REQUEST FOR PROPOSALS:
ENVIRONMENTAL CONSULTING SERVICES FOR
METROHARTFORD BROWNFIELDS
ASSESSMENT PROGRAM
FOR
SITES CONTAMINATED BY HAZARDOUS SUBSTANCES
AND/OR PETROLEUM

Proposal Deadline
SUBMITTALS MUST BE RECEIVED BY:
Thursday, January 8, 2015
2:00 p.m. EST

Submit Proposals to:
Capitol Region Council of Governments
241 Main Street, Fourth Floor
Hartford, CT 06106
I. INTENT
The Capitol Region Council of Governments (CRCOG) intends to hire a firm to provide consulting services for the MetroHartford Brownfields Assessment Program funded by the U.S. Environmental Protection Agency (EPA) and the Connecticut Department of Economic Development (DECD). The consultant will be utilized to provide technical services to CRCOG for environmental investigation and other program support. Consultant selection criteria will include, but is not limited to, the following:

- Brownfields experience.
- Experience preparing a Quality Assurance Project Plan (QAPP).
- Technical expertise in conducting Phase I through Phase III environmental assessments and remediation planning.
- Success in dealing with U.S. Environmental Protection Agency (EPA) and the Connecticut Department of Environmental Protection (DEEP) requirements for property assessment, cleanup and transfer.
- Experience in dealing with Connecticut Department of Economic and Community Development (DECD) Brownfields Assessment Program.
- Incorporation of sustainable practices in the assessment and remediation planning process.

CRCOG will procure consultant services in accordance with the established policy of CRCOG and requirements of the EPA terms and conditions of the Cooperative Agreements. The project will commence upon selection of a consultant and issuance of a notice to proceed.

II. INTRODUCTION/BACKGROUND INFORMATION
CRCOG recently received two Brownfields Assessment Grants ($200,000 for petroleum sites and $200,000 for hazardous substance sites, for a total of $400,000) from the U.S. EPA to continue the MetroHartford Brownfields Assessment Program. CRCOG also received a $200,000 grant from the CT DECD to investigate parcels with potential for transit-oriented development (TOD) in Hartford and potentially other locations as well as conduct an inventory of additional brownfields sites that are candidates for redevelopment in conjunction with the CTfastrak and New Haven-Hartford-Springfield Rail (Hartford Rail) corridors. The grant period for the new EPA grant is October 1, 2014 – September 30, 2017. The grant period for the DECD grant is expected to be January 1, 2015 – December 31, 2015. CRCOG is seeking consultant assistance to carry out the new grants. $358,000 of the total EPA grant award is programmed for the consultant activities described in this RFP; $165,000 of the DECD grant award is programmed for the consultant activities described in this RFP.
The MetroHartford Brownfields Assessment Program was begun in 2004 with funding by the U.S. EPA. The Program was developed as a joint project of the Capitol Region Council of Governments (CRCOG) and the MetroHartford Alliance (MHA) to serve the municipalities of the combined CRCOG/MHA Region. Initial funding was provided through a $200,000 petroleum grant (2004), a $200,000 hazardous substance grant (2005), a $400,000 combined petroleum and hazardous substance grant (2007), a $200,000 petroleum grant (2009), and a $200,000 hazardous substance grant (2009).

The 2014 grants will be used to perform Phase I through Phase III environmental assessments and remediation planning on selected sites within the Capitol Region. The grants will also support public outreach to ensure that municipal officials and community residents have an opportunity to comment on our proposed work activities, learn about the outcome of assessments and their implications for neighborhoods, and guide future program activities. These grants will keep the momentum moving forward on redevelopment activities currently underway in Hartford and other Capitol Region communities seeking to utilize this program. Our success in completing our first assessments has led to increased interest in our program, and we anticipate receiving more inquiries from municipalities and property owners seeking to use these funds to identify potential contamination issues, define remediation strategies, and ultimately bring these properties back to productive use. Since we are an urbanized region with an industrial heritage, such remediation and redevelopment often has an immediate impact on surrounding neighborhoods, thereby contributing to the health and vitality of communities in the region.

The Capitol Region MetroHartford Brownfields Assessment Program will be open to all 38 municipalities in the Capitol Region, however, we will target our efforts to work which will support the redevelopment of sites with TOD potential especially along the CTfastrak and Hartford Rail corridors.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the CRCOG Director of Policy and Planning assisted by the CRCOG Fiscal Officer and other Policy Development and Planning staff, with technical assistance and oversight to be performed by an environmental consultant.

*Please note: US EPA also awarded CRCOG $950,000 to establish a Revolving Loan Fund program to make loans and subgrants to cleanup Brownfields sites and conduct other necessary activities to manage the RLF program in the Capitol Region. Response to this Assessment RFP will not preclude a consultant from also responding to the RLF RFP when issued.*

**III. PROJECT APPROACH**

The Capitol Region MetroHartford Brownfields Assessment Program has established a simple but effective approach to providing municipally-owned or sponsored brownfields sites with Phase I through Phase III environmental assessment and remediation planning assistance. Our intent is to contract with one environmental consulting firm to provide these services to sites selected to participate in the program. The Project Approach is made up of five tasks summarized below, and is presented in greater detail in Attachment D.
Task 1: **Cooperative Agreement Oversight, Program Development and Implementation.** This task involves the management and oversight of contractors, including competitive procurement; personnel and financial management; coordination with stakeholders; and reporting to EPA and stakeholders. The contracted environmental firm will need to provide appropriate information in a timely manner to support CRCOG’s management and oversight responsibilities.

