

**BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT
WORK PLAN**

FOR

Beaverton Brownfields Assessment
July 2, 2013

Submitted by

City of Beaverton
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR 97076

Alma Flores
503-526-2456
503-526-3720
aflores@BeavertonOregon.gov
www.BeavertonOregon.gov

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TABLE OF CONTENTS

1.	INTRODUCTION	2
1.1	Project Description, Goals and Objectives	2
1.2	Organizational Structure and Responsibilities.....	2
1.3	Project Outputs and Outcomes.....	5
2.	PROJECT TASK DESCRIPTIONS	6
2.1	TASK 1 – PROJECT MANAGEMENT AND REPORTING	7
2.1.1	Project Management	8
2.1.2	Project Reporting	8
2.1.3	Staff Training/Travel	9
2.1.4	Contractor Procurement	9
2.1.5	Final Performance Report	9
2.2	TASK 2 – PUBLIC INVOLVEMENT.....	9
2.2.1	Public Outreach and Involvement.....	10
2.2.2	Project Updates and Other Public Information	10
2.3	TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION.....	12
2.3.1	Site Inventory.....	12
2.3.2	Candidate Site Identification.....	12
2.3.3	Site Characterization – Phase 1 Assessment.....	13
2.3.4	Site Characterization – Phase 2 Assessment.....	13
2.3.5	ESA and NHPA requirements	14
2.3.6	Quality Assurance Project Plan (QAPP) and Health and Safety Plan	14
2.4	TASK 4 - CLEANUP PLANNING.....	14
2.4.1	Analysis of Brownfields Cleanup Alternatives.....	15
2.4.2	Final Cleanup Plan.....	15
3.	SCHEDULE AND DELIVERABLES	16
4.	BUDGET	17
4.1	Table	17
4.2	Budget Narrative.....	19

1. INTRODUCTION

1.1 Project Description, Goals and Objectives

A first-tier suburb in the Portland metro area, Beaverton is working with businesses to locate and expand existing uses on brownfields, including companies in specific traded sector clusters such as software development, scientific and medical device manufacturing, electronics manufacturing, and food processing sectors. Brownfield revitalization will make these sites more attractive for development, boost economic development potential, increase property values and tax revenues, and protect public health and the environment.

The City of Beaverton, Oregon, plans to use Brownfields Assessment funding from EPA to develop vacant, idled brownfields and foster the growth of manufacturing and technology-based businesses. Approximately nine initial properties located downtown have been identified as priority sites for the city using the Oregon Department of Environmental Quality (ODEQ) databases, specifically in areas of the city that could benefit from added tools toward development and redevelopment—namely the Round, Creekside District, and within a new state-designated Enterprise Zone. However, additional industrial and commercial properties with suspected environmental contamination have also attracted property owner/company attention following the designation of Beaverton’s industrial and downtown core as an Enterprise Zone. Beaverton supports the cleanup and revitalization of these sites and plans to provide incentives to property owners to address brownfield-related challenges. Beaverton’s goal is to use Brownfields Assessment funding, to initiate and complete up to four (4) Phase I assessments (two (2) hazardous substances, two (2) petroleum) on industrial and commercial sites. The city’s goal also includes conducting approximately 10 Phase II assessments (five (5) hazardous substances, five (5) petroleum) on industrial and commercial sites. These activities will be conducted by qualified environmental professionals.

These sites, located on or near light rail, represent prime redevelopment opportunities, and can help the city attract businesses that build upon its core traded sectors. Beaverton will work with neighborhood associations, non-profit groups, businesses, and other stakeholders to target its EPA Brownfields funding to the assessment of properties that will provide the greatest community benefits. Evaluation criteria that will be used to select appropriate properties for assessment resources include: removal of health hazards; ability to create quality jobs for neighborhood residents; capacity to build upon Beaverton’s economic strengths, particularly advanced manufacturing; and potential to leverage other federal and state revitalization resources.

