



NORTHEAST FLORIDA REGIONAL COUNCIL

QUESTIONS AND RESPONSES

RFP FOR BROWNFIELDS CONSULTING SERVICES

QUESTIONS & RESPONSES

TO THE RFP FOR

PROFESSIONAL CONSULTING SERVICES TO

SUPPORT FEDERAL BROWNFIELDS

ASSESSMENT COALITION GRANT

August 31, 2026

Northeast Florida Regional Council

40 East Adams Street, Suite 320, Jacksonville, FL 32202

Tel: (904) 279-0880

<http://www.nefrc.org>



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RFP FOR BROWNFIELDS CONSULTING SERVICES

1. Did the City utilize a consultant to assist with the preparation and submission of the Brownfield Grant application? If so, who was the consultant?

Answer: *NEFRC received assistance from PPM Consultants Inc. with the preparation of the grant application. PPM Consultants Inc. received no payment for their assistance and acknowledged that their assistance does not create any obligation for future work or provide any advantage on any future RFP by NEFRC.*

2. Was the grant application written and edited exclusively in house by NEFRC staff?

Answer: *See above.*

3. Please provide a copy of the EPA approved workplan for the grant.

Answer: *EPA has not officially approved the workplan for this grant. The most current DRAFT of the workplan is attached.*

4. Page 3 of the RFP states that proposals can be submitted either electronically or printed. Page 14 of the RFP states: "Submittal Requirements: Respondents to this RFP are required to furnish one (1) signed original and one electronic copy saved on a USB drive to NEFRC". Please clarify by which method NEFRC desires proposals to be submitted.

Answer: *Proposals can be submitted electronically or printed.*

If the proposal is submitted electronically via email an electronic copy saved on a USB drive is not needed. The emailed proposal will serve as the original and electronic copy.

If the proposal is printed and mailed or hand delivered to the NEFRC offices, then an original and one electronic copy saved on a USB drive is required.

5. Page 15, Section G.V, indicates a request of a maximum of 3 resumes for key assigned individuals. Is it allowable for resumes of other notable individuals expected to be involved with the project, (including subconsultants), be included in another section of the proposal, potentially per Section G.IV with the organizational chart? If not, are brief summaries of individuals allowable to demonstrate the team's/individual's expertise?



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Answer: *Please include a maximum of 3 resumes in Section G.V. as laid out in the RFP. Information about other staff members may be included if it is relevant to other sections of the RFP.*

6. Per section E.4. – Project Costs and Section G.IX. Cost Proposal, cost estimates by acreage for Phase I/Phase II's and asbestos/lead surveys are highly variable and are dependent on many other variables including the prior land use, adjacent land use, Recognized Environmental Conditions (RECs) discovered during the Phase I, location of the property (industrial/commercial; inner city vs. rural), number of samples, types of laboratory analysis, etc.

For asbestos/LBP surveys, size/age of the buildings, if multiple buildings are on the property, whether or not roof access is readily/safe or if external equipment is necessary (scissor lifts/booms), number of homogeneous areas required for sampling all influence costs.

Will the Council entertain other forms of cost evaluations or provide an example property (including location/acreage) to bid on for a phase I; provide number of soil samples, well points, requested analysis, etc. for a phase II; and approximate building size, including single story vs. multi-story, building type for the asbestos/LBP survey?

A fair and balanced evaluation for costs associated with defined variables would be much more equitable for both the Council and the proposing firms compared to a raw per acre rate which can be highly irregular and site specific and ultimately may not align with actual/necessary costs when the contract is awarded.

Answer: *Please quote prices as specified in the RFP document. If there are specific conditions for pricing scenarios, you may include those in your response.*

7. Will the awarded consultant have the opportunity to negotiate mutual terms and conditions upon award?

Answer: *The top scoring consultant will move forward to a contract negotiation process. Terms and conditions (other than cost) may be negotiated during this period. The final contract must be approved by the NEFRC Board of Directors.*

8. Is there an opportunity to find out what the 43 sites are (31 P1, 12 P2) in advance?

Answer: *Only the 4 Priority Sites are currently known. They are listed in the draft Workplan. The other sites will be determined during the grant period.*



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9. Will the selected firms be able to decline a site or certain sites if the firms thinks there is a specific conflict?