Task 2: **Outreach and Community Involvement.** Reach out to community officials, residents, and other stakeholders to solicit their input, and update them as appropriate as the program is implemented and assessment projects proceed. Environmental justice will be a key objective to provide equal access to communication with the region’s harder-to-reach individuals. The contracted environmental firm will support CRCOG’s outreach efforts.

Task 3: **Regional Brownfields Steering Committee.** We will coordinate the program through the established MetroHartford Brownfields Steering Committee. The Brownfields Steering Committee is currently composed of representatives of municipalities, CRCOG, MetroHartford Alliance (MHA), and state agencies. We will invite participation by our Community Based Organization partners and other community interests as projects are identified. To date, the Steering Committee has participated in environmental professional selection; in establishing procedures for site application and evaluating candidate sites, and a model access agreement; and in setting priorities for the use of grant funds. The Steering Committee will provide the coordination needed to assure that program objectives are consistent with regional goals and community interests. At a minimum, conduct quarterly Steering Committee meetings to oversee progress and conduct reviews/approval of prospective sites for participation in the program. The contracted environmental firm will present reports on prospective sites and assessed sites to the Steering Committee for review and consideration.

Task 4: **Identification, Evaluation, Prioritization and Selection of Candidate Sites.** Work with inventories and participating municipalities to identify sites that meet program guidelines, are high priorities for redevelopment from a regional, municipal and neighborhood perspective, and have market potential for redevelopment. Once applications for assistance are made by member municipalities, the Steering Committee will evaluate and prioritize sites submitted for consideration. The sites will be evaluated based on established procedures and criteria, including both baseline criteria and criteria related to redevelopment potential (particularly TOD), environmental justice issues, health and environmental concerns, open space and recreation potential, and additional program objectives. The contracted environmental firm will evaluate inventories, reports and site issues and prepare reports and advise on prospective sites for review and consideration.

Task 5: **Site Assessments and Remediation Planning.** The hired qualified environmental professional will perform Phase I, II and/or III Environmental Site Assessments on selected sites, and in some cases, remedial planning.

**IV. CONSULTANT SCOPE OF WORK**
The following is a description of project tasks to be undertaken by the chosen environmental consultant:
1. Provide technical assistance to CRCOG, and the Brownfields Steering Committee in guiding the Capitol Region MetroHartford Brownfields Assessment Program. Attend quarterly meetings of the Steering Committee, and be available to respond to the questions of CRCOG, and municipal staff regarding the assessment process. Provide status reports on ongoing projects. (Supports Task 3)

2. As directed by the CRCOG Director of Policy and Planning, assist in assembling information needed to determine site eligibility and participate in meetings with municipal officials and property owners on prospective and current projects. (Supports Tasks 2, 3, 4 and 5)

3. Environmental Site Assessments and Remediation Planning (Supports Task 2 and 5)

   Undertake Phase I through Phase III assessments and remedial planning.

   a. Phase I Assessments

      i. Conduct assessments in compliance with the All Appropriate Inquiries Final Rule at 40 CFR Part 312 and in accordance with current American Society for Testing and Materials (ASTM) standards and procedures. (The grant applications estimated the potential for Phase I Assessments on 4 sites over the three-year EPA grant period as well as 10 Phase I assessments over the one-year DECD grant period.)

      ii. Prepare scope of work and cost estimate for review and approval by CRCOG, with input from participating municipality and site owner, before work begins.

      iii. Provide necessary information to secure DEEP approval for petroleum sites.

      iv. Provide draft Phase I reports for review to CRCOG, site owner and/or municipality, and DECD and/or EPA before final reports are prepared.

      v. Provide final reports which must include the environmental professional’s qualifications statements and signature and the EPA checklist. Transmit final reports to the parties noted in iv above in digital form or in hard copy if so requested.

   b. Phase II and Phase III ESA’s and Remedial Planning

      i. Conduct all environmental assessment and sampling procedures appropriate for a site, including geophysical surveys and soil and ground water testing. Investigations and reports will be conducted in accordance with ASTM standards and procedures. The consultant will be responsible for obtaining all required permits for work at a site. (Grant applications estimated potential for Phase II Assessments on 5 sites, and Phase III’s or remedial planning on 6 sites over the three-year EPA grant period as well as Phase II Assessments on 2 sites and a Hazardous Building Materials Survey (HBMS) on 1 building over the one-year DECD grant period.)

      ii. Prepare scope of work and cost estimate for review and approval by CRCOG, with input from participating municipality and site owner, before work begins.

      iii. Provide necessary information to secure DEEP approval for petroleum sites.

      iv. Prior to Phase II or Phase III Site Assessment, or remedial action planning, the consultant will develop and submit to the EPA a QAPP for approval. The Quality Assurance Project Plan will include proposed sampling and analysis strategy, sampling procedures, analytical procedures, and other procedures that will be followed to ensure that quality data will be collected. Testing will be performed after approval of the QAPP by the EPA.

      v. Address changing climate concerns and incorporate GSR principles/techniques into Analysis of
Brownfields Cleanup Alternatives (ABCA).

vi. Provide draft Phase II, Phase III, remedial action reports, and hazmat survey to be submitted for review to CRCOG, site owner and/or municipality, and DECD and/or EPA before final reports are prepared.

vii. Provide final reports to be transmitted to the parties noted in vi above in digital form or in hard copy if so requested.

