

**BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT
WORK PLAN**

FOR

*Former Frontier Leather Property, Sherwood, Oregon
June 20, 2014*

Submitted by

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WORK PLAN FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

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1. INTRODUCTION

1.1 Project Description, Goals and Objectives

The City of Sherwood (City), Oregon is requesting an EPA Site-Specific Brownfields Assessment Grant for the former Frontier Leather tannery brownfield located near the northeastern edge of the City (Site). Washington County (County) acquired the Site through property tax foreclosure, but neither the County nor the City have funds to assess conditions at the tannery and move it toward redevelopment. Meanwhile, the Site sits blighted, idle, and potentially impacting an adjacent residential neighborhood and the nearby Tualatin River National Wildlife Refuge. The City proposes to use grant funds to assess two of the six tax lots (tax lots 600 and 602) that comprise the former tannery. The two tax lots represent 25 acres of vacant industrial land with known contamination and wetland areas. The other four former tannery tax lots, which are privately owned and more desirable for development as they have fewer wetland areas, have been cleaned up to the Oregon Department of Environmental Quality's (DEQ's) satisfaction.

We are requesting funding to assess and plan cleanup of the former tannery property in order to relocate the City's public works yard to the tannery site, which is a more appropriate location for the yard than its current location in downtown Sherwood. The current location of the 3.75-acre public works yard is a condition of Sherwood's rapid growth, and a hindrance to in-fill development. The yard has been in its current location since 2003, and is now unsuitably located within the Old Town zoning overlay, which is developing into a thriving downtown commercial area. Moving the public works yard away from Old Town will allow the City to support sustainable in-fill development in our downtown core. We also anticipate that a portion of the former tannery property is covered by wetlands, making it unsuitable for public works operations. Taking over the Site will allow us to develop trail connections and observations points overlooking the Tualatin River National Wildlife Refuge. This plan fits in with our Parks Master Plan to preserve natural areas. The City sees our role in bringing this property back in to productive use as a critical part of our purpose.

1.2 Organizational Structure and Responsibilities

Julia Hajduk, Community Development Director, will be the Project Manager for the EPA grant-funded work. Julia Hajduk will be responsible for day-to-day coordination of the project, including contracting with a qualified environmental contractor to perform the environmental assessment and to support the City's community outreach and EPA reporting tasks.

The City will hire a qualified contractor to conduct environmental site assessment and remedial planning activities at the Site. These services will be solicited using standard procurement practices. The City's established procedures include seeking statement of qualifications and price proposals that are reviewed by the Project Manager and the City's contracting and procurement staff. Professionals with previous brownfield experience, experience in conducting environmental site assessments, and with substantial experience working within the Oregon regulatory framework will be encouraged to compete. The contractor best qualified to perform site assessment and cleanup planning activities, and support the City in fulfilling all EPA reporting requirements, and that submits a bid consistent with our project budget, will be selected.

The City and its environmental contractor will work closely with the DEQ through its Voluntary Cleanup Program (VCP) to ensure DEQ buy-in throughout the assessment and cleanup planning process. Washington County has agreed to provide an access agreement to the City for assessment of the Site. An organizational chart showing the project team structure is provided below.



1.3 Project Outputs and Outcomes

The table below identifies proposed project outputs and outcomes. The 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. She will also report progress in EPA’s Assessment, Cleanup, and Redevelopment Exchange System (ACRES). We will report intermediate outcomes that we achieve during the grant cycle. 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	<ul style="list-style-type: none"> • Number of people engaged in project • Number of people engaged in the project representing vulnerable populations • Number of meetings held • Number of people attending meetings • Number of educational materials disseminated 	<ul style="list-style-type: none"> • Completed Public Involvement Plan • Completed ATSDR Model Report
Site Assessment	<ul style="list-style-type: none"> • Number of risk concerns identified • Number of people protected from contamination • Number of acres assessed 	<ul style="list-style-type: none"> • Completed quality assurance project plan • Completed health and safety plan • Completed sampling and analysis

		<ul style="list-style-type: none"> plan(s) • Completed assessment report(s)
Wetlands Assessment	<ul style="list-style-type: none"> • Number of acres assessed 	<ul style="list-style-type: none"> • Completed wetlands assessment report
Cleanup Planning	<ul style="list-style-type: none"> • Site data compared with cleanup standards • Number of cleanup options identified • Number of cleanup budgets estimated 	<ul style="list-style-type: none"> • Analysis of brownfield cleanup alternatives report

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) Public Involvement, 3) Site Assessment, and 4) Cleanup Planning.

2.1 Task 1 – Project Management and Reporting

A budget of \$26,400 in City and contractor costs has been estimated for this task. The objectives of project management and reporting are to 1) ensure compliance with all cooperative agreement requirements, 2) direct all project work in a manner that results in the efficient delivery of all other project tasks, 3) procure a contractor (contractor procurement will be completed in accordance with City procurement rules and regulations, and in accordance with 40 CFR Part 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to perform site assessment and cleanup planning, and support reporting and public involvement, and 4) fulfill all reporting requirements. The project management task will be led by City Project Manager, Julia Hajduk, and supported by the City’s environmental contractor. A schedule for reporting submittal/ completion dates is provided in Section 3 of this work plan.