Answer: *There will be an opportunity to negotiate a Conflict of Interest provision in the final contract – see response to Question #7 above.*

SAMPLE OUTLINE

For your

**BROWNFIELDS ASSESSMENT COALITION COOPERATIVE AGREEMENT
WORKPLAN**

[Date] [Revision #_]

Submitted by:

*Northeast Florida Regional Council
40 East Adams Street, Suite 320
Jacksonville, FL 32202*

TO:

[EPA PROJECT MANAGER'S NAME, TELEPHONE NUMBER and EMAIL ADDRESS]

Cooperative Agreement Number:

(will be provided by the U.S. Environmental Protection Agency)

ASSESSMENT COALITION WORKPLAN
Northeast Florida Regional Council
Workplan for CERCLA Section 104(k) Assessment Coalition Cooperative Agreement
Period of Performance: 10/1/2026 - 9/30/2030

1. The activities funded under this announcement support Pillar 1: Clean Air, Land, and Water for Every American of [EPA's "Powering the Great American Comeback" initiative](#)

CFDA: 66.818 Multipurpose, Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfields sites. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from applications prepared in accordance with the "Application Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The *Northeast Florida Regional Council*, as a *regional organization*, was selected for Assessment funding in the FY 2026 competition.

The geographic boundary for the proposed grant activities is the jurisdiction of the Northeast Florida Regional Council (NEFRC), which serves Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns Counties. The region spans approximately 4,428 square miles, includes 25 municipalities, and is home to about 1.8 million residents along Florida's northeast Atlantic coast. While nearly half of the population resides in Jacksonville (Duval County), the surrounding counties are largely rural, with economies historically centered on agriculture, timber, manufacturing, and small commercial activity. In these rural communities, brownfields are not distant industrial zones. They are former mills, service stations, warehouses, hospitals, and commercial properties located along main streets, riverfronts, and primary corridors such as US-17, US-301, and US-1—sites residents pass every day. As national transportation investments, interstate development, and broader economic shifts redirected growth toward interstate corridors, and coastal destinations, many locally anchored facilities were left behind. These changes, shaped by decisions made well beyond the local level, resulted in the abandonment or underutilization of legacy properties without environmental assessment, creating persistent barriers to reinvestment in communities with few alternative redevelopment opportunities.

Within the NEFRC geographic boundary, the coalition has identified target areas in the jurisdictions of the lead and non-lead members where brownfield challenges and redevelopment constraints are most acute. These target areas include rural downtowns, commercial corridors, and riverfront districts with

concentrations of underutilized or potentially contaminated properties. By focusing assessment resources within these defined areas, the coalition will concentrate limited funding where it can have the greatest catalytic impact on local revitalization.

The *City of Bunnell Target Area (TA:1 Bunnell)* encompasses the City limits (140 square miles; population 3,511). Regional growth patterns highlight missed reinvestment opportunities. The priority site is a 1.7-acre former hospital in central Bunnell, one block east of the City's primary downtown corridor. The site includes a vacant 32,166-square-foot, one-story brick building built in 1955 and closed in 1987, with a partially collapsed roof, unsecured access, water intrusion, mold, and advanced structural deterioration. The site was identified by the community as its top redevelopment priority by more than 300 residents and serves as a banner project for the coalition's brownfields program. Assessment is the next step needed to reduce uncertainty and enable reuse consistent with CRA-designated multifamily land use and adjacent Section 8 multifamily housing redevelopment.

The *Yulee Business District Target Area (TA:2 Yulee)* has a population of 1,124, and covers 5.23 square miles bounded by Rayonier Rd. and Lofton Creek to the north, Blounts Branch to the east, Cardinal Rd. to the south, and the First Coast Railroad to the west. The area is a commercial corridor near the intersection of US-17 and SR A1A, serving as a gateway between I-95 and the nearby Amelia Island coastline. Despite this strategic location, reinvestment has lagged. The priority site is a 0.94-acre former gas station and mini-mart on the US-17 corridor at the intersection with FL-200, the primary east-west route to coastal communities, which is also in a Qualified Opportunity Zone (QOZ). The site was selected due to petroleum RECs associated with remaining underground storage tanks at a high-profile corner parcel along a major regional corridor. Assessment is the critical step needed to define site conditions, address potential exposure risks, and enable reuse of a gateway property whose redevelopment is expected to catalyze reinvestment at adjacent brownfield sites and leverage market momentum from the nearby Wildlight mixed-use development, located 0.75 miles east along FL-200.

