

***Sweetwater Redevelopment Area
Brownfield Assessment Grant
Work Plan***

City of Florence

***Submitted by
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1. Introduction:

1.1 Project Summary

The EPA Community Wide Assessment Grant will allow Florence to assess the Brownfield sites in the Sweetwater Arts and Entertainment District (SAED) to identify and quantify the actual and perceived risks to human health and the environment and to prepare redevelopment plans designed to eliminate, minimize, or mitigate against these risks, while returning the sites to a beneficial use.

The SAED area is a mix of residential, commercial and industrial properties. Several schools, a neighborhood recreation center and a daycare center are located in the area. In fact the St. Joseph and Brandon schools border the SAED to the east and west resulting in children walking through the area on a regular basis. At least two (2) documented Brownfield sites and several potential ones exist in the SAED including an abandoned former metal plating company and a former foundry that is partially dismantled. The Sweetwater Creek crosses the SAED along the east boundary and along the foundry. An unnamed stream tributary leading to the creek is an open channel adjacent to the abandoned plater. Children and other citizens could be exposed to potential contaminants in surface waters and surficial soils at or near these sites.

1.2 Organization Responsibilities

The City of Florence will manage this assessment grant primarily through its Planning Department along with assistance from the Purchasing, and Grants Management Departments. These departments combined have a staff of over 10 professionals, ranging in experience from 4 years to a senior staff of 30 years experience with grant proposals, implementation, reporting requirements, and close-out processes.

The City of Florence Planning Department oversees the physical development of the city. It provides for the orderly growth, development, and redevelopment of the City of Florence by recommending policy, thorough planning, and management of developed plans. The staff is trained in grants administration and will attend any necessary training specific to the implementation of this assessment grant. In addition, the City will retain a qualified professional services firm to provide administrative and technical deliverables that are consistent with EPA guidelines.

2. Project Description:

The purpose of this task is to perform project management as required to implement and manage this project under the cooperative agreement.

2.1 Project Management and Reporting

A. Project Management:

Florence will manage this assessment grant through its Purchasing and Grants Management Department and the Planning Department which will also conduct the Brownfield inventory as well as Cleanup and Redevelopment Planning for sites targeted based on the findings of the ESAs. The Purchasing Director who has 30 years experience will monitor the performance of the grant and the Planning Director, with assistance from the Associate Planner, will manage the day-to-day assessment activities. Other City departments are to evaluate the work to ensure it meets the highest accounting, planning, and engineering standards.

B. Periodic Reporting:

The City of Florence Planning Department will prepare and submit required progress reports within 30 days of the end of each federal fiscal quarter; MBE/WBE reports quarterly; financial status reports annually; property profile form for each site within 30 days of cooperative agreement award;

C. Contractor Procurement:

The City of Florence will rely on contractors to perform the Phase I and Phase II assessments of the Hazardous and Petroleum Assessment Grants. The procurement procedure will follow the guidelines of the City of Florence purchasing process which will comply with the Alabama state and federal policies.

D. Final Performance Report:

A final performance report will be submitted to the EPA Project Officer within 90 days after the expiration of the award. The report will contain the same information as in the Quarterly Progress Reports; will cover the entire project period; and contain before and after photographs of the assessment sites.

2.2 Public Involvement

The City of Florence will perform public involvement consistent with the Assessment Grant Proposal. This will ensure that community concerns are considered in assessment planning and execution, and the public is kept informed of project progress and results.

A. Outreach:

The City of Florence Planning staff and technical consultants will conduct community outreach and education to inform stakeholders of the findings; solicit input from property owners and citizens; and to work with private investment entities and citizens in order to achieve a redevelopment plan based on community goals. To get and keep the community involved with Florence's brownfield redevelopment, it is proposed that a series of four (4) community workshops will be announced and scheduled with the community invited to discuss and give feedback on the progress of

the grant. Each will begin with a progress update followed by the meeting agendas. The meetings will be extensively publicized through newspaper, city website newsletters, postcard announcements, and flyers distributed through the city.

B. Project Updates and Public Information:

Communication of progress will be conducted in a variety of ways including progress updates at community workshops, press releases to the Times Daily and other daily and weekly newspapers in the city, City Of Florence website updates, project profile posters in businesses, updates at City Council meetings, District 3 meetings, and Planning Commission meetings. There are few, if any, languages other than English that are a primary means of communication for Florence residents; therefore, all communication will be in English.

2.3 Site Inventory and Characterization

The City of Florence Planning Department, along with qualified consultants, will develop an inventory of potential Brownfield sites in the Sweetwater District. The inventory will result in a Geographic Information System (GIS) database with maps documenting potential Brownfield sites.

A. Site Inventory:

During the Site inventory process, the City of Florence, along with consultants, will consider land-use and zoning history information, particularly sites that were heavy commercial and industrial use; information from environmental and health agencies; and input from the community to determine potential hazardous sites.