4. The consultant shall assist CRCOG in assembling information necessary to meet EPA and DECD grant reporting requirements. Such requirements include but may not be limited to: project status reports for Quarterly Progress Reports, tracking of WBE/MBE expenditures, providing data required for EPA’s ACRES project tracking system, and assisting with any additional reporting requirements associated with the funding sources for these grants. (Supports Task 1)

V. PROJECT SCHEDULE
The Consultant should be prepared to enter into a contract and begin work as directed by CRCOG on or about March 2, 2015. It is anticipated that the contracted services as described in this RFP shall be completed by August 4, 2017 for activities funded under the EPA grants and by December 4, 2015 for activities funded under the DECD grant.

VI. GENERAL PROJECT REQUIREMENTS, TERMS & CONDITIONS
1. The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Assessment Grant Program and the Connecticut Municipal Brownfields Assessment and Inventory Grant Program. The consultant must take into account compliance with all regulations applicable to the EPA and DECD Brownfields Programs, and will also be subject to the Terms and Conditions of the Brownfields Grants. Applicants are advised to review all applicable federal and state regulations prior to submitting a proposal. In particular, Phase I Assessments must comply with the ASTM standards and procedures or EPA’s All Appropriate Inquiries Final Rule, and include a completed Reporting Requirements Checklist, if the assessment is funded through the EPA.

2. Respondents to this RFP will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building sampling, remediation strategies and clean-up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Staff assigned to this project are required to be Licensed Environmental Professionals (LEP). Firms should be prepared to demonstrate a strong environmental engineering background, and a good working relationship with the Connecticut Departments of Energy and Environmental Protection and Economic and Community Development staff. Firms are encouraged to consider hiring trained and qualified students and graduates of North Star Center for Human Development, a partner of the Capitol Region MetroHartford Brownfields Program, to undertake specified contract work in support of brownfields assessments.

businesses are encouraged to apply. The consultant agrees to comply with the requirements of EPA’s program for utilization of Small, Minority and Women’s Business enterprises. The “fair share” goals/objectives established as part of the Cooperative Agreement between CRCOG and EPA are those negotiated with EPA by the CT DEEP as follows: MBE: Combined 3%; WBE: Combined 5%. The prime contractor will be required to document subcontract expenditures that apply to the negotiated “fair share” percentages.

4. The consultant also agrees to all conditions contained within the grant contract between CRCOG and the U.S. EPA (http://www.crcog.org/publications/CommDevDocs/Brownfields/CoopAgreement-BF-96195401-0-Asmt.pdf) as well as the grant contract still under negotiation between CRCOG and the CT DECD.

VII. PROPOSAL REQUIREMENTS
A. Submission
Sealed proposals, in accordance with the format prescribed below, will be received at the Capitol Region Council of Governments, located at 241 Main Street, Hartford, CT 06106, until 2:00 p.m. EST, Thursday, January 8, 2015. Any responses received after the advertised opening date and time shall be rejected. Firms are required to provide one (1) signed original and six (6) copies of their response, including all supporting documentation, as well as a CD or flash drive containing an exact copy of all requested materials.

Note that the submission of any proposal indicates acceptance by the firm of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

B. Questions
General inquiries concerning the Request for Proposals must be made to:

Mary Ellen Kowalewski, Director of Policy and Planning
CRCOG
241 Main Street
Hartford, CT 06106
860-522-2217, ext. 222

However, no oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, faxed to (860) 724-1274 or emailed to mkowalewski@crcog.org. To receive consideration, such questions must be received by 3:00 p.m. on Friday, December 12, 2014.

The Policy and Planning Director will arrange as addenda, which shall be made a part of this RFP and any resulting contracts, all questions received as above provided and the decisions regarding each. By Wednesday December 17, 2014, the Director of Policy and Planning will post a copy of any addenda to CRCOG’s website, located at www.crcog.org. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency’s website.
C. Proposal Format
Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant’s Phase I through Phase III assessment and remedial planning processes, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how study results will be presented to CRCOG, the Steering Committee and site owners.

Written proposals should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to Mary Ellen Kowalewski, Director of Policy and Planning, Capitol Region Council of Governments, 241 Main Street, Hartford, CT 06106.

2. **Contact Information.** The name, address and contact person of the company submitting the proposal. Please include telephone and fax numbers, as well as email and website addresses.

3. **Statement of Qualifications and Experience.** Additional information can be in narrative form.
   a. Give the company/firm/team history, background and relevant experience.
   b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
   c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
   d. Experience with Brownfields site assessment and remediation planning. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number). The references should include Phase I, Phase II, Phase III, and Remedial Action Plans completed in the last 5 years, which demonstrate the respondent’s ability to prepare an assessment or plan consistent with U.S. EPA and Connecticut DEEP Guidelines.
   e. Experience with Risk Based Site Assessment. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number).
   f. Quality Assurance Methods: Give a description of the quality assurance methods implemented by the consultant. Also, please state whether the firm has prepared an EPA-approved generic Quality Assurance Project Plan.

