Site Assessment (Phase II) Site Specific Sampling and Analysis Plan (SSAP) to the EPA for approval. Following approval, up to eight Phase II investigations (following Illinois EPA programs protocol and/or ASTM E1903-19) will be conducted by the QEP. TCRPC will update the ACRES Program with Phase II data once completed.

Task 3 Summary			
Activities	Deliverables	Responsibility	Completed By
Site Access Agreements, Eligibility Determinations	Approved Eligibility Determinations	QEP with support from TCRPC	Beginning in February 2025 (Q2) -activity will take place through the end of grant term
Conduct Phase Is	15 Completed Phase I Assessments	QEP	Beginning in February 2025 (Q2) -activity will take place through the end of grant term
Enter property profile information into ACRES Program	Updated ACRES Program	QEP with TCRPC support	After Phase I ESA is complete
Prepare and Submit QAPP for EPA approval	1 Approved QAPP	QEP with TCRPC support	End of Q2: 03/31/2025; Update as required by EPA Project Officer
Site Specific Sampling and Analysis Plans submitted for EPA Approval	8 Approved Phase II SSAPs	QEP with review/approval by TCRPC TCRPC submit to USEPA	Beginning in 4/30/25 Q3: activity will take place through the end of grant term
Conduct Phase IIs	8 Completed Phase II Assessments	QEP	Beginning in 5/31/2025 (Q3) - activity will take

			place through the end of grant term
Enter property profile information into ACRES Program	Updated ACRES Program	QEP / Completed by TCRPC	After Phase II ESA is complete

Task 4: Remediation/Reuse Planning (Narrative)

Project Implementation: For projects identified for cleanup, the QEP will prepare up to four **Analysis for Brownfields Cleanup Alternatives (ABCA)** and/or Cleanup Plans. Cleanup planning will include evaluating cleanup alternatives, calculating cleanup costs, and determining site appropriate remediation and/or reuse planning to reduce health/environmental risks. The QEP will assist TCRPC in hosting two **charrettes/visioning sessions** to be held for key properties. A planner will create two **Site Reuse Assessments** and one **Brownfield Revitalization Plan**.

Task 4 Summary			
Activities	Deliverables	Responsibility	Completed By
Develop ABCA	4 ABCA or Cleanup Plan	QEP	Beginning by 3/31/2026 (Q6) - activity will take place through the end of grant term
Plan charrettes/visioning Sessions	Advise U.S. EPA in advance of meeting location and time; distribute meeting minutes to attendees/U.S. EPA; post 2 charrettes/visioning meeting summaries in EPA Quarterly reports	QEP with TCRPC	Beginning by 6/30/2026 (Q7) - planning and activities will take place through the end of grant term
Creation of Site Reuse Assessments and Brownfield Revitalization Plan	2 Site Reuse Assessments 1 Brownfield Revitalization Plan Post meeting summaries in EPA Quarterly reports	QEP	Beginning by 9/30/2026 (Q8) - planning and activities will take place through the end of grant term

Task 5: Programmatic Support (Narrative)

Attachment I – US EPA Brownfields Assessment Work Plan

Project Implementation: TCRPC will procure an QEP to assist with the Brownfield Project. TCRPC’s Brownfields Project Director oversees grant implementation and administration to ensure compliance with the EPA Cooperative Agreement Work Plan, schedule, and terms and conditions. The EC will assist TCRPC in completing ACRES Database Reporting, Yearly Financial Reporting, Quarterly Reporting, MBE/WBE Forms, and all additional Programmatic Support for the four-year term of the grant. TCRPC staff travel budget allows for two staff to attend three national/regional/grantee brownfield training conferences or workshops.