B. Candidate Site Information

Candidate sites for assessment will be identified in the inventory process. Site Assessment priorities and site targets will be chosen based on input from community meetings, advisory committees as well as the City of Florence. The list of candidate sites will be submitted to the EPA for approval. Deliverable will be a list of candidate sites. Milestones include meeting with stakeholders, advisory committee meetings, and public meetings. The measure of success for task 3B is completion and approval by the EPA of the candidate's sites.

In addition, as outlined in the assessment grant request, two (2) properties have already been identified and prioritized for inclusion. These properties will be the first to be assessed, and are specifically listed here for approval. Upon EPA approval, and a consultant is chosen, these assessments will begin.

Foundry of the Shoals
201 Commerce Street
Florence, AL 35630

Richard's Metal Plating, Inc.
529 S. Royal Avenue
Florence, AL 35630-4967

C. Site Characterization: Phase I

The City of Florence will task a contractor to complete Phase I site assessments consistent with the All Appropriate Inquiry rule and ASTM 1527-05 on sites identified and targeted in Task A and B, pending EPA approval of each site. The City of Florence will identify sites that have a completed ASTM Phase I Assessment. The City of Florence will document when and who prepared previous Phase I assessments, and include a copy in the cooperative agreement file. The City of Florence anticipates completion of up to 23 Phase I assessments as funding allows. Milestones include RFP for Phase I Site Assessments, selection of a contractor to perform the task, award of the contract, and completion of the assessment. Measures of success are completion and approval of the Phase I assessment reports. Deliverables include the City of Florence's conclusion of site eligibility, documentation of the owner's permission to perform the assessment, and a summary of each Phase I assessment performed. The cost estimate for Task 3C is contractor assessment of 23 sites @ \$3,300 per site, for a total of \$75,900. Based on site priority, the Phase I Assessments will begin once a consultant is selected and will be completed by winter 2009.

D. Site Characterization: Phase II

The City of Florence will hire a contractor to conduct Phase II site assessments on sites ranked with the highest priority by community stakeholders and approved by EPA as funding allows. The contractual cost for Phase II assessment is estimated to be \$253,500 for completion of up to 13 Phase II assessments. Milestones are RFP for Phase II site assessments, and completion of the assessment. Measures of success include completion and approval of Phase II assessment. Deliverable is a summary of each Phase II assessment performed. The task is estimated to be completed by winter of 2010.

E. Quality Assurance & Health and Safety Plans:

For any Phase II assessments performed with grant funds, the City of Florence will notify EPA of the schedule for fieldwork. A Quality Assurance Project Plan for the assessments will be submitted for review and concurrence four to six weeks prior to any sampling being conducted. The City of Florence estimates performing up to five Phase II site assessments, as grant funds remain available. The City of Florence will also task the contractor to prepare and follow an OSHA-compliant Health and Safety

Plan. A copy of all approved Health and Safety Plans will be placed in the grant file. Measures of success are completion of the Quality Assurance Project Plan and Health and Safety Plans. Deliverables are Quality Assurance Project Plan for EPA approval, and if comments any necessary changes, and Health, and Safety Plans for the grant file. The estimated completion date is at least four weeks before fieldwork begins on any site.

F. Endangered Species Act (ESA) and National Historic Preservation Act (NHPA):

The City of Florence will require the contractor to identify any threatened or endangered species or habitat at or in the vicinity of any selected sites and contact the City of Florence. The City of Florence will contact the Alabama Historical Commission and any tribes with an interest in the sites to determine if any historic or cultural resources are present. Along with that information, the contractor will evaluate and report whether assessment alternatives appear likely to disturb or harm any species or resources, and if so what mitigation could be done. This information will be presented to EPA in a separate letter. The cost will be included in tasks 3B and C. Measures of success will include completion of the document and ESA/NHPA letter to EPA. Deliverables are documentation of sites with significant cultural resources and/or threatened species. This subtask will be completed prior to initiation of Phase II assessments.

2.4 Cleanup Planning:

The City of Florence will coordinate cleanup planning for selected sites. This will be done in cooperation with voluntary property owners, the Alabama Department of Environmental Management (ADEM), and other applicable organizations and stakeholders.

A total of \$33,500 has been budgeted for consultants and legal expertise for cleanup planning including any studies needed to enter in ADEM's Brownfield's program, to prepare an initial cleanup plan and to potentially negotiate a final cleanup plan, as well as preparation of a final cleanup plan.

A. Analysis of Cleanup Alternatives:

Once a Phase I and Phase II Environmental Assessment has been accomplished and a site(s) has been determined through the site selection process as appropriate for cleanup, the City of Florence in conjunction with the property owner(s) will contact the Alabama Department of Environmental Management Land Division regarding cleanup.

Prospective property(s) will have Phase I and Phase II information as well as any other feasibility studies needed to enter into a Brownfield's Voluntary Agreement.

This agreement will document what the property owners' responsibilities are and what needs to be done to obtain closure.