Julia Hajduk plans to attend up to two national/regional/local brownfield conferences. A travel budget of \$3,800 has been estimated for conference attendance.

Deliverables/milestones for this task will include: 1) Final Cooperative Agreement Work Plan by July 10, 2014, 2) an executed contract with an environmental consultant by November 2014, and 3) ongoing quarterly EPA reports.

2.2 Task 2 – Public Involvement

We have estimated a public involvement budget of \$17,800 for public involvement. In addition to the budgeted services, support has been leveraged from the Oregon Health Authority (OHA) at no cost. Deliverables/milestones for this task will include: 1) a written Public Involvement Plan; 2) four public outreach meetings; 3) development and distribution of at least 2 fact sheets; 4) ATSDR model report.

The City objectives of this task are to engage residents, businesses and other stakeholders to discuss brownfields revitalization, and to inform them of project progress and results.

City staff will manage the engagement process, along with support from their environmental contractor and the OHA. Funds will be leveraged through OHA's cooperative agreement Grant Number 1E11TS000191-01 from the ATSDR "Community Health Projects Related to Brownfield and Land Reuse Sites" (project period 09/30/12 - 09/30-2014). With the in-kind support of the OHA and contracted services from the County Health Department and our consultant team the City will implement the ATSDR Brownfield and Land Reuse Action Model process.

EPA funds will be used to produce brownfields educational information for residents, community groups, property owners, and businesses. Funding also is included to support limited meeting expenses such as promotional materials, facility costs and audio-visual equipment rentals.

2.3 Task 3 – Site Characterization

A Site characterization budget of \$145,800 has been estimated, which includes \$120,800 in contractor costs and \$25,000 for DEQ oversight and prospective purchaser agreement (PPA) negotiations. The City's environmental contractor will lead the site characterization task. Deliverables for this task include: 1) Quality Assurance Project Plan; 2) Sampling and Analysis Plan; 3) Health and Safety Plan; 4) Phase II ESA report(s); 5) Wetlands Assessment report; 6) Cultural and natural resource letters and documented responses.

The City and the DEQ have agreed that the City will join the DEQ VCP to obtain regulatory oversight and approval in order to receive a "No Further Action" letter when assessment and cleanup are complete. We propose to conduct at least two phases of assessment. The first phase will include soil sampling on tax lot 602, and groundwater sampling on tax lots 600 and 602. Soils on tax lot 600 were assessed previously by the DEQ. Tax lot 600 soil assessment identified chromium as the principal contaminant of concern, and arsenic, antimony, cadmium, copper, lead, manganese, nickel, mercury, zinc, and organochlorine pesticides as secondary contaminants of concern at the Site. Assessment goals for the first assessment phase include:

1. Evaluate the extent of the hide-split landfill on tax lot 602, and chromium concentrations within hide-split landfill areas identified. Data from previous tax lot 600 assessments indicates that the hide-split landfill area may occupy the western portion of tax lot 602. High concentrations of chromium were detected in the hide-split landfill area on tax lot 600.
2. Assess concentrations of contaminants of concern in soil on tax lot 602.
3. Assessment of groundwater was deferred on tax lot 600. Therefore, assessment of groundwater on both tax lots 600 and 602 is needed. The goal of groundwater assessment will be to evaluate whether any impacts to groundwater may affect water quality in nearby Rock Creek, Tualatin River National Wildlife Refuge, and associated wetlands.

The assessment will include the collection of approximately 60 soil samples in 20 soil borings on tax lot 602. Soil samples will be collected using direct-push sampling equipment. All soil samples will be tested for metals. Approximately 50% of soil samples will be tested for organochlorine pesticides, and 25% of soil samples will be tested for semi-volatile organic compounds, volatile organic compounds, and polychlorinated biphenyls. The first phase of assessment will also include installation, development, initial sampling, and quarterly sampling

of groundwater in six to eight groundwater monitoring wells. Monitoring wells will be installed using hollow-stem auger equipment. The wells will be located on tax lots 600 and 602 to evaluate both potential contaminant source areas, and groundwater quality in the eastern portion of the Site adjacent near Rock Creek and associated wetlands.

Wetlands Assessment

A wetlands assessment, will be conducted on both tax lot 600 and 602. The wetlands assessment is necessary in order to conduct remedial planning for the Site. The wetlands review will include an assessment hydric soils, hydrophytic vegetation, and wetland hydrology, as well as ponds and waterways on the Site.

Natural and Cultural Resource Letters

Prior to initiating Site characterization activities, EPA requirements under the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA), will be fulfilled. The City will oversee the completion of ESA/NHPA work activities by its selected environmental contractor. The contractor will provide the EPA with information regarding the location of the Site, any threatened or endangered species or habitat which may be affected by our project, whether the Site is considered to be of concern by the State Historic Preservation officer (SHPO), and an evaluation as to whether our plans could have adverse effects on endangered species or cultural resources. This evaluation will include consultation with each of the nine Oregon Native American tribes.