Task 5 Summary			
Activities	Deliverables	Responsibility	Completed By
Select Qualified Environmental Professional consistent with 2 CFR 200.318(i), 2 CFR 200.319, and 2 CFR 200.320(b)(2)(iv)	Contract with QEP	TCRPC	12/31/2024
Prepare Quarterly Reports and enter property profile information into ACRES Program	Quarterly Report submitted to U.S. EPA Project Officer through the ACRES Program	TCRPC with QEP Support	30 days from end of each Federal Fiscal Quarter: January 30, April 30, July 30, October 30 through end of term of grant.
Prepare Annual Financial Reporting, Annual MBE/WBE forms and Final Report	4 Annual Financial Reports 4 MBE/WBE Reports and 1 MBE/WBE Final Report 1 Final Report	TCRPC with QEP Support	Financial Reports and MBE/WBE Reports by 10/30/2025, 10/30/2026, 10/30/2027, 10/30/28 Annual Financial Report and Final MBE/WBE Reports by by 01/31/2029

IV. BUDGET

The budget for the project is broken down per task, category, and funding sources in the following budget summary table.

Attachment I – US EPA Brownfields Assessment Work Plan

Category	Tasks					Total
	Outreach	Site Inventory	Assessment	Remediation Planning	Programmatic Support	
Travel					\$12,000	\$12,000
Supplies	\$500					\$500
Contractual	\$12,500	\$9,000	\$296,000	\$148,000	\$22,000	\$487,500
Total	\$13,000	\$9,000	\$296,000	\$148,000	\$34,000	\$500,000

Cost Estimates: Below are the anticipated cost estimates for this project.

Task 1 Outreach:

Contractual: Community Involvement Plan \$3,000 (24hrs x \$125); Brownfield Website, Outreach Brochure/Handouts, Social Media Posts \$2,500 (20hrs x \$125); 7 Community Education Meetings \$7,000 (50hrs x \$140; \$1,000/meeting). Supplies: Outreach Supplies (software, printouts) \$500.

Task 2 Site Inventory:

Contractual: Potential Brownfield Site Inventory and Evaluation Ranking Tool Creation \$9,000 (60hrs x \$150).

Task 3 Assessment:

Contractual: 15 Phase I ESAs \$5,000 each for a total of \$75,000; 1 QAPP \$5,000; 8 Phase II ESAs including SS-QAPP at \$27,000 each for a total of \$216,000.

Task 4 Remediation/Reuse Planning:

Contractual: 4 ABCAs \$6,000 for a total of \$24,000; 2 Vision Sessions/Charrettes \$4,000 (\$2,000/meeting); 2 Site Reuse Assessments \$25,000/assessment for a total of \$50,000 (Planner: 100hrs x \$150; Market Analysts: 40hrs x \$125; Environmental Professional: 40hrs x \$125 x 2 plans); 1 Brownfield Redevelopment Plan \$70,000 (Planner: 200hrs x \$150; Market Analysts: 160hrs x \$125; Environmental Professional: 160hrs x \$125).

Task 5 Programmatic Support:

Contractual: ACRES Database Reporting, Yearly Financial Reporting, Quarterly Reporting, MBE/WBE Forms, Programmatic Support for the four-year grant period \$22,000 (176hrs x \$125).

Travel: Two staff to attend two conferences \$12,000 [(flights at \$800/each, 3 nights in hotel at \$300/day, incidentals and per diem at \$100/day) x 2 attendees x 2 events].

V. Project Outputs and Outcomes

The TCRPC will track, measure and report outputs and outcomes. To ensure this EPA Brownfield Project is on schedule, TCRPC's internal Brownfields Team, which will include the QEP, will meet quarterly to maintain current tracking of all outputs and outcomes.

The **outputs to be tracked** include the number of neighborhood meetings, public meetings, meetings with community groups and community partners, environmental assessments, ABCAs, and cleanup redevelopment plans.

The **outcomes to be tracked** include community participation, acres assessed, acres ready for reuse, redevelopment dollars leveraged, and jobs created. met, will meet with local stakeholders and the consultant to discuss the shortcomings and adjust the project approach if needed.