The City of Florence will rely on contractors to prepare the document required by the State of Alabama to enter a proposed cleanup site into the State's Voluntary Cleanup Program. This document will use environmental consultant and legal expertise in providing a summary description of all known existing environmental investigations, studies, reports, or documents concerning the site's environmental condition and a proposed cleanup plan. The contractors, in negotiation with ADEM, will decide which action to take regarding cleanup.

Project milestones include entering into a Brownfield's Voluntary Agreement, the property owner receiving a release of liability and successful negotiation of an initial cleanup plan. One important measure of success is the "Innocent Party" agreement between the voluntary participant and ADEM's Land Division. Deliverables include Phase I and Phase II information and optional feasibility study from the consultants, a voluntary agreement between the property owner(s) and ADEM, and a determination of further action needed regarding cleanup.

B. Cleanup Plan:

In negotiation with ADEM, regarding site cleanup, the City of Florence and the property owner may choose to complete a Final Cleanup Plan through a contractor.

The Final Cleanup Plan may include the cleanup standards to be achieved and any institutional, land use or engineering controls that will be required as part of the cleanup. Upon finalizing the Voluntary Agreement and adequate public notice, the actions required under the Voluntary Agreement as defined in the Final Cleanup Plan will be accomplished with a No Further Action Letter issued upon completion of all required tasks. Milestones are determining who is responsible for cleanup and pursuing cleanup. Acceptance of a Final Cleanup Plan by ADEM and an issuance of a No Further Action letter are important measures of success.

2.5 State Involvement:

The City of Florence will provide project updates to the ADEM's Land Division, which manages the state's Voluntary Cleanup Program (VCP) on a quarterly basis, in conjunction with other quarterly reporting. The City of Florence will make ADEM aware of all site-specific Phase II assessment activities to be initiated and will provide ADEM an opportunity to review and comment on all technical reports, including QAPPs, sampling plans, ABCAs, cleanup plans, and other technical reports. As mentioned above, ADEM will also be involved in any site eligibility determinations.

3.0 Schedule and Deliverables:

Time	Deliverables
Month 1-36	Project Management
Month 1	Complete QAPP
Month 1	RFP and Award for Phase I and II ESAs
Month 2	Complete Phase Is for 2 priority sites
Month 2	HS Plans for 2 priority sites
Month 3	Public Involvement Plan
Month 3	ESA/NHPA letter for 2 priority sites
October 30, 2008	Quarterly Report and MBE/WBE Report
October 30, 2008	Interim Financial Status Report
Month 4	Complete Phase IIs for 2 priority sites
January 30, 2009	Quarterly Report and MBE/WBE Report
Month 9	Site Inventory
As needed	HS Plans Completed
April 30, 2009	Quarterly Report and MBE/WBE Report
July 30, 2009	Quarterly Report and MBE/WBE Report
October 30, 2009	Quarterly Report and MBE/WBE Report
October 30, 2009	Interim Financial Status Report
Month 17	Completion of Phase I Assessments
Month 18	Phase I Assessment Fact Sheets
April 30, 2010	Quarterly Report and MBE/WBE Report
July 30, 2010	Quarterly Report and MBE/WBE Report
October 30, 2010	Quarterly Report and MBE/WBE Report
October 30, 2010	Interim Financial Status Report
Month 29	Completion of Phase II Assessments
Month 30	Phase II Assessment Fact Sheets
April 30, 2011	Quarterly Report and MBE/WBE Report
Month 34	Completion of Cleanup Plans
October 30, 2011	Closeout Reports
As needed	Requests for Reimbursements

4.0 Budget

A. Budget Worksheet:

Hazardous Substances Assessment Grant					
Budget Categories	Brownfield Inventory & Outreach	Phase I ESAs	Phase II ESAs	Cleanup & Redevelopment Planning	Total
Personnel	\$12,000			\$9,500	\$21,500
Travel	\$1,750				\$1,750
Supplies	\$1,500			\$1,250	\$2,750
Contractual	\$4,000	\$44,000	\$120,000	\$6,000	\$174,000
Total	\$19,250	\$44,000	\$120,000	\$16,750	\$200,000

Petroleum Assessment Grant					
Budget Categories	Brownfield Inventory & Outreach	Phase I ESAs	Phase II ESAs	Cleanup & Redevelopment Planning	Total
Personnel	\$12,000			\$9,500	\$21,500
Travel	\$1,750				\$1,750
Supplies	\$1,500			\$1,250	\$2,750
Contractual	\$4,000	\$44,000	\$120,000	\$6,000	\$174,000
Total	\$19,250	\$44,000	\$120,000	\$16,750	\$200,000

B. Budget Narrative:

Personnel costs: Estimate.

Travel: Reserved for Brownfield training workshops and Annual Conferences.

Supplies: Reserved for office expenses; such as, paper, printing, mapping, advertisement, mailing, and software.

Contractual: Estimate.