2.4 Task 4 – Cleanup Planning

\$10,000 has been budgeted for cleanup planning. A contractual budget of \$7,500 has been estimated for remedial planning. A budget of \$2,500 for DEQ fees also has been estimated associated with remedial planning. The City's environmental contractor will lead the Cleanup Planning task. The deliverables/milestone for this task will be an Analysis of Brownfield Cleanup Alternatives (ABCA) report.

Cleanup planning will be conducted once the contaminant and wetland assessments are complete. We will develop an ABCA to identify cleanup alternatives and select a preferred cleanup method based on factors including effectiveness, implementability, sustainability, and cost.

3. SCHEDULE AND DELIVERABLES

The schedule below is expected to commence on September 2, 2014 after the final agreement is received from the EPA on our submitted work plan and application.

DUE DATE (for grant awarded 9/02/14)	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Month 1	Property Profile Form entered in ACRES or submitted to PO	X			
Month 1	Solicitation for hiring consultant	X			
Month 2	MBE/WBE Report due by 10/30 of each reporting year - continue annually	X (copy)		X	
Month 3	Contractor Selection Process Completed, Contract Executed	X			
Month 3	Public Involvement Plan	X			
Month 4	Fact sheet - project starting	X			
Month 4	Public Meeting – Kick off	X	X		
Month 4	Quarterly Progress Report 1	X			
Months 4-7 Before fieldwork begins	QAPP / Health and Safety Plan	X	X		
Months 4-7 Before field work begins	ESA/NHPA letter	X			
Month 7	Site Assessments Begins				
Month 7	Quarterly Progress Report 2 - continue quarterly	X			
As Needed	Requests for Reimbursement – see Administrative Terms & Conditions				X
Month 24	Fact Sheet - Assessment results	X			
Month 24	Remedial Planning Begins				
Months 36 – 39	Final Federal Financial Report (FFR) (SF425) & Final Drawdown	X (copy)		X (copy)	X

DUE DATE (for grant awarded 9/02/14)	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Months 36 – 39	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

4. BUDGET

4.1 Table

Project Budget Table

Budget Category	<u>Task 1</u> Project Mgmt/ Reporting	<u>Task 2</u> Public Involvement	<u>Task 3</u> Assessment	<u>Task 4</u> Cleanup Planning	Budget Category Total
Personnel	\$9,000	\$ 2,000	\$ 0	\$ 0	\$11,000
Fringe Benefits	\$3,600	\$ 800	\$ 0	\$ 0	\$4,400
Travel	\$3,800	\$ 0	\$ 0	\$ 0	\$3,800
Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$0
Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$0
Contractual	\$10,000	\$5,000	\$120,800	\$7,500	\$143,300
DEQ Fees	\$ 0	\$ 0	\$25,000	\$ 2,500	\$27,500
County Health Dept. Fees		\$10,000			\$10,000
Total	\$26,400	\$17,800	\$145,800	\$10,000	\$200,000

4.2 Budget Narrative

Task 1 - Project Management/Reporting

The project management and reporting task will be led by City Project Manager Julia Hajduk and supported by the City's environmental contractor. Costs include staff time, travel for two City staff members to attend two brownfield conferences, and contractor costs. \$26,400 is budgeted for this task. The cost breakdown for this task is provided below.

City staff: \$9,000 (310 hrs at average billing rate of \$29/hr) + \$3,600 fringe = \$12,600.

Travel: \$500/person per conference (\$2,000) + hotel/meal costs of \$125/person per day per conference (\$1,500) + incidentals of \$25/person per day (\$300) = \$3,800.

Contractor: \$10,000 (100 hrs at \$100/hr).

Task 2 - Public Involvement

City staff will participate in public meetings, and assist with the development of a Public Involvement Plan. The work scope for community engagement will include 1) facilitation of public meetings, 2) development of fact sheets, website language, and other materials for public outreach and education, and 3) implementation of the ATSDR Action Model. \$17,800 is budgeted for this task. The cost breakdown for this task is provided below.

City staff: \$2,000 (70 hrs at average billing rate of \$29/hr) + \$800 fringe = \$2,800.

Contractual: \$15,000 (\$10,000 for County Health Dept: 100 hrs at average billing rate of \$100/hr, plus \$5,000 for contractor support at 50 hrs at \$100/hr) for planning and facilitation of four public outreach meetings and ATSDR Model reporting.

Task 3 - Assessment

\$120,800 is budgeted for contractor services including development of a Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plan (SAP), drilling and laboratory costs, wetlands assessment, reporting, and coordination with EPA and DEQ. \$25,000 is budgeted for DEQ fees.

Task 4 - Cleanup Planning

\$10,000 is budgeted for cleanup planning. \$7,500 is budgeted for contractor services (75 contractor hours at \$100/hr), including the preparation of an ABCA and PPA support. \$2,500 for DEQ oversight.