Planning and Development Department

Ed Ball Building
214 North Hogan Street, Suite 300
Jacksonville, FL 32202

MEMORANDUM

TO: Gregory Pease
Chief of Procurement Division

FROM: Krista Fogarty, City Planner II
Community Planning Division

Jody McDaniel, City Planner III
Community Planning Division

RE: P-41-19 Brownfield Environmental Site Assessment Services

DATE: January 13, 2020

The Planning and Development Department/Community Development Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Brownfield Environmental Site Assessment Services resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Terracon to provide the Brownfield Environmental Site Assessment Services that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The term of this Contract shall commence on the Effective Date and shall expire on September 30, 2022, unless sooner terminated by either party in accordance with the terms of the RFP. The maximum indebtedness for the entire project is a not-to-exceed amount of $293,500.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibit A Scope of Services
Exhibit B Fee Schedule

cc: Alex Baker, Professional Services Specialist, Finance and Administration Department/ Procurement Division

Terracon

December 20, 2019

Ms. Jody McDaniel
Planning & Development Department
City of Jacksonville
214 N. Hogan Street, Suite 300
Jacksonville, FL 32202

Re: Proposal for Professional Brownfields Consulting Services – City of Jacksonville
Environmental Site Assessment Services
Terracon Proposal No. PEQ197142

Dear Ms. McDaniel:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to provide Professional Consulting Services to the City of Jacksonville.

A. PROJECT INFORMATION

Terracon and its subcontractors will provide services to the City of Jacksonville (City) in support of its Brownfields Program. In order to fulfill the requirements of the City's US EPA Brownfields Community-wide Assessment Grant, Terracon will provide services for the following tasks as established in the City's Brownfields Assessment Cooperative Agreement Work Plan dated July 19, 2019: Task 1: Assessment, Task 2: Remediation/Reuse Planning, Task 3: Outreach, Task 4: Programmatic Support. Activities conducted under this grant will be in general accordance with Terms and Conditions included with the City of Jacksonville EPA Cooperative Agreement.

B. SCOPE OF SERVICES

The scope of our services will vary based on the needs of the project. See the attached **Exhibit A** for a detailed breakdown of the anticipated services to be provided.

C. COMPENSATION

Services will be performed in general accordance with the estimated fees established in the attached Scope of Services (**Exhibit A**) and at rates established in the attached Rate Schedule (**Exhibit B**). Terracon will issue Project Authorizations as needed for each individual lump sum

project task and/or individual sub-task as indicated in the attached Scope of Services. Each Authorization will indicate the estimated cost to complete the associated task and/or sub-task. Terracon's compensation for the services described herein will be limited to the available US EPA Grant Funding awarded to the City of Jacksonville (through the current cooperative agreement or others awarded during the life of this contract) unless prior approval is given by the City.

Our services will be conducted in general accordance with the mutually agreed upon contract terms between the City of Jacksonville and Terracon.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If we can provide any additional environmental, geotechnical, construction materials testing, or facilities assistance, please call us at 904-549-7371.

Sincerely,

Terracon Consultants, Inc.

Kyle Hayes
Environmental Department Manager

Patricia Dumpert-Jacobs
for
Belinda Richard
National Brownfields Program Manager

Attachments: Exhibit A – Scope of Services
Exhibit B – Rate Schedule

Accepted this _____ day of _____, 2019

City of Jacksonville

_____
Signature

_____
Printed Name

Terracon

EXHIBIT A

Scope of Work – Professional Brownfields Services
City of Jacksonville Environmental Site Assessment Services

SCOPE OF SERVICES

Terracon and its subcontractors will provide services to the City of Jacksonville (City) in support of its Brownfields Program. In order to fulfill the requirements of the City's US EPA Brownfields Community-wide Assessment Grant, Terracon will provide services for the following tasks as established in the City's Brownfields Assessment Cooperative Agreement Work Plan dated July 19, 2019: Task 1: Assessment, Task 2: Remediation/Reuse Planning, Task 3: Outreach, Task 4: Programmatic Support. Activities conducted under this grant will be in general accordance with Terms and Conditions included with the City of Jacksonville EPA Cooperative Agreement.

In addition to the scope of services described within this Exhibit A, supplemental services can be provided in support of the brownfields program on an as-needed and individual contract basis. Services may include but are not limited to Grant Writing, Cleanup Planning and Implementation, Area-wide Planning, Cleanup Agreements with the Florida Department of Environmental Protection (FDEP), Site-specific Risk Assessment, and other related activities as requested.

