

**CITY OF GREENWOOD, INDIANA
BOARD OF PUBLIC WORKS & SAFETY
REQUEST FOR PROPOSALS
FOR PHASE I AND PHASE II ENVIRONMENTAL SITE ASSESSMENTS AND
CLEANUP PLANNING**

Notice

The City of Greenwood, Johnson County, Indiana (“City”), pursuant to Ind. Code §§ 5-23-5-3 and 5-3-1 *et. seq.*, hereby provides NOTICE of the City’s Request for Proposals (“RFP”) from a Qualified Environmental Contractor (QEC) for Phase I and Phase II Environmental Site Assessments (ESAs) and cleanup and reuse planning associated with the U.S. Environmental Protection Agency Brownfields Grant.

Introduction

The U.S. Environmental Protection Agency (EPA) has awarded the City an EPA Brownfield Grant in the sum \$500,000 over a four-year term for the period October 1, 2025 through September 30, 2029 to support redevelopment of brownfields impacted by petroleum and hazardous substances. The City is requesting proposals from qualified environmental contractors (QEC) to assist the City with management of the grant and implementation of the grant-funded environmental assessments. The resulting contract will be for four years. The City may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the Brownfields Grant or future EPA grants awarded to the City within this four-year period, provided a market survey conducted by the City indicates that the prices the Respondent proposes are reasonable.

The City reserves the right to waive any information or minor defects in the RFP or the RFP responses / procedure, reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof.

Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City and the respondent.

Proof of acceptable insurance in accordance with the requirements outlined in this RFP shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents, terms, and conditions of this RFP and the EPA Cooperative Agreement (CA).

Response Due Date

All responses to this RFP must be **received by May 12, 2026, no later than 2:00 pm EST**. Responses submitted after the deadline will not be accepted. It is the intent of the City, after a period of review and evaluation, to recommend to the Board of Public Works and Safety to award a contract to the responsible bidder that submits the lowest responsive proposal. The proper execution of a contract agreement shall serve as the binding agreement.

All responses must be in a sealed manilla envelope, clearly marked as a response to this RFP, and must be addressed and delivered by the due date to:

Kevin Steinmetz, Capital Projects Manager - Program Manager
Gabriel Nelson, AICP, Planning Director - Project Director
Greg Wright Jr., Controller - Project Administer
City of Greenwood
300 South Madison Avenue
Greenwood, Indiana 46142

Background

The City will retain the services of a Qualified Environmental Contractor (QEC) for grant services through a competitive bidding process compliant with federal procurement regulations 2 CFR 200.317–200.326. The QEC and Greenwood will perform programmatic activities including managing project team activities, preparing quarterly reports, annual financial and Disadvantaged Business Enterprise (DBE) reporting, and all other EPA reporting requirements (such as ACRES). The City and QEC will prepare community outreach and will hold at least eight public meetings (including one kickoff meeting within the first six months of the grant period) to educate the community and officials about the brownfields initiative and solicit input regarding candidate sites. Meetings, whether virtual or in-person, will also be held specifically to educate brownfield property owners and secure site access agreements. Community and stakeholder input will be requested to expand the current inventory and continue the site prioritization process. Sites will be prioritized, and a brownfields project website will be created to share information and updates.

Site Eligibility, Assessments, and QA/QC Once sites are selected and site access is granted, eligibility determinations will be submitted to the EPA Project Officer for approval. After approval, the QEC will conduct Phase I ESAs for the selected sites under ASTM E1527-21 and the EPA's All Appropriate Inquiry rule. During the first quarter, the City, EPA, and QEC will schedule a data management call to discuss quality assurance. The QEC will prepare a Quality Assurance Project Plan (QAPP), which must be reviewed and approved by the EPA before Phase II work begins. Prior to each Phase II ESA, the City and QEC will submit a site-specific Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP) to the EPA Project Officer for approval. Grant funds will focus on site assessments and reuse planning; at least 18 sites will be assessed as part of this grant, and the City intends to exceed this goal by assessing more than 20 properties.