4. **Scope of Work.** Proposed approach to the scope of work which includes major tasks required to complete Phase I, Phase II and Phase III Environmental Site Assessments, and Remedial Action Plans. The statement of approach should also include a discussion of
quality control for each phase of work outlined in this RFP (See Section IV, Consultant Scope of Work).

5. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP. Please include major tasks and approximate timeline required to complete Phase I, Phase II and Phase III Environmental Site Assessments, and Remedial Action Plans (See Section V, Project Schedule).

6. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished product(s), and costs associated with carrying out all tasks specified in Section IV Consultant Scope of Work, contained in this RFP. The fee proposal should include:
   a. A complete rate schedule and pricing for staff and equipment to be utilized for this project.
   b. A typical price range that may be expected for the preparation of Phase I, Phase II, and Phase III Environmental Site Assessments, Remedial Action Plans and Hazmat Survey. CRCOG understands that the actual price of these studies will vary based on site conditions.
   c. Explanation of the consultant’s approach to pricing Phase I, Phase II, and Phase III Environmental Site Assessments, Remedial Action Plans and Hazmat Survey, including preparation of final reports.
   d. Explanation of the consultant’s approach to pricing on-call consultant assistance in developing the targeted inventory, attendance at Steering Committee meetings, and other tasks noted in Section IV Consultant Scope of Work.

7. **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. CRCOG will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent’s statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of CRCOG.

The successful firm may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful firm shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby. CRCOG will not pay an administration fee to the prime contractor for any subcontracted work.

(Nota: North Star Center for Human Development, a partner to the MetroHartford Brownfields program, has committed to work with the Program’s contracted LEP to provide trained and qualified students and program graduates to undertake specified contract work in support of brownfields assessments. Respondents are asked to indicate,
as part of their proposals, their willingness to consider hiring such trained and qualified students to perform work under resulting contracts.)

8. **Insurance Documents.** Documentation of insurance coverage required under Section X.G of this Request for Proposals.

9. **Response Page.** See ATTACHMENT A.

10. **Non-Collusion Statement.** See ATTACHMENT B.

11. **Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.** See ATTACHMENT C.

**VIII. SELECTION CRITERIA**

CRCOG desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable cost. To accomplish this goal, CRCOG’s criteria for selection will include, but not be limited to:

1. Brownfields/Phase I, II, III & RAP Experience
2. Work Management Team/Firm
3. Fee(s)

Additional criteria to be considered include the following:

- Staff qualifications, firm’s experience in EPA Brownfields Programs, including community relations experience, Quality Assurance Project Plans, environmental risk assessment, transfer, cleanup, and management plans.
- Previous experience of the firm and proposed staff, including experience with similar projects. Preference will be given to firms with a strong environmental engineering background.
- Experience and/or knowledge related to EPA reporting requirements (ACRES, Quarterly Reports, etc.).
- Overall cost of services and the cost effectiveness of the proposal.
- Other relevant factors that would have an effect on the firm’s ability to satisfactorily complete the work within the stipulated time period.
- Quality of responses from relevant references and past performance in terms of quality of work and the timeliness of the accomplishment.
- Consideration to pursue trained and qualified students and graduates of North Star Center for Human Development, a partner of the Capitol Region MetroHartford Brownfields Program, to undertake specified contract work in support of brownfields assessments.

Based upon the evaluation of proposals submitted, CRCOG intends to select finalists who may be required to make formal presentations before a review committee regarding their qualifications, project approach, and ability to provide the required services to best serve the
needs of CRCOG.

CRCOG and the review committee may elect to negotiate with the top ranked firms and to accept modifications to the proposed scope of services and/or price when such action is in the best interest of the participants to do so. Additional clarifying information may be requested to aid in the decision-making process.

IX. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Release Date</td>
<td>Monday, December 1, 2014</td>
</tr>
<tr>
<td>RFP Questions Due to CRCOG</td>
<td>Friday, December 12, 2014 by 3:00 pm</td>
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<tr>
<td>Answers/Addendum Posted</td>
<td>Wednesday, December 17, 2014</td>
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<tr>
<td>Proposals Due</td>
<td>Thursday, January 8, 2015 at 2:00 pm</td>
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<td>Proposals Due</td>
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<tr>
<td>Proposals Due</td>
<td>Thursday, January 8, 2015 at 2:00 pm</td>
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<tr>
<td>Selection/Notification of Successful Firm</td>
<td>Early-mid February 2015</td>
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X. ADDITIONAL TERMS AND CONDITIONS

A. Ownership of Proposals/Freedom of Information

All proposals submitted in response to this RFP are to be the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information). Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.

Copies of information resulting from this RFP are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate envelope clearly marked “Confidential”.

B. Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest of the CRCOG to do so. The Capitol Region Council of Governments reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

C. Waiver of Informalities

The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of CRCOG and to advertise for new proposals, and to make awards as may be in the best interest of CRCOG.
D. Collusion
By responding, the respondent firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of the CRCOG or any municipal staff or official of CRCOG member municipalities participated either directly or indirectly in the respondent firm’s proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment B) relative to non-collusion.