Task 1: Assessment

1A. Phase I Environmental Site Assessments (ESAs)

Terracon estimates the completion of up to 12 Phase I ESAs. Phase I ESAs will be prepared in accordance with EPA's standard for all appropriate inquiries. The City will utilize the practices in ASTM standard E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," or EPA's All Appropriate Inquiries Final Rule "All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients", (Publication Number: EPA 560-R-11-030).

Deliverables under this task Include:

- Phase I ESA Reports

Task 1A: Lump Sum Unit Fee (est. 12 @ $4,500*).....$ 54,000*
**Variations in cost may occur due to the size and complexity of the properties to be assessed.*

1B. EPA Quality Assurance Project Plans, Health & Safety Plans, Phase II ESAs, and Additional Assessment Services

Terracon will complete one (1) Generic Quality Assurance Project Plan (QAPP), and up to 6 Site-Specific QAPPs, in accordance with the EPA Cooperative Agreement Work Plan. Health & Safety Plans will also be completed for each site where a Phase II ESA is recommended. QAPPs will be prepared in accordance with EPA Quality Assurance Guidelines for Conducting Brownfields Site Assessments and will be submitted to the EPA Project Officer for approval prior to conducting

Phase II Environmental Assessment activities. Terracon will complete a Phase II ESA (upon site eligibility approval by EPA Region 4 and state of Florida petroleum eligibility determination) resulting from the findings of a Phase I ESA in general accordance with the Terms and Conditions of the EPA Cooperative Agreement and ASTM Method E 1903-97 (Phase II Environmental Site Assessment). It is anticipated that up to 6 Phase II ESAs will be completed under this grant, dependent on the complexity and costs associated with the assessment(s) based on Phase I ESA findings.

Terracon can complete additional non-scope site assessment services (upon site eligibility approval by EPA Region 4) resulting from the findings of a Phase I ESA in general accordance with the Terms and Conditions of the EPA Cooperative Agreement and applicable state and federal regulations and standards. Additional assessment activities may include but are not limited to the following surveys: Ground Penetrating Radar, Natural Resources & Wetlands, Asbestos, Lead Paint, Mold, and Facilities Condition Assessment. The need for these additional services will be evaluated on a site by site basis and estimated fees will be provided to the City for approval.

Deliverables under this task Include:

- One Generic QAPP ($5,000)
- Site-Specific QAPPs with associated Health and Safety Plans ($3,500 each)
- Phase II ESAs (Approximately $25,000 each)
- Additional Assessment Service Reports

Task 1B: Lump Sum Unit Fee for Generic QAPP and up to 6 Phase II ESAs including Site Specific QAPPS, HASPs, and EPA Site Eligibility .....$ 176,000*
**Variations in cost may occur due to the size and complexity of the properties to be assessed.*

Total Task 1A – 1B:.....$230,000

Task 2: Remediation / Reuse Planning

Terracon will complete up to 3 Analysis of Brownfields Cleanup Alternatives (ABCAs) and/or Site-Specific Reuse/Cleanup Plans resulting from Phase II ESA findings. Sites undergoing remedial planning through the City's brownfields program will be encouraged to consider entering into a Brownfields Site Rehabilitation Agreement (BSRA) with the FDEP that provides the regulatory framework for assessment, liability protection, remediation and potential redevelopment of environmentally-impacted sites.

Deliverables under this task Include:

- Up to 3 ABCAs, Brownfields Reuse Plans and/or Cleanup Plan ($8,000 each)

Task 2: Lump Sum Unit Fee (3 ABCAs @ $8,000).....$ 24,000*
**Variations in cost may occur due to the size and complexity of contamination or redevelopment options on properties.*

Task 3: Outreach

Terracon will provide support for outreach/public involvement and engagement activities for the three-year grant cycle. Particular focus of outreach plans will be designed to engage the community about the brownfields process and assessment activities funded through this grant. Proposed community activities are anticipated to include the following activities:

3A. Community Involvement Plan (CIP)

Terracon will develop a Community Involvement Plan (CIP) specific to this grant in accordance with the January 2013 EPA guidance document. The CIP will include an overview, City contact and spokesperson/administrative record information, project history, community background, chronology of community involvement, key concerns, schedule, other contacts and interested parties, as well as methodology for community outreach. This task will require input from City staff. This task will be billed lump sum.