Cleanup Planning, Remedial Action Plans, and Reuse If sites require planning activities beyond the QEC's remediation-planning capabilities, the City and partners will select a qualified architectural/engineering/planning (AEP) firm following federal procurement regulations. The QEC and any selected AEP firm will conduct cleanup and reuse planning after evaluating Phase II data for each site, considering potential reuse scenarios and public input. Each cleanup planning/Remedial Action Plan (RAP) will identify remedial actions for contaminants exceeding IDEM regulatory screening levels. Remedial actions will be evaluated based on owner cooperation, cost, intended use, feasibility, and effectiveness in protecting human health and the environment. Up to two visioning sessions/charrettes will be held for each site to inform and solicit community feedback; the services of the Health Department will be engaged as needed. Reuse

planning will dovetail with the City's broader revitalization strategy and will include site reuse assessments, revitalization plans, and market analyses.

Project Overview and Scope of Work

Respondent will be responsible for conducting comprehensive Phase I and Phase II Environmental Site Assessments (ESAs) and associated cleanup and reuse planning. Included attachments and incorporated herein by reference is Attachment A, the City of Greenwood Work Plan for the Brownfield Assessment Grant. Respondents should review and become familiar with Attachment A. The Scope of Work, summarized below, is organized into four tasks.

Task 1: Programmatic Activities: covers contractual grant administration including ACRES reporting, annual financial and MBE/WBE reporting, and related program support, as well as travel for staff attend conferences.

Task 2: Outreach and Inventory Prioritization: funds QEC-prepared community outreach, a project website and outreach materials, community meetings, and development of a brownfield site inventory and prioritization tool/map; outreach supplies and meeting space will be provided in-kind by the City and partners.

Task 3: Phase I/II Environmental Site Assessments (ESAs)/QAPP: includes completion of Phase I ESAs, preparation and EPA review of a Quality Assurance Project Plan (QAPP), and performance of Phase II ESAs; work will include stakeholder and agency coordination and may vary by site conditions.

Task 4: Cleanup and Reuse Planning: support development of cleanup and reuse plans, visioning sessions/charrettes, site reuse assessments, a Brownfields Revitalization Plan, and a Market Study, with staffing and subcontractor effort allocated among planners, market analysts, and the QEC.

Submission Content

Responses that fail to comply with the Submission Contents will result in a reduced score or may be rejected entirely. All responses are limited to 12 pages and must be submitted in the following format:

Cover Page (Limit: one page)

Identify the name of the company, address of the company and that the document is in response to the RFP.

Table of Contents (Limit: one page)

Responses shall include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary (Limit: two pages)

Responses shall include concise abstract, providing an overview of the Provider's proposal and approach related to the implementation of the EPA Grant.

1. Company Background & Qualifications (Limit: one page) - 15%

- a. Provide the history of the Provider with a statement about company mission, vision, and values. Number of years company has operated in Indiana.
 - b. Company officers
 - c. List the personnel employed by the Provider responsible for this project. Include a resume on each person listing education, experience, work history, and responsibilities on this project.
 - d. The most recent audited Financial Report.
2. References (Limit: one page) - 10%
 - a. Provide references for Indiana ESA projects completed. Include the following information:
 - Project location
 - Project scope
 - Personnel responsible
3. Technical Approach (Limit: two pages)- 20%
 - a. Present evidence of the team's technical capabilities relative to the anticipated scope of work.
 - b. Include experience working collaboratively with municipalities and the public on relevant ESA projects.
4. Project Implementation (Limit: two pages) - 20%
 - a. Provider's Involvement: Define how the Provider will fulfill requirements regarding the work to be completed by its own workforce.
 - b. Project Management: Detail management strategies and communication plans with the City.
 - c. General Contractor Team: Identify the general contractor and any subcontractors, along with past experiences of collaboration.
5. Financial Approach (Limit: one page) - 20%
 - a. Discuss strategies for obtaining competitive pricing related to the project.
 - b. Explain how the Provider plans to offer a Guaranteed Maximum Price, with no change orders, for this project.
 - c. Explain how open book pricing will be implemented for the City's benefit.
6. Guarantee Management (Limit: one page) - 15%
 - a. Outline plans for addressing guarantees in compliance with Indiana regulations related to Brownfield projects.
 - b. Describe methodologies for developing key estimates needed for the project.