E. Assigning/Transferring of Agreement
Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from CRCOG.

F. Termination
CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the respondent firm; or if the respondent firm fails, in the opinion of CRCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG.

G. Insurance Requirements

1. The environmental consultant (CONSULTANT) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage included in Section G.2.a-f prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:
   a. The insurance requirements shall apply to all subcontractors and/or consultants.
   b. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
   c. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
   d. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
   e. Each certificate shall contain a 30 day notice of cancellation.
   f. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an “A-” policy holders rating according to Best Publications latest edition Key Rating Guide.

2. Required insurance coverage:
   a. Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance, as applicable, with limits not less than $2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year and
   b. [Further details on insurance requirements]

Capitol Region MetroHartford Brownfields Assessment Program RFP: Page 12
limits of $1,000,000 for all property damage sustained by each person as a result of any one occurrence and $1,000,000 property damage aggregate per policy year or a combined single limit of $1,000,000. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.

b. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated in section 2.a, above.

c. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee.

d. **Excess Liability Umbrella Form** over sections 2.a, 2.b and 2.c--Employers' Liability with limits up to $4,000,000.

e. The Capitol Region Council of Governments and CRCOG member municipalities shall be named as an Additional Insured as their interest may appear on the appropriate coverage in sections 2.a, 2.b and 2.c--Employers' Liability and 2.d in the section reserved for comments on the ACORD Form insurance certificate.

f. **Professional Liability Insurance** with limits up to $2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT's cost.

**H. Hold Harmless and Indemnification**

In addition to its obligation to provide insurance as specified above, the CONSULTANT, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the CONSULTANT during the CONSULTANT's performance of this Agreement or any other Agreements of the CONSULTANT entered into by reason thereof. CRCOG agrees to give the CONSULTANT prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

**I. Affirmative Action**

The Capitol Region Council of Governments, through its policies on Equal Employment Opportunity and Affirmative Action, pledges its support and cooperation to private and public agencies that are promoting public policy in this vital area of human relations. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment C) relative to Equal Employment Opportunity and Minority/Female Business Enterprise and return it with their response.

**J. Severability**

If any terms or provisions of this Request for Proposals shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

**K. Incurred Costs**

This Request for Proposals does not commit the Capitol Region Council of Governments to
award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments will not be liable in any way for any costs incurred by firms in replying to this RFP.

L. Additional Terms and Conditions

1. The firm assigns to CRCOG all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.

2. The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The firm also agrees that it will hold CRCOG and its member municipalities harmless and indemnify CRCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.


4. The contract arising from the RFP may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.
ATTACHMENT A
RESPONSE PAGE

Capitol Region Council of Governors
REQUEST FOR PROPOSALS

DATE ADVERTISED: December 1, 2014
DATE / TIME DUE: Thursday, January 8, 2015
2:00 p.m. EST

NAME OF PROPOSAL
Environmental Consulting Services for MetroHartford Brownfields Assessment Program for Sites Contaminated By Hazardous Substances and/or Petroleum

Type or Print Name of Individual
Doing Business as (Trade Name)

Signature of Individual
Street Address

Title
City, State, Zip Code

Date
Telephone Number / Fax Number

E-mail Address/Website
SS # or TIN#
ATTACHMENT B

CAPITOL REGION COUNCIL OF GOVERNMENTS

NON-COLLUSION STATEMENT

The company responding to this Request for Proposals certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: ____________________________

Name of Company: ____________________________

Name and Title of Agent: ____________________________

By (SIGNATURE): ____________________________

Address:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Telephone Number: ____________________________
ATTACHMENT C

CAPITOL REGION COUNCIL OF GOVERNMENTS
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE
BUSINESS ENTERPRISE CERTIFICATION FORM

The undersigned certifies that _______________________________________ is an
(Name of Company)
Equal Opportunity Employer and is in compliance with federal and State rules and regulations
pertaining to Equal Employment Opportunity and Affirmative Action.

_______________________________________
(Bidder’s Signature)

-----------------------------------------------------------------------------------------------

IF APPLICABLE:
The undersigned also certifies that _____________________________
(Name of Company)
is a Minority/Female Business Enterprise and is in compliance with federal and state rules and
regulations pertaining to Minority/Female Business Enterprise designations.

_______________________________________
(Bidder’s Signature)

_______________________________ (Today’s Date)
WORKPLAN TASKS - EPA Funded

Please note: The workplan listed below is excerpted from the approved Application for Federal Assistance. The tasks listed below will apply to both the hazardous substance and petroleum brownfields assessment grants.

**Task 1: Cooperative Agreement Oversight, Program Development and Implementation**

This task involves the management and oversight of contractors, including competitive procurement; personnel and financial management; coordination with stakeholders; and reporting to EPA and stakeholders. CRCOG staff will also participate in available training opportunities to ensure the development and implementation of an effective brownfields program.