1.2 Organizational Structure and Responsibilities

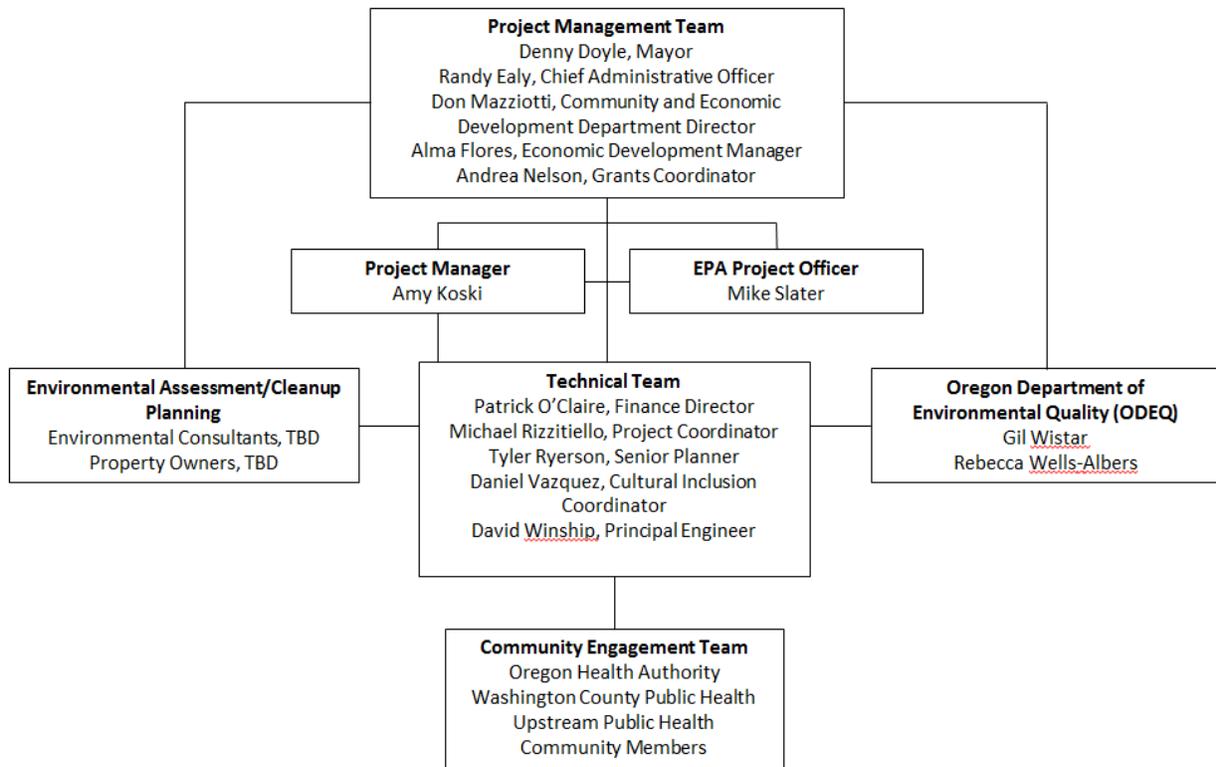
The EPA Brownfields project will be overseen by Don Mazziotti, the City’s Community and Economic Development Director. Don has over 40 years of experience working at the state, local, and national policy level. He will oversee all city staff working on the

project. Alma Flores, Economic Development Manager, will supervise the project. Alma has over 14 years of community and economic development experience, including managing downtown revitalization efforts. Alma holds a Master's in City Planning with an emphasis in Housing, Community and Economic Development from MIT and a Bachelor's of Arts from UCLA in Chicano Studies. Alma will serve as a liaison between EPA Region 10 and Beaverton, and will be responsible for assuring compliance with the administrative and reporting requirements of the agreement. Alma, along with the project manager, will lead all of the community engagement activities associated with the grant, and will be responsible for hiring and managing paid contractors.

Alma will oversee a qualified team of interdepartmental staff, including:

- Amy Koski, Economic Development Project Coordinator, manages the Beaverton Enterprise Zone and works closely with the Beaverton Downtown Association to implement the Main Street program. Amy previously served as the Economic Development Manager in a rural Oregon community where she helped pursue resources for a 100-acre brownfield site. Amy will serve as the project manager.
- Michael Rizzitiello, Economic Development Project Coordinator, will assist with data and mapping for the brownfields program.
- Andrea Nelson, Grants Coordinator, monitors and tracks all federal reporting for the city.
- Tyler Ryerson serves as the Project Manager for the Beaverton Urban Renewal District.
- David Winship manages the City's Engineering Division, and is responsible for utility master planning and administering the City's capital improvements program. David also manages the land surveying group, which provides surveys for engineering design and legal descriptions for acquisition and conveyance of City properties, rights-of-way and utility easements.
- Daniel Vázquez is Beaverton's Cultural Inclusion Coordinator, and helps the City strengthen its outreach to ethnic communities. Daniel is fluent in Spanish, Thai and Mandarin Chinese and has some speaking proficiency in Japanese and Korean.
- Patrick O'Claire is the City's Finance Director, and oversees financial reporting and federal grant compliance under the Single Audit Act and OMB Circular A-133.
- Bill Kirby serves as Beaverton's City Attorney. His legal experience focuses on public contracts, real estate transactions, litigation, and compliance with open records and meetings laws.
- Gil Wistar and Rebecca Wells-Albers from ODEQ will provide assistance with the oversight of the site assessments as part of the Voluntary Cleanup Program.
- Oregon Health Authority (OHA) will assist with community engagement and public health activities using the Agency for Toxic Substances Disease Registry (ATSDR) Action Model.

Organization Chart



Retaining Project Leadership/Recruiting Qualified Staff – Beaverton has a committed team of employees to manage and conduct the EPA Assessment project. Beaverton is also using a team approach to ensure that work on the project is not dependent on just a few city personnel. The Community Engagement and Technical Teams will be staffed with employees who will work together to accomplish project goals. This redundancy will ensure that milestones will be achieved, even in the event of employee turnover.

Should the City need to recruit new staff to participate on the project, Beaverton will seek candidates who have previous experience with brownfields (re)development. Open positions will be filled quickly, and new staff members will be assimilated into the team structures. The team approach will help accelerate the learning curve of any new employees.

Acquiring Additional Expertise and Resources – Beaverton plans to hire qualified contractors to help: support community engagement activities; conduct Phase I and Phase II assessments; and develop cleanup and reuse plans. These services will be solicited using standard procurement practices. The City’s established procedures include seeking statements of qualifications and price proposals that are reviewed by the City Administrative Officer and staff. Professionals with previous brownfields experience will be encouraged to compete. Contractors who submit the lowest bona fide bids and are considered to be fully responsible and qualified to perform the work will be selected.

i. Adverse Audits – Beaverton has an exemplary record of managing federal grants, having received numerous EPA, HUD, CDC, DOT, and other federal grants over the years. Beaverton has never been cited for any adverse audit findings from an OMB Circular A-133 audit or any other audit. The City has also never been required to comply with special “high risk” terms or conditions under OMB Circular A-102.

ii. Past Performance – While this grant marks Beaverton’s first ever request for EPA Brownfields resources, the City has successfully managed numerous federal projects, including:

- The City participated in DOE’s Energy Efficiency and Conservation Block Grant (EECBG) program. The City received \$914,900 and used all of these funds on time and met all federal grant requirements. The City successfully implemented the following projects with EECBG funds: installation of 732 LED and induction street lights; retrofit of city buildings for energy efficiency; installation of a 17 kW solar array on the city library; and initiation of a Home Weatherization Loan program for residents.
- Beaverton has been a CDBG entitlement community since 1994. Over the last 17 years, the City has developed the capacity to effectively manage federal funding and developed controls and policies to ensure program compliance.
- Beaverton received and is currently conducting a \$1 million HUD Sustainable Communities Community Challenge Grant.
- Beaverton was recently the recipient of technical assistance through the EPA’s Building Blocks for Sustainable Communities. A public workshop was held on the topic of water quality management and cleanup.

The City has also recently managed additional funds from DOJ, FEMA, DOE, and HUD. The City has neither had any significant findings during its annual A-133 audits, nor when awarding agencies monitor its programs. Staff maintains an active relationship with federal representatives to ensure any questions regarding program requirements are addressed in a timely manner.

1.3 Project Outputs and Outcomes

The table below identifies proposed project outputs and outcomes. The brownfields project manager will be responsible for reporting and tracking outputs and outcomes in quarterly reports to EPA and will compare actual accomplishments to the outputs and outcomes described herein. We will also report progress in EPA’s Assessment, Cleanup, and Redevelopment Exchange System (ACRES) tracking system as well as the Brownfields Inventory Tool. Recognizing that some outcomes will not be completed during the three-year grant cycle, we will report intermediate outcomes that we achieve during the grant cycle, including the amount of funds leveraged for the revitalization project and the degree to which exposure to contamination is minimized. By keeping track of outputs and outcomes, we will be able to keep the community better informed and provide EPA the data necessary to demonstrate that funds are being used as intended. If there is a lack of progress, actions will be taken to correct the course of the project.

PROPOSED OUTPUTS AND OUTCOMES		
Main Task Area	Outcomes	Outputs
Community Outreach	Number of people engaged in project with <ul style="list-style-type: none"> • Increased knowledge of brownfield sites in the community • Increased awareness of the value of brownfields redevelopment in the community • Increased support for brownfields redevelopment 	<ul style="list-style-type: none"> • Completed Public Involvement Plan • Number of meetings held • Number of fact sheets developed • Number of people attending meetings • Number of community organizations participating • Number of property owners willing to participate in program • Number of pre/post knowledge and awareness surveys completed
Site Assessment, Cleanup, and Regulatory	Number of acres assessed	<ul style="list-style-type: none"> • Completed quality assurance project plan • Completed health and safety plan • Completed sampling and analysis plan(s) • Number of completed assessments • Number of completed conceptual cleanup plans • No further action determinations obtained
Cleanup and Reuse Planning	Amount of leveraged funds	<ul style="list-style-type: none"> • Number of state and federal assistance agreements realized for cleanup and redevelopment • Completed cleanup using leveraged funds • Number of reuse plans developed • Amount of proposed new investment in commercial/industrial buildings and infrastructure

2. PROJECT TASK DESCRIPTIONS

This section describes the primary tasks and subtasks that will be performed for this project. The project includes four primary tasks including 1) Project Management and Reporting, 2) Site Inventory, 3) Community Involvement, and 4) Site Assessments.

The City of Beaverton has developed an organizational structure and communication network for this project and has assembled an inter-jurisdictional project team as previously detailed in the Organizational Structure and Responsibilities section.

2.1 TASK 1 – PROJECT MANAGEMENT AND REPORTING

The primary goal of the project management and reporting task is to enable efficient delivery of assessment related deliverables and to ensure that the project complies with all reporting requirements, procurement standards, and other statutory requirements. The project manager will be the lead.

Community Engagement – Beaverton will engage residents, businesses and other stakeholders to discuss brownfields revitalization opportunities. Participants will help the city decide how and where to deploy EPA resources. Engaged citizens will also be involved in determining reuse options at the sites, if applicable. Beaverton will connect with the community through public meetings, neighborhood association gatherings, church groups, speaker’s bureaus, newsletter mailings, web sites, social media, and other communication vehicles. The city will also establish a Community Engagement Team (CET) that includes representatives from the neighborhoods affected, interested residents, business leaders, and non-profit leaders. City staff, including the Cultural Inclusion Coordinator, and its environmental contractors will manage the engagement process, along with support from the OHA. Funds will be leveraged through OHA’s cooperative agreement Grant Number 1E11TS000191-01 from the Agency for Toxic Substances and Disease Registry’s (ATSDR) “Community Health Projects Related to Brownfield and Land Reuse Sites” (project period 09/30/12 - 09/30-2014). Additional funding for assistance from OHA, potentially with Washington County Public Health as a subcontractor, has been included for the community engagement work. EPA funds will be used to produce brownfields educational information for residents, community groups, property owners, and businesses. Funding is also included to support limited meeting expenses such as promotional materials, facility costs and audio-visual equipment rentals.

Site Assessments – With Brownfields Assessment funding, Beaverton’s goal is to initiate and complete up to four (4) Phase I assessments (two (2) hazardous substances, two (2) petroleum) on industrial and commercial sites. The city also plans to conduct approximately 10 Phase II assessments (five (5) hazardous substances, five (5) petroleum) on industrial and commercial sites. These activities will be conducted by qualified environmental professionals. Funding is also included for Beaverton personnel, with the assistance of ODEQ, to review the findings of the site assessment activities.