The *City of Palatka Target Area (TA3: Palatka)* has a population of 10,558 and covers 9.85 square miles. It includes a historic downtown and riverfront corridor along the St. Johns River, shaped by more than a century of industrial, maritime, and commercial activity. These conditions have left brownfields that constrained reinvestment despite the area's strategic location, access to US-17, proximity to regional natural assets, and adopted downtown and riverfront revitalization plans. The first priority site is three parcels totaling 70.34 acres which includes demolished former mill and manufacturing structures, debris from a 2021 fire, and overgrown areas. The site operated as the Wilson Cypress Mill beginning in the late nineteenth century and later supported furniture manufacturing as well before closing in 1989. The second priority site is a 1.48-acre scrap metal and recycling facility comprising four contiguous parcels, occupying two-thirds of a city block on Palatka's north side. The facility has operated for several decades and has a long history of local code enforcement actions, including current fire safety violations related to excessive crushed vehicle stacking.

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 *Economic Development Project Manager*, assisted by the Chief

Financial Officer and the *General Council*, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

2. FUNDING: \$1,500,000

3. BUDGET

	Task 1 Program Management	Task 2 Comm Outreach & Site Selection	Task 3 ESAs / Cleanup Planning	Task 4 Other Planning	Total
Personnel	\$87,360	\$56,160	\$17,550	\$102,220	\$263,290
Fringe Benefits					
Travel	\$21,600				\$21,600
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies		\$408			\$408
Contractual	\$35,000	\$35,000	\$987,700	\$72,500	\$1,123,200
Construction					
Other	\$2,800				\$2,800
Total Direct	\$146,760	\$91,569	\$998,250	\$174,720	\$1,411,298
Indirect Costs	\$29,432	\$18,920	\$5,912	\$34,438	\$88,702
Total	\$176,192	\$110,487	\$1,004,163	\$209,158	\$1,500,000

* EPA [defines](#) equipment as items that cost \$10,000 or more. Items costing less than \$10,000 are considered supplies.

* A CAR that uses participant support costs must follow the process described in their EPA-approved workplan (or in a separate process approved by EPA in post-award) for determining the amounts of allowable stipend(s), procedures for accounting for participant support cost payments (including receipts), and documenting that the costs are allowable and do not duplicate other support for the individual(s). Additional information on these requirements for the use of participant support costs is available in [EPA's Guidance on Participant Support Costs](#).

*If personnel costs are part of the approved budget, the level of effort related to the tasks should be described in the workplan. Costs for program management salaries, if they are included in budget, materials and supplies for public meetings, necessary travel and transportation expenses are allowable programmatic costs.

*Your cooperative agreement award Terms and Conditions will have information on eligible costs, and your EPA Project Officer can assist you with questions on eligible activities and costs. Additional

information on eligible and ineligible costs may be found in Section G of the [FY25 Frequently Asked Questions for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants](#).

4. WORKPLAN TASKS

Task 1: Program Management

Task 1 - Cooperative Agreement Oversight Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline (Month/Year)	Actual Accomplishment Date(s)
Obtain QEP and legal services (if necessary): • Prepare Request for Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) • Conduct annual performance evaluations on QEP • Obtain legal services for title searches, regulation interpretations, etc.	Outputs: • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions Outcomes: • High quality products and services to meet project needs • Maintain a high level of work effort	Issue RFP – September 2026 Request Board of Directors Approval for RFP Results – 10/1/26 Update scope with contract General Council – 10/1/26 Annual QEP Evaluations	
Reporting: • Prepare FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare final report & grant closeout material	Outputs: • Quarterly reports and other forms; updated ACRES database; final report and closeout forms • “Success Story” fact sheets Outcomes: • Regular communication of project status and next steps; current database for congressional reporting	Quarterly (10/1/26 through 9/30/29) Final Report & Grant Closeout Material – soon after 9/30/29	
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	Monthly, and as needed	
Requests for reimbursements or advances	Outputs: • Drawdowns from ASAP Outcomes: • Reduce unliquidated obligations	Quarterly	

Task 1 - Cooperative Agreement Oversight Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline (Month/Year)	Actual Accomplishment Date(s)
Training: Attend EPA Brownfields Conferences and other related workshops	Outputs: - Attend 2027 National Brownfields Conference - Attend new grantee meeting held by R4 Outcomes: - Improve Brownfields knowledge and expand networking opportunities	New Grantee Meeting – Fall 2026 Florida Brownfields Conference – Septembers National Brownfields Conference – May 2027 Attend conferences annually	