<table>
<thead>
<tr>
<th>Task 1 - Cooperative Agreement Oversight, Program Development and Implementation</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s)</th>
</tr>
</thead>
</table>
| **Procure QEP services:** In accordance with EPA, DEEP & CRCOG Procurement Procedures, CRCOG will competitively solicit proposals from environmental firms to provide assessment and remedial planning services through 2017 to the CRCOG/MetroHartford program.  
- Prepare Request For Proposals, evaluate applications, conduct interviews, contract with qualified licensed environmental professional  
Periodically monitor and assess performance of QEP | Outputs:  
- RFP; documentation of meeting of open competition; contract for scope of services  
- Performance evaluation meetings & reports, and applicable corrective actions  
Outcomes:  
- High quality products and services to meet project needs  
- Maintain a high level of work effort | Fully executed contract – December 2014  
Ongoing QEP evaluation |
| **Program Implementation:**  
- Work with municipalities, other stakeholders and selected contractor to develop scope of work for projects  
- Encourage QEP to incorporate green and sustainable remediation (GSR) techniques that are applicable to assessment activities  
- Issue timely authorizations to proceed. | Outputs:  
- EPA approved project scopes of work  
- Authorizations to proceed  
Outcomes:  
- Clearly defined assessment projects supportive of EPA & CRCOG sustainability efforts | Ongoing throughout program. |
### Task 1 (continued)

<table>
<thead>
<tr>
<th>Task 1 - Cooperative Agreement Oversight, Program Development and Implementation</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
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</table>
| **Subtasks** (Commitments) | Reporting:  
• Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period  
• Enter site data in ACRES  
• Prepare final report and grant closeout material | Outputs:  
• Quarterly reports and other forms; updated ACRES database; final report and closeout forms  
Outcomes:  
• Regular communication of project status and next steps; current database for congressional reporting | Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur |
|  | Records:  
• Maintain grant files  
• Maintain site project files  
• Maintain financial records | Outputs:  
• Accurate and complete files suitable for audit purposes  
Outcomes:  
• High quality project records reflective of the work performed | Continuously throughout grant period |
|  | Requests for Reimbursements or Advances  
• Submit monthly, or as needed, requests for payment | Outputs:  
• Forms submitted to Las Vegas for payment  
Outcomes:  
• Reduce unliquidated obligations | Continuously throughout grant period |
|  | Training:  
• Participate in relevant training and workshops that support effective implementation of program.  
• Attend EPA Brownfields Conference(s) | Outputs:  
• Attendance at Brownfields conference  
• Participate in other appropriate, available training/workshops  
Outcomes:  
• Improve Brownfields knowledge and expand networking opportunities | 2014-2017: It is anticipated one or both primary staff will attend the National Brownfields Conferences and other training |
Task 2: Outreach and Community Involvement
Under this task, CRCOG plans to reach out to community officials, residents and other stakeholders to solicit their input and update them as the program is implemented and assessment projects proceed. Environmental justice will be a key objective to provide equal access to communication with the region’s harder-to-reach individuals. We will work with our established community partners and seek the involvement of others as necessary.

<table>
<thead>
<tr>
<th>Task 2 – Outreach and Community Involvement Subtasks (Commitments)</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
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</table>
| Involve Community Based Organization (CBO) Partners  
- Notify CBO Partners of initiation of program in writing, and by requesting time at CBOs’ regular meetings in first or second quarter  
- Continue to report back to these groups throughout the program as appropriate. | Outputs:  
- Correspondence, meeting notes  
- Commitments from CBOs  
- Improve community knowledge of Brownfields issues and identify potential Brownfields sites and reuse potential | Initial - FFY 2015 Quarters I and 2  
Ongoing - throughout the program |
| Involve other Community-Based Organizations and Stakeholders  
- Add to list of community partners as work begins in other communities with neighborhood organizations through outreach to local officials and other groups  
- As projects are underway, work with host municipality to identify citizens and neighborhood groups that should be informed of work. | Outputs:  
- Updated list of community partners & stakeholders  
- Improve community knowledge of Brownfields issues and identify potential Brownfields sites and reuse potential | Ongoing throughout the program |
| Promote Program:  
- Provide periodic updates through CRCOG newsletters, which have broad distribution and are posted on agency websites.  
- Update website with additional notices of program availability, features, and progress (Note – website has webpage translation capabilities)  
- Provide CBO partners and Metro Hartford Alliance (MHA), municipal contacts and others with materials for distribution and web posting  
- Develop and maintain mailing and email lists of interested parties to provide with program materials and updates | Outputs:  
- Newsletter articles  
- Project updates and fact sheets  
- Website postings  
- Periodic mailings/email blasts  
- Up-to-date communications to promote project work and disseminate information | Ongoing throughout the program |
| Implement outreach in target areas:  
- Meet w/ local municipal officials to identify citizens and neighborhood groups that should be informed of our work, and to identify additional specific opportunities to share project information with these parties  
- Translate materials as necessary upon request | Outputs:  
- Meetings/communications with local officials  
- Ads/postings/other outreach to local target areas  
- Improve community knowledge of Brownfields issues and identify potential Brownfields sites and reuse potential | Ongoing throughout the program |

Capitol Region MetroHartford Brownfields Assessment Program RFP: Page 20
Task 3: Regional Brownfields Steering Committee

Under this task, we will coordinate the program through the established MetroHartford Brownfields Steering Committee. The Brownfields Steering Committee is currently composed of representatives of municipalities, CRCOG, MetroHartford Alliance (MHA), and state agencies. We will invite participation by our Community Based Organization partners and other community interests as projects are identified. To date, the Steering Committee has participated in environmental professional selection; in establishing procedures for site application and evaluating candidate sites, and a model access agreement; and in setting priorities for the use of grant funds. The Steering Committee will provide the coordination needed to assure that program objectives are consistent with regional goals and community interests.