The City will not be held responsible for mishandled, late, or lost qualification packages. Email and Facsimile qualifications will NOT be considered unless otherwise authorized.

Questions related to this RFP should be directed to Gabriel Nelson at the following address: nelsong@greenwood.in.gov. All questions posed by any Respondent will be compiled and responses will be sent back to all parties that have posed questions. Questions must be submitted

on or before May 8, 2026, by 4:00 p.m. Questions received after this date and time will not be answered.

Respondent shall certify that to the best of his/her knowledge, all information provided in the response is accurate and complete. Any misrepresentation by a Respondent may result in disqualification

Evaluation Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFP. Both the Threshold and Selection criteria are detailed below. A score on these components will be assigned to each RFP response and the selection of a single Respondent shall be based on this scoring.

Area	Percentage	Score
Company Background & Qualifications	15%	0 - 15
References	10%	0 - 10
Technical Approach	20%	0 - 20
Project Implementation	20%	0 - 20
Financial Approach	20%	0 - 20
Guarantee Management	15%	0 - 15
Total	100%	0-100

Insurance Requirements

At the time of contracting, Respondent shall maintain and provide current proof of the following insurance:

- Worker’s Compensation and Disability: Statutory requirements
- Employer’s Liability – \$500,000 each accident
- Commercial General Liability – General Aggregate – \$1,000,000
- Comprehensive Automobile – \$1,000,000
- Excess/Umbrella Liability – \$1,000,000
- Errors and Omissions Professional Liability – \$1,000,000
- Respondent’s Pollution Liability insurance – \$2,000,000

Miscellaneous

The City shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry.

The City reserves the right to select or not select, in its sole discretion, based on its assessment of each Respondent’s strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the City’s goals.

The resulting contract will be for four years. The City may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the EPA Grant or future EPA

Grants awarded provided a market survey conducted by the City indicates that the prices the contractor proposes are reasonable.

By submitting a response to the RFP, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Respondent in the execution of his work. The Respondent will be required to indemnify and hold harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Respondent or his agents or employees.

The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.

Respondent is responsible for compliance with all Federal, State and Local codes and environmental regulations.

Respondent shall comply with all applicable Laws and Regulations including, but not limited to, Occupational Safety and Health Administration relating to persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. Respondent shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with this project.

Work performed under agreements resulting from this RFP may be subject to federal contractual provisions. A successful award at the end of this process may be contingent upon an agreement between the City and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis Bacon).

In the event the selected Respondent does not enter into the required agreement with NCIRPC to carry out the purposes described in this RFP, the City may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.

In no event shall any obligation of any kind be enforceable against the City unless a written agreement has been entered into.

Grant Recipient: City of Greenwood
300 S Madison Ave
Greenwood, IN 46142

Project Contact: Gabriel Nelson AICP
Planning Director
Telephone: 317-883-8051
Email: nelsong@greenwood.in.gov

Project Period: 4-year grant term (Proposed Project Start Date 10/01/2025 End Date 09/30/2029)

1. INTRODUCTION

The City of Greenwood (The City) will enter into a Cooperative Agreement (“CA”) with the EPA for the use of Community-Wide Assessment funds in order to build on the momentum of its existing brownfields program. The City has developed the appropriate tools and procedures to immediately begin implementation of this grant and execute key project activities within the designated performance period.

2. BACKGROUND

The City of Greenwood, Indiana, located in Johnson County, shares a border with Indianapolis and is the largest suburban community in the southern portion of the Indianapolis Metropolitan Area (Marion County). Spanning nearly 29 square miles and encompassing three townships, Greenwood boasts a unique mix of urban and rural landscapes crossed by multiple state highways. We are located between two major federal highways, Interstate 65 and the newly constructed Interstate 69. Greenwood was founded in 1823, incorporated as a city in 1897, and has a population of 67,839¹.