Deliverable under this task includes:

- Community Involvement Plan

Task 3A: Lump Sum Unit Fee ..... $ 4,250

3B. Outreach Activities

Activities under this task will be billed on an as-needed, time and materials basis. Anticipated outreach activities include the following:

Outreach and Engagement

- Brownfields Advisory Board support and facilitation to include meeting planning, preparation and support of Advisory Board meetings;
- Community outreach and education support for the City's Brownfields stakeholders including; conducting and supporting meetings, visioning sessions and focus groups;
- Development of Brownfields Program educational materials to help communities better understand brownfields and associated redevelopment;
- Public meeting support pertaining to the City's Brownfields Program;
- Brownfields workshop support and preparation;
- Meetings outreach and education for Brownfields property owners, community groups, businesses, local government partners, realtors and other interested parties;
- As-needed support for marketing the City's Brownfields program; and
- Participation in public involvement activities as directed by the City.

Deliverables under this task may include:

- Outreach Materials such as presentations, handouts, etc.

Task 3B: Time and Materials (T&M).....$ 16,250

Total Task 3A – 3B.....$20,500

Task 4: Programmatic Support

Terracon will provide EPA Programmatic Support for the three-year grant period. This support will be provided on an as-needed, time-and-materials basis. Anticipated activities for this task are listed below; additional support activities may be added at the discretion of the City and/or as required by the EPA Brownfields Project Officer.

- Assist with the revisions and approval of the EPA Work Plan, if applicable;
- Assist in preparation of quarterly reports and required documentation;
- Assist in preparation of required MBE/WBE reporting forms (such as EPA Form 5700-52A) on an annual basis;
- Assist in the annual projections of anticipated environmental site assessments as required by EPA;
- Assist in the interpretation of EPA Grant Terms and Conditions;
- Preparation of the EPA Final/Grant Closeout Report within 90-days of the end of the grant period;
- Entry of project information in the EPA Brownfields ACRES database;
- Provide management and technical oversight as needed;
- Support for City project meetings and other EPA meetings such as monthly project status meetings/conference calls, tours and site visits;
- Interagency coordination with Federal, State and Local Brownfields agencies on an as-needed basis; and
- Negotiate assessment and compliance requirements on the City's behalf with the EPA and FDEP.

Deliverables under this task Include:

- Quarterly Reports, ACRES Data Base Entry, Closeout Report, completed forms as listed above and other reporting as-needed.

Task 4: Time and Materials (T&M).....$19,000

Total for Tasks 1 through 4: $293,500

Terracon

EXHIBIT B

Rate Schedule – Professional Brownfields Services
City of Jacksonville

Rate Schedule

1. Personnel		
Principal/Program Manager	$ 185.00	/hour
Senior Geologist/Engineer/Scientist	$ 175.00	/hour
Florida Licensed Asbestos Consultant/Licensed Mold Assessor/Certified Industrial Hygienist	$ 160.00	/hour
Contract Manager / Planner	$ 140.00	/hour
Project Scientist/Geologist/Engineer	$ 130.00	/hour
Task Manager/Staff Engineer Senior/Senior CAD Operator/Project Coordinator	$ 110.00	/hour
Staff Scientist/Geologist/Grants Coordinator/Industrial Hygienist Technician	$ 90.00	/hour
Senior Environmental Technician	$ 85.00	/hour
Assistant Scientist / CAD / GIS Operator	$ 80.00	/hour
Environmental Technician	$ 70.00	/hour
Clerical/Administrative Staff	$ 65.00	/hour
2. Expenses and Supplies		
Vehicle Charge	$0.63	/mile
Miscellaneous charges, including analytical laboratory tests, shipping charges, rental equipment, outside labor, public transportation, materials, permit fees, or other contracted services.	Cost +20%	

Budget

Task	Per unit Cost	Total Cost
12 Phase I reports	$4,500 each	$54,000
6 Phase II Reports with EPA Reports	$29,333.34 each	$176,000
3 Reuse Plans	$8,000 each	$24,000
Community Involvement Plan	Lump Sum	$4,250
Community Outreach – minimum 12 meetings	$1,354.15	$16,250
Grant Reporting and Close out	Lump Sum	$19,000
	TOTAL	**$293,500**

EXHIBIT B