<table>
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<tr>
<th>Task 3 – Regional Brownfields Steering Committee Subtasks (Commitments)</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
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</table>
| Re-establish Brownfields Steering Committee:  
• Review Steering Committee membership and revise as necessary to ensure up-to-date representation from municipalities, CBOs, and state agencies. Invite additional members to serve, to better incorporate community interests.  
• Convene Steering Committee for input on selection of QEP  
• Review and revise as needed model access agreement, application procedures, and evaluation and site selection procedures. | Outputs:  
• Updated Brownfields Assessment Steering Committee membership and mail/email list  
• Meeting agenda(s), attendance lists and meeting notes  
• Updated program procedures and templates  
Outputs:  
• An active and motivated workgroup driving Brownfields initiatives | Quarters 1 & 2 FFY15 |
| Regular participation and involvement of Steering Committee:  
• Conduct, at minimum, quarterly Steering Committee meetings to oversee progress and conduct reviews/approval of prospective sites for participation in program.  
• QEP presents report findings to Steering Committee for reviews/comments | Outputs:  
• Quarterly meetings, meeting agendas, attendance lists and meeting notes  
Outputs:  
• An active and motivated workgroup driving Brownfields initiatives | Quarter 2 FFY15 – Quarter 4 FFY17 |
Task 4: Identification, Evaluation, Prioritization, and Selection of Candidate Sites

Under this task, CRCOG staff will continue to work with established state inventories and participating municipalities to identify sites that meet program guidelines, are high priorities for redevelopment from a regional, municipal and neighborhood perspective, and have market potential for redevelopment. Our work will also be informed by the CTfastrak (busway) and rail line brownfields site inventory work CRCOG was recently awarded state funding to undertake. Once applications for assistance are made by member municipalities, the Steering Committee will evaluate and prioritize sites submitted for consideration. The sites will be evaluated based on established procedures and criteria, including both baseline criteria and criteria related to redevelopment potential (particularly TOD), environmental justice issues, health and environmental concerns, open space and recreation potential, and additional program objectives.

<table>
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<tr>
<th>Task 4 – Identification, Evaluation, Prioritization, and Selection of Candidate Sites Subtasks (Commitments)</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s)</th>
</tr>
</thead>
</table>
| Site prioritization and eligibility determination:  
- Meet with QEP to evaluate existing inventories, reports, site issues to identify potential sites for consideration and outreach to municipalities  
- Convene steering committee to review and revise as necessary established procedures and criteria for evaluating, prioritizing and selecting candidate sites and to review inventories and previous reports.  
- Invite municipalities to apply for site assessments  
- Convene steering committee meeting to rank, prioritize, and select sites  
- Evaluate site access issues  
- For each selected site, provide site eligibility information to EPA (or CT DEEP) for review  
- Obtain EPA or state approval for ESA | Outputs:  
- Meeting notes, agendas, attendance lists  
- Municipal applications for ESAs  
- List of potential eligible sites  
- Brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) | Initiate in Quarters 1& 2 FFY15 and then ongoing throughout the program |
Task 5: Site Assessment and Remediation Planning

This task involves the use of qualified environmental professionals to perform Phase I, II and/or III ESA’s on selected sites, and in some cases, remedial action planning. In Connecticut, applicants are typically required to do a Phase III Assessment to determine the degree and extent of contamination prior to clean-up.

<table>
<thead>
<tr>
<th>Task 5 – Site Assessment and Remediation Planning Subtasks (Commitments)</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s)</th>
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<tbody>
<tr>
<td>Undertake ESAs and Cleanup Planning:</td>
<td>Outputs:</td>
<td>FY 2015—2 Phase I, 1 Phase II; FY 2016—2 Phase I, 2 Phase II, 1 Phase III, 2 RAP; FY 2017—2 Phase II, 1 Phase III, 2 RAP (See Note below.)</td>
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<tr>
<td>Conduct Phase I, Phase II and/or Phase III ESA’s and remedial planning as sites are identified, evaluated, and approved for program participation through steering committee and EPA/DEEP review.</td>
<td>• Site access agreements</td>
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<tr>
<td>• Meet with steering committee to review previous ESA results and discuss project direction including potential reuse of sites and scopes of work.</td>
<td>• Project planning meetings</td>
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<td>• Obtain EPA approval to proceed with assessments</td>
<td>• Approved generic QAPP</td>
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<tr>
<td>• Encourage consultant to incorporate green and sustainable remediation (GSR) techniques that are applicable to assessment activities</td>
<td>• Approved site specific QAPP addendums</td>
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<tr>
<td>• Consultant submits EPA approved generic QAPP w/ updated organization chart</td>
<td>• Completed reports: 4 Phase I, 5 Phase II, 2 Phase III Investigations, and 4 cleanup plans (ABCA &amp; RAPS) – See Note below.</td>
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<tr>
<td>• Consultant submits draft site-specific QAPP addendum to project team for review and comments</td>
<td>• Updated ACRES database</td>
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<tr>
<td>• EPA/state approval is obtained and consultant submits final site-specific QAPP addendum</td>
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<td>• Consultant performs field work according to plan</td>
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<td>• Grantee monitors site work and communicates any concerns with EPA/state</td>
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<tr>
<td>• Consultant submits draft reports to project team for review and comments</td>
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<tr>
<td>• Consultant submits final report to CRCOG &amp; EPA</td>
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<tr>
<td>• Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)</td>
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</table>