The first railroad to run in Indianapolis, west of the Allegheny Mountains, was constructed in the mid-1800s and ran through Greenwood. This rail line, along with Greenwood’s prime location just a few miles south of downtown Indianapolis, allowed the City to serve as a key rail and transportation spur between Indianapolis and Louisville. The city was an early home for the J.T. Polk Canning Company and was the major employer until its closure in the 1950s. Indiana-based Arvin Industries operated two plants within the City employing hundreds of post-World War II workers. Both plants have been closed for decades due to increased automation and changes within the global automobile industry. The City currently serves as both a rapidly growing bedroom community for the Indianapolis Metro Area and a growing advanced logistics and manufacturing center.

¹ <https://dailyjournal.net/2025/05/27/greenwood-among-fastest-growing-cities-in-state-for-2024/>.



Amazon and Fed have significant investments within the City, whereas European firms Endress Hauser and Alfa Laval employ hundreds in advanced manufacturing.

3. PROJECT DESCRIPTION

The City will utilize funding from this grant throughout our Planning Area which, includes all of Greenwood's municipal boundaries. Our target area consists of **two adjacent census tracts, CT6103 and CT6104.03, located within our historic downtown (Old Town)** and included in our Comprehensive Plan as focus areas. Data is also included in this narrative for **CT3812.04 (a CEJST disadvantaged tract)**, north adjacent to CT6103 and separated by County Line Road, as many of our identified sites are along this road, directly affecting this neighboring area. Our target area is a roughly 4 square mile area made up of numerous commercial, industrial, and residential properties, and includes the city's primary arterial corridors, U.S. 31, Madison Avenue and County Line Road. **Our target area is occupied by our most sensitive and disadvantaged populations that are disproportionately affected by these brownfield sites. This area consists of ~25% children (<18), up to 27% minority, and over 30% of the households make less than \$50,000 per year¹.** Impacts from these brownfield sites include businesses relocating causing a loss of tax revenue, lack of quality housing, exposure to contamination causing detrimental health problems, and blighted communities that scare away potential developers and residents. Redevelopment of sites in this area will have the greatest impact on our disadvantaged residents and most sensitive populations, will spur private investment, and create safe and attainable housing options and quality jobs.

After brownfield sites in our target communities are addressed, remaining grant funding will be judiciously allocated across the Planning Area to other sites primed for redevelopment. Through this grant funding, we will not only preserve the character of Greenwood but also catapult our community into a future where history and progress coalesce, and where every resident is a stakeholder in our collective success.

4. MANAGEMENT AND COORDINATION

The City has a brownfields team in place that will manage this grant and is actively creating opportunities for development within the coverage area. We will finalize an Interlocal Agreement between the city and the towns of Southport, Whiteland, New Whiteland, and Bargersville prior to the finalization of the EPA Cooperative Agreement.

Program Manager: Mr. Kevin Steinmetz, Capital Projects Manager, will serve as the Program Manager. Kevin has over 12 years' experience assisting the city procure and manage grant funding. Kevin is currently managing the INDOT-Community Crossing grant and managed the HUD CDBG funding. He will assist with site selection and planning efforts and will inform residents of the progress and accomplishments of the grant activities.

Project Director: Mr. Gabriel Nelson, AICP, Planning Director, will serve as Project Director. Gabriel has been in the Planning Division for the City of Greenwood for 5 years, reviewing applications, preparing staff reports, facilitating meetings, managing staff, and managing consultants. He recently conducted the 2024 Comprehensive Plan which was unanimously



PLANNING DIVISION

300 South Madison Avenue | Greenwood, IN 46142 | 317.881.8698

approved and is currently working on a Unified Development Ordinance rewrite. Gabriel procured and is currently managing a DOE Energy Efficiency and Conservation Block Grant (EECBG) Program which awarded \$122,730 in funding. Gabriel will oversee contractors, procurement, grant administration, public outreach efforts, project development, and reporting. Mr. Nelson will ensure grant compliance and that project milestones are met in a timely manner.