Reuse Planning – Cleanup and reuse plans will be developed by qualified environmental professionals and economic reuse experts, with significant input from the community. These planning activities will include the consideration of which reuse options and feasible economic approaches that are consistent with the public health and environmental objectives at these sites, if applicable. Funding is included for Beaverton personnel to manage the cleanup and reuse planning activities, as well as limited meeting expenses such as promotional materials, facility costs, and audio-visual equipment rentals.

2.1.1 Project Management

The objective of the project management task is to ensure efficient communication and delegation of duties. The Beaverton project team will be responsible for overall project management of the core functions of assessment, public outreach and education, and compliance. The selected environmental contractor(s) will also be responsible for some project oversight and communication on sub-tasks related to inventory, site assessment, and cleanup planning.

This task includes the management, implementation and execution of the grant as a whole. Limited funding will support the time of the project manager, who will serve as a liaison between EPA Region 10 and Beaverton, and will be responsible for assuring compliance with the administrative and reporting requirements of the cooperative agreement. Travel expenses have also been set aside to attend EPA's national Brownfields Conference and other regional brownfield workshops over the course of the project period to learn best practices and identify ways to leverage EPA resources.

- i. Tracking and Measuring Progress** – A matrix has been developed that presents all project outputs and outcomes. Beaverton will work with businesses, property owners, and the community at-large using surveys, interviews, face-to-face meetings, and other research. The project manager will provide monthly reports to the Economic Development Manager and Director of Community and Economic Development Director on project progress, as well as quarterly reports to EPA. Beaverton will also use the ACRES tool to report project progress, and promote the results publicly.
- ii. Intergovernmental Agreements** – The project manager will work with ODEQ and OHA to develop an intergovernmental agreement (IGA) for any oversight and assistance to be provided for community engagement and site assessments.

In accordance with the FY12 Proposal Guidelines for Brownfields Assessment Grants, Section I.A (p.5 web/ PDFversion), and the terms and conditions of the grant agreement, the purpose of the MOA is for the City of Beaverton and partner agencies to agree about the distribution of funds and the mechanisms for implementing community engagement or assessment work.

2.1.2 Project Reporting - Periodic

The objective of the project reporting subtask is to ensure that the project is in compliance with all applicable regulations and that required quarterly progress reports are submitted to EPA in a timely manner. The project manager will be responsible for providing Quarterly Progress Reports to the EPA Project Officer by email within 30 days of the end of each federal fiscal quarter in December, March, June, and September (due by January 30, April 30, July 30, and October 30). Disadvantaged Business Enterprises (DBE) Reports (formerly MBE/WBE) will be submitted semi-annually within 30 days of the end of the semiannual reporting periods ending March and September (due by April 30th and October 30th); and all necessary Property Profile Forms.

2.1.3 Staff Training/Travel

Plans for training/travel currently include attendance at the national EPA Brownfields conference by the project manager and possibly one other Technical Team member in 2014 or 2015. The city will work closely with the EPA Project Officer to identify additional training opportunities.

2.1.4 Contractor Procurement

The contractor(s) will be procured through a competitive bid process overseen and managed by the City of Beaverton's project manager, but selected through review by a team of relevant city staff.

The City of Beaverton prefers to select one primary environmental contractor to conduct the site inventory and a majority of the environmental assessment and cleanup planning activities for this project. A subcontractor may be necessary for the community engagement portions of this work plan.

The City of Beaverton will issue a Request for Qualifications (RFQ) soliciting qualified Brownfields Assessment Contractors/Contractors. These will be issued in October 2013, with a due date of 30 days from issuance. The RFQ will include the selection criteria and scoring procedure.

Within 30 days of the due date, the team of city staff will make a recommendation for a contract award to the Economic Development Manager and Director of Community and Economic Development.

2.1.5 Final Performance Report

The project manager will be responsible for submission of the Final Performance Report to close out the grant. It will summarize the entire project including all of the sites addressed (including before and after photos), describe the nature of the work done by site, quantify spending by site, and cover lessons learned by the City of Beaverton and the contractor(s) in implementing the Brownfields assessment grant. The report will include a catalogue documenting outreach efforts and a summary of all other activities. It will be submitted to the EPA Region 10 Project Officer within 90 calendar days after the expiration or termination of the award.

2.2 TASK 2 – PUBLIC INVOLVEMENT

The City of Beaverton has a long history of engaging a broad range of community stakeholders, including neighborhood groups, business leaders, financial institutions, government agencies, and non-profit organizations, in its community revitalization decision making. The City of Beaverton is dedicated to ensuring the general public, property owners, and community organizations are educated about this project and have ample opportunity to inform this project throughout its term.

A Community Engagement Team (CET) and Public Involvement Plan (PIP) will be developed by a contractor with coordination and oversight provided by the project manager. The project manager and CET will implement the PIP.

2.2.1 Public Outreach and Involvement

Public Involvement Plan (PIP) – Beaverton will continue to seek community input and communicate information to stakeholders as the city moves forward with its brownfields initiative. Specifically, the city will work with a contractor to develop a plan as determined necessary that establishes a CET to develop and implement strategies to enhance the involvement of citizens. The CET will be composed of members of various city departments, as well as members of community associations, the business community, education sector, non-profit field, and other stakeholders. Outside groups will be invited to nominate CET participants. The CET will meet regularly to plan outreach activities and will operate by consensus per the work plan of the PIP.

