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CITY OF DURHAM | NORTH CAROLINA

Date: January 15, 2015

To: Thomas J. Bonfield, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Kevin Dick, Director, Office of Economic and Workforce Development

Subject: Contract with Mid-Atlantic Associates, Inc. for $354,999.00 for implementation EPA Brownfields Assessment Grant

Executive Summary
This agenda item recommends approval of a contract between the City of Durham and Mid-Atlantic Associates, Inc. (MAA), in an amount of $354,999.00, to conduct community engagement activities and environmental assessments services. The Office of Economic and Workforce Development seeks City Council approval on this item.

Recommendation
The Office of Economic and Workforce Development recommends that the City Council authorize the City Manager to execute a contract in an amount not to exceed $354,999.00.

Background
On October 16, 2014, the City of Durham's Office of Economic and Workforce Development was awarded a new $399,999.00 grant from the U.S. Environmental Protection Agency's (EPA) Brownfields Assessment program. Funding has been provided to conduct Phase I and Phase II environmental assessments at properties in Northeast Central Durham (NECD) and other targeted areas of the city where property redevelopment and/or reuse may be complicated by the potential presence of hazardous and petroleum-based substances.

The City of Durham previously received an EPA Brownfields Assessment Cooperative Agreement in 2006, and an additional American Recovery and Reinvestment Act Brownfields Community-Wide Assessment Cooperative Agreement in 2009. Both projects were successful.

The City of Durham again applied to the EPA for new Brownfields Assessment funding through the Office of Economic and Workforce Development on January 22, 2014. The January 2014 grant request was for $200,000.00 for hazardous substances and $200,000.00 for petroleum substances.

On August 28, 2014, the City of Durham received preliminary notice of selection as one of the entities with which the EPA would begin negotiations to award cooperative agreements for new community-wide assessment grants, comprising $199,999.00 for hazardous substances and $200,000.00 for petroleum substances, together totaling $399,999.00. The grant was formally awarded on October 16, 2014.

Past Community-wide Brownfields Assessment grants for the NECD corridor successfully

spearheaded the process of creating community awareness, identifying brownfields sites, assessing environmental concerns, and the revitalization of NECD. Activities under the current grant will focus on continuing these efforts

As in prior years, the new grant will be used for public engagement, site inventory, environmental assessment, and cleanup/redevelopment planning activities to support the redevelopment of brownfields properties in NECD, as well as in other targeted areas of the city.

Specifically, funds from the EPA Brownfields Assessment grants will be used to conduct the following:

Project Management and Reporting

- Monthly Progress Reports
- Quarterly Progress Reports
- Final Performance Report
- DBE/MBE/WBE Utilization Reports
- City Council Presentations

The Office of Economic and Workforce Development recommends that $45,000.00 be retained by the office for the purposes of project management and reporting. The other tasks listed would be part of the scope of work for MAA and would be undertaken for the aforementioned recommended contract amount of $354,999.00.

Task 1 – Community Engagement

- Publish community service announcements in local media to keep local residents informed of planned community meetings and project updates.
- Meet quarterly with the Brownfields Task Force to help guide the project.
- Coordinate and facilitate public meetings (semi-annual) to obtain input regarding potential sites and sustainable and beneficial re-use options.
- Present at City Council meetings (semi-annual) to provide updates on project activities to City leaders.
- Visit with community groups and neighborhood associations at their locations to gather input and develop ideas.
- Develop a project brochure and fact sheet that will highlight goals and objectives, review the site-selection process, explain events that will occur in the program, and provide contact names and information on how to get involved in the project.
- Update project website as an information repository where project updates and information can be posted.

Task 2 - Site Inventory and Assessment

- Site Inventory - Updated Site Inventory/Portfolio/GIS Maps
- Site Characterization - Phase I Environmental Site Assessments
- Threatened and Endangered Species Investigation and Inventory
- Site Characterization - Phase II Environmental Site Assessments
- Quality Assurance Project Plan (QAPP)
- Site-specific QAPP Addendum
- Health and Safety Plans (HASPs)

Task 3 - Cleanup and Redevelopment Planning

- Analysis of Brownfields Cleanup Alternatives Document
- Facilitation of Visioning or Redevelopment Workshops
- Negotiation of Brownfields Agreements with NCDENR

Issues/Analysis

The timeframe allotted by the EPA to enter into an agreement with an environmental consultant to provide services required under this grant has been condensed due to processing delays outside the purview or control of the City. Approving the contract with MAA will enable the staff to meet programmatic deadlines.

The MAA Brownfields Project Manager for the current grant likewise served as Project Manager for prior brownfields grants awarded to the City in 2006 and 2009. The consultant has nearly fifteen years of related industry experience and has a proven ability to successfully administer brownfields related services throughout North Carolina.

Alternatives

The City Council could choose not to approve this contract with MAA to provide environmental assessment of properties near NECD and other targeted areas of the city. This action would require additional solicitation through a second Request for Qualification (RFQ) process, which would cause the City to be unable to to meet required timelines instituted by EPA.

Financial Impact

MAA would be approved for payments of up to $354,999.00. These payments would be funded by the U.S. Environmental Protection Agency and would not impact the General Fund.

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by Mid-Atlantic Associates of Raleigh, North Carolina to determine compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The goals for this project are MSDBE 3% and WSDBE 5%. It was determined that Mid-Atlantic Associates is in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

Mid-Atlantic Associates will subcontract to the following certified firms:

Firm	ID	City/State	Amount	% of Contract
A1 Consulting Group, Inc.*	SDBE	Morrisville, NC	$10,649.97	3%
Prism Laboratories, Inc.	WSDBE	Charlotte, NC	$53,249.85	15%

*A1 Consulting Group, Inc. is an Asian American SDBE and was used to fulfill the MSDBE goal requirement for this project in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

The WSDBE goal was exceeded.

WORKFORCE STATISTICS

Workforce statistics for Mid-Atlantic Associates are as follows:

Total Workforce	16	
Total Females	2	(12.5%)
Total Males	14	(87.5%)
Black Males	0	(0%)
White Males	14	(87.5%)
Other Males	0	(0%)
Black Females	0	(0%)
White Females	2	(12.5%)
Other Females	0	(0%)

Attachment

- Contract between The City Of Durham And Mid-Atlantic Associates, Inc. for Professional Services Related To Management And Execution Of The 2014-2017 United States Environmental Protection Agency Community-Wide Brownfields Assessment Grant
- Attachment A: Cooperative Agreement Work Plan
- Attachment B: Mid-Atlantic Associates, Inc. Statement of Qualifications