Task 2: Community Engagement & Marketing

Task 2 – Community Outreach & Site Selection Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Establish Brownfields Advisory Committee	Outputs: <u>Quarterly</u> meetings, meeting agendas, attendance lists and meeting notes Outcomes: - An active and motivated workgroup driving Brownfields initiatives	First BAC meeting in October 2026 and quarterly thereafter	
Develop marketing materials: - Create PDF brochure targeting private & public property owners, lenders and developers - Create FAQ fact sheet - Update website	Outputs: - PDF brochures with FAQ insert(s); 1 easy to navigate set of webpages Outcomes: - Up-to-date marketing tools to promote project work and disseminate information	Created Q1, quarterly updates, additional updates as needed	
Implement outreach strategy in target areas: Meet regularly with coalition members to ensure community organization engagement	Outputs: - Give BF presentations at minimum # of meetings - Earned media in target areas Outcomes:	NEFRC Board of Directors presentation 9/3/26, area Legislative bodies, ULI, APA, etc.	

Task 2 – Community Outreach & Site Selection Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
• Meet w/ local community organizations and/or attend local town selectman meetings • Publish program info in local papers and post notices in town halls & community centers	• Improve community knowledge on BF issues and identify potential BF sites		
Hold local public meeting on Phase II sites: • Discuss Phase II results, and potential cleanup and redevelopment plans	Outputs: • Minimum # of local public meetings, presentation materials, attendance list Outcomes: • Encourage public participation and support of BF project(s) going forward	Within 90 days after Phase II results are returned	

Task 3: Environmental Site Assessments & Cleanup Planning

Task 3 – ESAs & Cleanup Planning Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site inventory: • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool	Outputs: • GIS map of potential BF sites Outcomes: • Graphical capturing of BF sites for planning and marketing work	Complete by end of Q2	
Site prioritization and eligibility determination: • Convene steering committee meeting to rank and prioritize sites • Choose initial sites within each coalition member's target area • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I	Outputs: • Planning meetings: # of eligible sites identified in initial inventory search • Estimate # of additional eligible sites identified during remainder of grant Outcomes: • # of brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)	Q1 and quarterly meetings of BAC	

Task 3 – ESAs & Cleanup Planning Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Phase I investigations: • Conduct planning meeting with QEP to discuss approved sites • QEP obtains access agreement and performs Phase I investigation • QEP submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • QEP submits final Phase I report to project team members • Submit Phase I AAI Checklist to Project Officer	Outputs: • Planning meetings • 31 1 Phase I Reports • Updated ACRES database Outcomes: • # of high potential Brownfields site assessed through Phase I • Total acres assessed through Phase I	4 Priority Sites in Q1 Additional sites ongoing after Priority Sites completed	
Phase II preparation: • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with QEP to plan Phase II • Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating extreme weather resiliency and sustainable principles/techniques that are applicable to Phase II assessment activities • Grantee submits Generic QAPP to EPA project team for review and comments	Outputs: • Project planning meetings • 1 approved generic QAPP • 13 of sites approved for Phase II investigation Outcomes: • 13 of high priority sites identified for further investigation and potential redevelopment	QAPP – Q1 Priority Sites begin Q2. Additional site ongoing, after Priority Sites are addressed	
Phase II investigation: • Grantee submits specified QA and site-specific documents to EPA project team for review and comments • EPA/state approval is obtained and QEP submits final site-specific document to team • QEP performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state	Outputs: • 13 of approved site-specific documents (delineating extent of site contamination on 1 Brownfield site) • Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in ACRES Outcomes: • 13 of high priority sites with complete Phase II assessments	Priority Sites begin Q2. Additional site ongoing, after Priority Sites are addressed	

Task 3 – ESAs & Cleanup Planning Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
• Grantee tracks green and sustainable site assessment efforts used during Phase II investigations • QEP submits draft Phase II report to project team for review and comments • QEP submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination	• that are ready for cleanup and reuse planning • Total acres assessed through Phase II • Greener and more sustainable site assessment techniques utilized		

Task 4: Planning for Cleanup & Other Activities

Task 4 – Planning for Cleanup & Other Activities Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Area-Wide planning: • Identify a brownfield-impacted area (neighborhood, district, city block, etc.) • Submit a Site Eligibility Determination • Develop strategies for the reuse of existing infrastructure in the area	Outputs: • Produce an area-wide plan for the brownfield-impacted area • Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: • Future uses of at least # of properties in the area wide plan have been identified • Next steps to implement the plan have been identified	Priority sites begin after ESAs are completed. Additional sites ongoing, after priority sites are addressed.	
Cleanup & reuse planning: • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Planning activities to help determine which reuses are feasible (viable, sustainable and resilient) for a site. • Meet with QEP to develop draft cleanup alternatives and remediation plans for the site	Outputs: • 6 or more internal cleanup and reuse planning meeting(s) • # draft cleanup alternatives plan • 6 draft remedial action plan • Extreme weather resiliency and greener cleanup language in ABCA • Updated ACRES database • 1 public meeting on project results Outcomes:	Priority sites begin after ESAs are completed. Additional sites ongoing, after priority sites are addressed.	