Throughout the project period, Beaverton will communicate with the community through public meetings, neighborhood association gatherings, church groups, speaker's bureaus, newsletter mailings, web sites, social media, and other communication vehicles. Written outreach materials will be made available in English, Spanish, Chinese, Japanese, Korean, Somali, Russian and Arabic.

Public Meetings – Beaverton will host a minimum of two community meetings with a range of stakeholders to launch the project. The purpose of this engagement will be to provide an overview of brownfields, the grant and its parameters, the contractor team, community engagement plan, and reuse planning projects (case studies). A second meeting would be held to target EPA funding toward properties that will provide the greatest community benefits. Evaluation criteria that will be used to select properties for assessment include: removal of health hazards; ability to create quality jobs for neighborhood residents; capacity to build upon the City's economic strengths, particularly advanced manufacturing; and potential to leverage other federal and state resources. Engagement activities will occur at convenient times, be centrally located and provide child care to maximize public involvement. All public meetings will accommodate hearing and sight concerns, use ADA accessible facilities, and have language interpreters readily available (as needed).

2.2.2 Project Updates and Other Public Information

Beaverton will continue to engage its federal agency partners to provide further assistance with its brownfields redevelopment initiative.

Beaverton will continue to engage with the following community-based organizations on the project and seek their support in various ways for public involvement:

- Members of the Vose Neighborhood Association Committee, Denney Whitford/Raleigh West Neighborhood Association Committee and Central Beaverton

Neighborhood Association Committee, which represent low-income residents that live closest to the targeted brownfields, will serve on the Community Engagement Teams. Area residents will be invited to learn about brownfields in Beaverton, help conduct outreach and gather input within their communities, share ideas for reuse planning, and work with the city to train people from within their neighborhoods for job opportunities on the redeveloped sites.

- Business associations such as the Beaverton Chamber of Commerce, the Beaverton Downtown Association, the Hispanic Metropolitan Chamber, Oregon Technology Business Center, and BESThq will help promote public meetings and support the city's efforts to attract developers and businesses.
- Workforce development organizations such as WorkSource Oregon, Work Systems, Adelante Mujeres, the Beaverton Hispanic Center, Micro Enterprise Services of Oregon, and Portland YouthBuilders will work with the City to ensure that employers hire people of color and people with disabilities from the surrounding neighborhoods.
- Non-profit brownfields experts like Groundwork Portland could help educate the City on brownfields revitalization best practices and opportunities to leverage EPA resources.
- Civic organizations such as the Center for Intercultural Organizing and the Muslim Educational Trust will ensure that the city's outreach is penetrating all segments of the community.
- Educational entities such as Portland Community College will help the city explore opportunities to provide environmental job training to neighborhoods impacted by brownfields.
- Local health and policy organizations like Upstream Public Health, the Beaverton Community Health Partnership, and OHA could help ensure that the communities receive information on the health benefits of brownfields cleanup. Specifically, the ATSDR Action Model will be used for community engagement to foster dialogue, communication, and vision among the diverse members of the community.

Through the assistance of a contractor, neighborhood associations and other community organizations will be invited to participate in the public involvement process. General information and resources about brownfields will continue to be made available on the city's website. Periodic updates, and at a minimum, maps of the project areas and site information in the aggregate, photographs, as well as information about the project management team and contact information for key staff for the project will be included. The webpage will allow opportunities to collect additional public comment via email and will allow increased information access and input from remote locations. Newsletters will be developed and social media announcements will be used as alternative ways of communicating with the community. The website will also enable links to relevant project partner programs such as the EPA Brownfields Program and Oregon DEQ's Brownfields Program to highlight available resources for brownfield remediation.

2.3 TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION

2.3.1 Site Inventory

The project manager will monitor the activities of the contractor to ensure proper public input and thorough inventory is achieved for both hazardous substances and petroleum sites. Existing information as well as information gathered through the public involvement meetings early in the process will be used to supplement the contractor-produced site inventory and prioritization plan.

2.3.2 Candidate Site Identification

The City of Beaverton has already started compiling a list of properties using ODEQ's Environmental Cleanup Site Information (ECSI) and Leaking Underground Storage Tank (LUST) Cleanup Site databases in addition to other publicly available information. Staff will work with and monitor the contract to add additional sites as determined necessary. Site eligibility among the sites identified in the inventory will be verified with the Region 10 EPA officer and ODEQ. Phase I Environmental Site Assessments (ESAs) will be conducted in an order of priority with input from the community. The City of Beaverton will use the following threshold criteria in addition to the weights and ranking inputs discussed with the community according to the PIP:

- Sites must be either abandoned or underutilized as well as meet the Site Eligibility requirements for brownfield grant projects in the Guidelines for Brownfields Assessment Grants; and
- Sites are perceived as a threat to human health and the environment; and/or,
- Sites are projected to significantly impact the community; with a good proposed beneficial reuse and expressed market interest; and/or,
- Site redevelopment or reuse has the potential to contribute to the overall redevelopment and revitalization of the community in line with the plans and adopted polices of the respective jurisdiction; and,
- Must have the commitment of the site owner to the brownfields redevelopment process, including for site access through an approved access agreement

The project manager and grants coordinator will be responsible for ensuring all required property specific information is entered into the ACRES database, as described under Section 2.1.3 Project Reporting.

Potential properties that could be targeted for EPA Brownfields Assessment resources include:

- Bimbo Bakeries/Oroweat Foods: Groundwater contamination has been found at this 6-acre site owned by Bimbo Bakeries, the nation's largest baking company. Bimbo Bakeries now needs to expand its facility, and the City is encouraging the

company to grow within the Enterprise Zone with a mix of Enterprise Zone incentives, as well as potential brownfields assistance.