**Note:** Anticipated numbers of reports and dates are targets for budget and planning purposes and may change based on actual needs of sites that are ranked and selected by the steering committee.

**QUALITY ASSURANCE**

Prior to undertaking Phase II and Phase III assessments and cleanup planning, the qualified environmental professional procured by the Capitol Region Council of Governments will prepare for submittal by CRCOG a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in assessments. QAPP approval will be obtained prior to performing any field activities.
PROJECT DESCRIPTION & WORKPLAN TASKS—DECD Funded

State brownfield grant funds will be utilized by CRCOG to undertake: 1) a targeted inventory of sites within the CTfastrak and New Haven-Hartford-Springfield (NHHS) Rail corridors to identify the need for brownfield assessment and remediation, and to support transit-oriented development (TOD); 2) Phase I Environmental Site Assessments of approximately 8 yet to be identified sites within the transit corridors; and 3) environmental site assessments of two sites in Hartford with TOD potential: 85 Hawthorn St. and 150 Windsor St.

1. **Targeted Inventory:** We propose to compile an inventory of potentially contaminated sites within a half-mile radius of busway or rail transit station areas. The goal of this work is to identify sites with TOD potential which need environmental assessment and/or remediation. We will initially focus on vacant and non-residential sites within a half mile radius of the eleven CTfastrak or New Haven-Hartford-Springfield rail stations in the Capitol Region. (Station areas are located in the Thompsonville area of Enfield, Windsor Locks town center, Windsor Amtrak station, Hartford Union Station, Sigourney Street in Hartford, Park Street in Hartford, Kane Street in Hartford, Flatbush Avenue in West Hartford, Elmwood in West Hartford, Cedar Street in Newington, and Newington Junction.) We will identify parcels to research using an existing CRCOG regional GIS database of parcel addresses and land uses. We estimate there are approximately 2000 non-residential parcels within these station areas. We will initially concentrate on parcels designated as having industrial, automotive or vacant uses. (We estimate there are about 200 parcels with these land uses.) To assemble the inventory we will research regional, local, state and other data sources for basic parcel data (size, location, zoning, ownership), past and present land uses, and potential of contamination (presence on DEEP Brownfields Inventory, etc.). Our research will primarily use existing online data sources which we will supplement with local knowledge. We do not expect to conduct onsite visits for many sites. We will use existing CRCOG databases to identify parcel addresses, acreages and land uses. After preliminarily identifying tax, sales history and zoning information from online sources, we will consult with municipal officials for verification of information we have collected and for information on potential contamination and redevelopment plans related to the sites, as well as for verification of whether the site is appropriate for inclusion in the inventory. We will evaluate the parcels for TOD based on their walkability, availability, zoning, and local development plans, and will evaluate the sites in relation to findings of the TOD Corridor Market Study recently undertaken by CRCOG as part of the HUD Sustainable Knowledge Corridor grant and with local development official input. We will attempt to assemble the following information for each site in the inventory: site location (address), site acreage, ownership, parcel tax identification number, current land use, known past land uses, any known environmental assessments, site photographs (aerial photographs), current zoning, status of tax payments, WalkscoreTM, and
redevelopment potential. The data gathered will be assembled into a digital file which will allow us to analyze, map and update the data. The inventory will provide a basis for identifying potential sites for additional investigation as potentially contaminated sites and can be used in conjunction with the MetroHartford Brownfields Program evaluations when sites are proposed for assessment funding in the future. The inventory can also be used to determine sites which should be included in the OBRD Brownfield Inventory Sites GIS Map. As we undertake the targeted inventory we will work with municipal officials in Hartford, Newington, West Hartford, Windsor, Windsor Locks and Enfield. These communities are members of CRCOG. We have worked with these communities in the past on Brownfields site assessment under the MetroHartford Brownfields Program and with station area planning and TOD market studies for busway and rail station areas.

2. **Phase I Assessments of Inventory Sites:** We propose to undertake approximately eight Phase I assessments on properties with TOD potential identified through the inventory.

3. **Site Specific Environmental Assessments:** We propose to undertake a series of environmental investigations on both 150 Windsor Street, in the Downtown North Park area of Hartford and on 85 Hawthorne Street near the proposed Sigourney Street CTfastrak station area. To undertake these assessments we will work with City of Hartford officials, particularly those in the Economic Development Division of the Development Services Department. We anticipate undertaking Phase I and II assessments for 85 Hawthorne Street and Phase I and II assessments as well as a Hazardous Building Materials Survey for 150 Windsor Street.