Task 4 – Planning for Cleanup & Other Activities Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
informed by planned or potential reuse. • Incorporate extreme weather resiliency and greener cleanup principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) Perform public outreach and involvement in cleanup and reuse planning	• 6 of properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Feasible reuse of sites identified and well-informed cleanup plans Greener and more sustainable plans for cleanup		
Resilient and greener cleanup plans • Evaluate the natural hazard vulnerability of a site and potential cleanup alternatives • Include natural hazard vulnerability in the effectiveness evaluation of cleanup alternatives • Incorporate resilient and green remediation principles/techniques into the cleanup and reuse plan for your project	Outputs: • Natural hazard resiliency and greener cleanup language in ABCA and RFP • Track and report natural hazard resiliency and greener cleanup efforts in ACRES Outcomes: Resilient and more sustainable plans for cleanup	Before, during, and after assessment activities	

5. COMMUNITY MEETINGS

NEFRC will use multiple, accessible methods to communicate project progress and meaningfully solicit, document, and respond to community input throughout the grant period. Community input will be gathered through coordination with community partners, public meetings held within the target areas, and online tools hosted on NEFRC’s website and social media. These methods are designed to reach residents, businesses, and property owners directly affected by project activities. Public meetings will be held at ADA-accessible locations within the target areas prior to the initiation of assessment activities and at least annually thereafter. If in-person meetings are not feasible, NEFRC will shift to fully virtual meetings to ensure uninterrupted community engagement. Meetings will include opportunities for questions, discussion, and written comment submission, with translation services provided as needed. To ensure participation by individuals unable to attend in person, NEFRC will offer alternative engagement options, including livestreamed meetings, recorded presentations, and online surveys. Outreach will be tailored to reflect the characteristics of each target area.

Community partners will collect feedback from their members and constituencies and relay it to NEFRC to share with the BAC. All community input will be documented, reviewed, and considered during site selection, assessment sequencing, and reuse planning. NEFRC will provide responses to community input within one week, either through direct communication or by posting responses to its website for anonymous submissions. Community input and corresponding responses will be shared with the BAC and the NEFRC Board of Directors for transparency and coordinated decision-making. Community input will inform site prioritization decisions, assessment sequencing, and reuse planning ideas presented to the BAC and NEFRC for consideration.

6. PRE-AWARD COSTS

Northeast Florida Regional Council requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$93,350 to do the following activities: attend the new grantee workshop offered in R4 and complete the following additional pre-award activities in order to position the project for immediate activity once the award is made.

Personnel Time for the Project Manager to coordinate the RFP process to select a QEP, etc. – 150 Hours at \$79 per Hour - \$11,850

Travel Expenses for Airfare, Hotel, and Per Diem to attend the New Grantee Workshop – \$1,500

Contractual Expenses to assist with Program Management & Site Selection – \$7,000

Contractual Expenses for 4 Phase I & 1 Phase II ESAs – \$73,000

Total Pre-Award Request – \$93,350

7. QUALITY ASSURANCE

Prior to undertaking Phase II assessments or other environmental information operations, the *Northeast Florida Regional Council* will prepare and submit a QAPP and all required site-specific information which meets the approval of U.S. EPA Region 4 Brownfields Program and Quality Assurance Designee. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

8. INTEGRATING SUSTAINABILITY

Brownfield redevelopment projects are inherently more sustainable than greenfield development. NEFRC is very proud of its record in promoting sustainability and resiliency across all of its programs. The organization is located in a LEED Gold certified building in downtown Jacksonville. Throughout this project, NEFRC will investigate additional methods to incorporate sustainability such as improving the fuel efficiency of its fleet, reducing miles traveled by consolidating trips or using electronic meeting formats, and using more sustainable supplies when appropriate.

9. HEALTH & SAFETY PLANS

The CAR must also prepare and follow an OSHA-compliant Health and Safety Plan (HASP). CARs must also submit these to EPA and the State for the Brownfields project file. EPA approval of the HASP is not required.

10. BUDGET JUSTIFICATION WORKSHEET – Attachment 1