- Mercer Industries: Soil and groundwater contamination has been found at this 22-acre former wood-treating plant. Additional environmental contamination may have resulted from the property's current uses, which includes carpet recycling and window manufacturing. The City is working with the current owners to clean up and expand their operations on the site.
- Willamette Industries/Western Kraft: Surface water contamination has been detected at this 45-acre site owned and operated by International Paper. Ink-formulation wastes and printing press cleaning wastes leaking from an underground storage tank are the source of the pollution. International Paper is interested in expanding operations at the site. EPA Assessment resources, in combination with Enterprise Zone and Workforce Training Assistance incentives, will help encourage International Paper to clean up the site and create new jobs in Beaverton.
- GNB Battery: Soil and surface water contamination has been found at this 3.2 acre site, currently operated by Northwest Rubber Extruders. Air emissions containing lead have settled in the surface soil. Lead has also been discharged to subsurface soils.
- AAMCO Transmission: Soil and groundwater contamination were found during the potential sale of this 0.3 acre former auto repair site.

2.3.3 Site Characterization – Phase 1 Assessment

The City of Beaverton anticipates conducting up to four Phase I assessments (two hazardous substances and two petroleum) at an estimated cost of \$5,000 each. The sites will be verified with the Region 10 EPA officer and Oregon DEQ prior to assessment. The information collected will be used to determine the top priority sites for the Phase II ESAs. The project manager will coordinate the fieldwork with the contractor. The project manager will also ensure that all requirements relating to Endangered Species Act, National Historic Preservation Act, and Clean Water Act Section 404, is met by the contractors prior to commencement of fieldwork.

2.3.4 Site Characterization – Phase 2 Assessment

The City of Beaverton anticipates conducting up to five (5) Phase II ESAs under the Petroleum grant at an average cost of \$24,750 each, and five (5) Phase II ESAs under the Hazardous Substance grant at an average cost of \$24,750 each, subject to change as more is discovered through Phase I assessments. The city will re-use the candidate site identification prioritization and selection criteria, which will be reviewed, added to, subtracted from, and weighted during the Community Engagement Process outlined in the upcoming Public Involvement Plan (PIP).

The Project Team will, through the auspices of the project manager, prepare a Quality Assurance Project Plan (QAPP), a Health and Safety Plan (HASP), and a Sampling and Analysis Plan (SAP) for each site where a Phase II ESA will be performed. These plans will identify and establish practices and procedures to assure that the overall project will be implemented in a manner that provides acceptable, useable results according to the U.S. EPA guidelines and recommendations. The plans will be submitted to the EPA and Oregon DEQ for review and approval prior to performance of any sampling. A copy of each plan will be inserted into the Cooperative Agreement Work Plan.

Environmental assessments under this project will be conducted by qualified contractors and in accordance with the EPA's All Appropriate Inquiries Final Rule.

2.3.5 ESA and NHPA requirements

All project activities are to be conducted in full compliance with the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA). The project manager shall be responsible for providing the EPA's Project Officer all of the necessary documentation to expedite review under ESA and NHPA if required at any time during this project. This information includes, but is not limited to, location of project activities, any threatened or endangered species or habitat which may be affected by the project, whether a site is considered to be of concern by the State Historic Preservation Officer, a list of Tribes who may believe the site or project could disturb cultural resources, and an evaluation as to whether project plans could have adverse effects on endangered species or historic and cultural resources. The contractor will be required to contact local Tribes before digging, sampling, or performing other Phase II assessment work.

2.3.6 Quality Assurance Project Plan (QAPP) and Health and Safety Plan

Sampling activity funded by this project is to be done in compliance EPA's requirements for a site specific Quality Assurance Project Plan (QAPP) and an OSHA-compliant Health and Safety Plan (HASP). QAPPs must be prepared and submitted to EPA for review and approved before any sampling work commences. The city's selected environmental contractor(s) shall have the lead responsibility for preparing required QAPP or Health Safety Plan documents and submitting QAPPs to the EPA review. The expenses for preparing any required QAPP or Health Safety Plan is included in the budget for the Phase II Assessment subtask. No additional funding is provided for plan development other than those provided under the proposed assessment budget.

2.4 TASK 4 - CLEANUP PLANNING

If feasible or desired, the City of Beaverton will ask the contractor to prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) and/or equivalent State required documents describing the findings of the assessment phases and presenting an evaluation of cleanup alternatives. This will be submitted to the ODEQ for review and

approval. As the grant proceeds, the City of Beaverton will work with the contractor to develop a process for prioritizing assessments that need an ABCA, such as where we anticipate applying for cleanup funds.

The ABCA will summarize information about the site and contamination including, but not limited to, exposure pathways, identification of contaminants; contaminant levels and contaminant sources, sources volume or other estimates as needed; cleanup standards; applicable laws; alternatives considered (at least two, evaluated in terms of effectiveness, ability to implement and cost); and the proposed cleanup plan.

The proposed cleanup plan will include the cleanup standards to be achieved and any institutional, land use, or engineering controls that will be required as part of the cleanup. The plan will be forwarded to the ODEQ to ensure it will be acceptable to the State of Oregon.

2.4.1 Analysis of Brownfields Cleanup Alternatives

For a limited number of priority properties, and following the completion of a site assessment, an ABCA will be prepared. The ABCA will summarize, at a minimum, the following information: site description and contamination (i.e., exposure pathways, contaminant sources, types and levels of contamination, etc.); cleanup standards; and applicable laws. The ABCA also will discuss alternatives considered (at least two, evaluated in terms of effectiveness, implementability and cost) and the proposed cleanup plan. Evaluation of cleanup effectiveness will include consideration of sustainable cleanup practices that support such things as the incorporation of renewable energy technologies and/or reduced emissions of toxic and greenhouse gases. The ABCA will go out for public comment prior to beginning cleanup (typically 30 days). Prior to making the document available for public comment, it will be reviewed by the ODEQ project manager to ensure that the cleanup plans will ultimately be acceptable to the ODEQ.

2.4.2 Final Cleanup Plan

After the Public Notice and comment period on the ABCA, the city will document any significant comments received and how they were/are being responded to (such as a change in the cleanup plan, if there is such a change) and the final cleanup plan to be implemented with federal funds. The Final Cleanup Plan will include the cleanup standards to be achieved and any institutional, land use or engineering controls that will be required as part of the cleanup. This document will be submitted to the ODEQ project manager for concurrence that the Cleanup Plan can be expected to meet State cleanup requirements.

3. SCHEDULE AND DELIVERABLES

The schedule below is expected to commence on October 2013 after the final agreement is received from the EPA on our submitted work plan and application.

DUE DATE (for grant awarded 10/01/13)	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Month 1	Property Profile Form entered in ACRES or submitted to EPA Project Officer	X			
Month 1	Request for Proposal	X			
Month 2	Contractor Selection Process Completed, Contract Executed	X			
Month 3	Public Involvement Plan (PIP) as applicable	X			
Month 3	Fact sheet - project starting	X			
Month 4	Public Meeting – Kick off	X	X		
Month 5	Inventory developed & Site Selection Criteria set	X			
Month 6	Top sites selected	X	X		
Month 7	QAPP / Health and Safety Plan	X	X		
Month 7	ESA/NHPA letter	X			
Month 8	Site eligibility requested & confirmed (for petroleum include State)	X	X		
Months 8-36	Assessment Activities Completed	X	X		
Months 12-14	ABCA, if applicable	X	X		
Months 14-16	Final Cleanup Plan	X	X		
Every three months	Quarterly Progress Report (QPR)	X			
Every 6 months	<p>DBE Report</p> <p>(DBE = Disadvantaged Business Enterprises)</p> <p>Reports must be submitted semiannually for periods ending March 31st and September 30th</p> <p>Reports are due within 30 days of the end of the semiannual reporting periods (by April 30th and October 30th)</p> <p>For forms & more information, visit: http://www.epa.gov/osdbu/dbe_team.htm</p>	X (copy)		X	

DUE DATE (for grant awarded 10/01/13)	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
As Needed	Requests for Reimbursement – see Administrative Terms & Conditions				X
Month 36	Fact Sheet - Assessment & Cleanup results	X			
Months 36 – 39	Final Federal Financial Report (FFR) (SF425) & Final Drawdown For forms & more information, visit: http://www.epa.gov/ocfo/finservices/forms.htm	X (copy)		X (copy)	X
Months 36 – 39	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

BUDGET

4.1 Table

Total Project

Petroleum Category	Task 1 - Project Management & Reporting	Task 2 - Public Involvement	Task 3 - Site Inventory and/or Characterization	Task 4 - Site Characterization & Cleanup Planning	Category Total:
Personnel	\$20,000	\$10,000	\$0	\$0	\$30,000
Fringe Benefits	\$12,600	\$0	\$0	\$0	\$12,600
Travel	\$4,000	\$0	\$0	\$0	\$4,000
Supplies	\$0	\$2,700	\$0	\$0	\$2,700
Contractual	\$15,000	\$25,400	\$267,500	\$20,000	\$327,900
Other: IGAs					
OHA	\$0	\$10,000	\$0	\$0	\$10,000
ODEQ	\$0	\$0	\$12,800	\$0	\$12,800
Task Total:	\$51,600	\$48,100	\$280,300	\$20,000	\$400,000

Project Total: \$400,000

Petroleum

Petroleum Category	Task 1 - Project Management & Reporting	Task 2 - Public Involvement	Task 3 - Site Inventory and/or Characterization	Task 4 - Site Characterization & Cleanup Planning	Category Total:
Personnel	\$10,000	\$5,000	\$0	\$0	\$15,000
Fringe Benefits	\$6,300	\$0	\$0	\$0	\$6,300
Travel	\$2,000	\$0	\$0	\$0	\$2,000
Supplies	\$0	\$1,350	\$0	\$0	\$1,350
Contractual	\$7,500	\$12,700	\$133,750	\$10,000	\$163,950
Other: IGAs					
OHA	\$0	\$5,000	\$0	\$0	\$5,000
ODEQ	\$0	\$0	\$6,400	\$0	\$6,400
Task Total:	\$25,800	\$24,050	\$140,150	\$10,000	\$200,000

Petroleum Total: \$200,000

Hazardous Substances

Hazardous Substances Category	Task 1 - Project Management & Reporting	Task 2 - Public Involvement	Task 3 - Site Inventory and/or Characterization	Task 4 - Site Characterization & Cleanup Planning	Category Total:
Personnel	\$10,000	\$5,000	\$0	\$0	\$15,000
Fringe Benefits	\$6,300	\$0	\$0	\$0	\$6,300
Travel	\$2,000	\$0	\$0	\$0	\$2,000
Supplies	\$0	\$1,350	\$0	\$0	\$1,350
Contractual	\$7,500	\$12,700	\$133,750	\$10,000	\$163,950
Other: IGAs					
OHA	\$0	\$5,000	\$0	\$0	\$5,000
ODEQ	\$0	\$0	\$6,400	\$0	\$6,400
Task Total:	\$25,800	\$24,050	\$140,150	\$10,000	\$200,000

Hazardous Substances Total: \$200,000

4.2 Budget Narrative

The total EPA funded budget for this project is \$400,000, comprised of \$200,000 from the petroleum budget and \$200,000 from the hazardous waste budget. The real cost of the project is significantly higher, but much of the personnel time will be funded from other leveraged sources. Contracts for either community involvement or the contractor’s environmental site assessments will account for 85 percent of funds spent in both hazardous waste and petroleum budgets—\$340,300.

Eleven percent of federal funds will go toward personnel costs and fringe benefits, or \$42,600. Fringe benefits are projected at 42 percent of wages and include Public Employment Retirement System (PERS), worker’s compensation, Tri-met, life, accidental death and dismemberment, long term care, and dental and medical insurance. Four percent will be used for supplies, printing, language translation and interpretation, and travel to annual conferences, or \$17,100.

Total Proposed Assessments

Approximately four Phase I * \$5,000 per assessment = \$20,000

Approximately 10 Phase II * \$24,750 per assessment = \$247,500

Approximate total: four Phase I + 10 Phase II = \$267,500 for contractual assessment in addition to assessment review assistance from ODEQ at \$12,800.

Proposed Assessments by Contamination Type

Petroleum				
	Number	Unit Price	Subtotal	Total
Phase I	2	\$ 5,000	\$ 10,000	
Phase II	5	\$ 24,750	\$ 123,750	
				\$ 133,750
Hazardous Substances				
	Number	Unit Price	Total	
Phase I	2	\$ 5,000	\$ 10,000	
Phase II	5	\$ 24,750	\$ 123,750	
				\$ 133,750
Grand Total				\$ 267,500

Budget details for each of the four primary tasks are provided as follows.

Task 1: Project Management and Reporting

The project management task will be ongoing throughout the duration of the project, and will routinely draw from the \$20,000 to \$30,000 allocated for Personnel. The majority of project management funds are to be used for compensation of Economic Development Project Coordinator, Amy Koski, who will be acting as the Project Manager, and Michael

Rizzitiello, Economic Development Project Coordinator.

These funds will compensate the City of Beaverton for project management, securing a contractor, coordination of intergovernmental agreements and other partners, project reporting, recording outputs, and travel expenses for staff attendance at the National Brownfields Conference. No funds for additional training have been allocated.

The contractor will contribute approximately \$15,000 toward project management and reporting.

Wages and benefits for the project manager and additional staff to oversee and implement the work plan range from approximately \$20,000 to \$42,600.

Task 2: Public Involvement

The EPA funded budget for the Public Involvement phase of this project is approximately \$48,100, comprised of \$10,000 for personnel to coordinate with partner agencies and non-profit organizations as well as \$15,000 for assistance from the hired contractor. An additional \$10,000 is reserved for assistance from community outreach partners and other agencies. The supply funds for public involvement include \$13,100 for outreach materials and translation and interpretation services.

Wages and Benefits for public involvement are expected to be \$10,000 as compensation for coordination of a comprehensive effort with local partners to educate the public and collect community feedback about the prioritization of site assessment.

The majority of the supplies cost is for translation and interpretation services for the public meetings at approximately \$10,400. The cost of office supplies for printing, postage, and outreach materials to residents and property owners is expected to be \$2,700.

Non-profit partners will be contracted to assist with development of a comprehensive outreach strategy; identify and understand community concerns; develop, administer, and analyze meeting surveys to gauge awareness; and develop outreach materials at approximately \$10,000, based on work with other communities.

Task 3: Site Inventory and/or Characterization

The budget for Site Inventory and/or Characterization for both petroleum and hazardous substances is \$280,300. Through existing data and information gathered through public outreach, a shared GIS database will be developed. As the primary tasks for site inventory, the city will oversee a contractor, making sure that the appropriate site information is provided to EPA, ODEQ, and the public when appropriate. A contractor will be hired to help the Technical Team assemble the inventory, which will be ranked by criteria drawn up as part of Public Involvement.

These funds will be allocated toward contractual expenses for this project—

approximately four Phase I assessments at an estimated \$5,000 each and 10 Phase II assessments estimated to be \$24,750 each. The cost estimate is based on an average of contract costs experienced by other communities doing brownfields work in the area. Phase I assessments will be done in accordance with EPA's All Appropriate Inquiry rule guidelines. Phase II assessment costs vary depending upon site specific conditions but generally include a site sampling plan, quality assurance project plan, sample collection, laboratory analysis of soil and water samples, data review and report preparation. To the extent that actual costs vary from the budget, the number of assessments will be revised over the term of this project.

In addition, \$12,800 has been allocated to for technical assistance from ODEQ to respond to inquiries about DEQ's databases, review Phase I site assessments, and review and comment on Phase II work plans and final reports.

Task 4: Site Characterization and Cleanup Planning

The budget for Site Characterization and Cleanup Planning for both petroleum and hazardous substances is \$20,000. The final cleanup plan will include prioritizing approximately two sites based on information provided by the contracted contractor.

Key Personnel Contact Information

Don Mazziotti, Director
City of Beaverton, Community and Economic Development Department
503-526-2493
dmazziotti@BeavertonOregon.gov

Alma Flores, Economic Development Manager
City of Beaverton, Community and Economic Development Department
503-526-2456
aflores@BeavertonOregon.gov

Amy Koski, Economic Development Project Coordinator
City of Beaverton, Community and Economic Development Department
503-526-2631
akoski@BeavertonOregon.gov