Project Administrator: Mr. Greg Wright Jr., Controller, will serve as the Project Administer. Mr. Wright has served Greenwood since 2018, assuring the city’s competitiveness in applying for grants, managing the city’s funds, and overseeing all municipal financial transactions, including past and current grant draw downs and payables. Mr. Wright will conduct ASAP draws, disbursements, and establish accounting and tracking systems for this grant.

5. OUTPUTS, OUTCOMES AND EXPECTATIONS

The reuse strategies for our brownfields sites will benefit the community by lowering initial infrastructure investments, minimizing environmental footprints, creating jobs while adding entrepreneurial opportunities, generating tax revenue, increasing tourism, and reducing sprawl and impact to surrounding agricultural land. The City will align these goals to match EPA’s expected outcomes and outputs. The following outputs will be tracked and documented on at least a quarterly basis:

- Property Profile Reports in ACRES
- # of Public Meetings and Meeting Minutes
- Outreach documents and maps for Public Distribution
- # Phase I ESAs
- QAPP
- Phase II Investigations
- Remediation Work Plans or cleanup plan
- Visioning Sessions
- Site Reuse Assessments
- Brownfield Revitalization Plan
- Market Study (if deemed necessary to facilitate reuse of the site)

The City will document, track and evaluate the following outcomes on at least a quarterly basis throughout the project for brownfield sites at which assessment funding is utilized:

- Number of jobs created
- Number of acres improved or added for recreational space
- Number of Sites and acres of land redeveloped
- Increased property tax revenue generated

6. TASKS, ACTIVITIES, AND TIMETABLES

Task 1 – Programmatic Activities i. Project Implementation: The city will retain the services of a Qualified Environmental Contractor (QEC) for grant services through a



competitive bidding process, compliant with federal procurement regulations 2 CFR 200.317-200.326. The QEC and Greenwood will perform programmatic activities including managing the project team activities, preparing quarterly reports, annual financial and disadvantaged business enterprise reporting, and all other reporting requirements with EPA (such as ACRES reporting). These reports will highlight the status of completion for tasks, progress made over the reporting period, challenges with project implementation, financial expenditures, preliminary data and findings, anticipated activities in the upcoming reporting period, and any changes in key staff involved.

Table 1: Activities/Deliverables for TASK 1

Activities	Deliverables	Schedule
Retain QEC	Procurement process and Contract	Summer/Fall 2025
Prepare Quarterly Reports and Update ACRES	Summary of activities in reporting; Property Profile Forms	Beginning January 2025 -quarterly through award term
MBE/WBE	MBE/WBE reports	Beginning October 2025 annually through award term
Financial Reporting	Project Closeout Report	No later than 120 days after the end of the period of performance

Task 2 – Community Outreach and Inventory Prioritization, i. Project Implementation: The city and QEC will prepare community outreach and will hold at least 8 public meetings (1 kickoff within the first 6 months of grant period) to educate the community and officials about the brownfield initiative and solicit input regarding sites. Meetings, whether virtual or in-person, will be held to educate brownfield property owners and to secure access agreements. We will request community and stakeholder input to expand upon our current inventory and continue the prioritization process. Sites will be prioritized, and a brownfields project website will be created.

Table 2: Activities/Deliverables for TASK 2

Activities	Deliverables	Schedule
Prepare community outreach	Outreach Plan for Project	By March 31, 2026
Public Meetings	8 Public Meetings and Meeting minutes	March 31, 2026 Kick-off; public meetings to be continued throughout the grant term
Inventory Updated and Sites Prioritized	Listing of Potential Brownfields sites	Beginning October 1, 2025 throughout the term of the grant
Brownfields Project Website	Brownfields Information/maps	By March 31, 2026

Task 3 – Phase I/II Environmental Site Assessments (ESAs)/QAPP, i. Project Implementation: Once sites are selected and site access is granted, eligibility determinations will be submitted to the EPA Project Officer for approval. After approval,



PLANNING DIVISION

300 South Madison Avenue | Greenwood, IN 46142 | 317.881.8698

the QEC will conduct Phase I ESAs for the selected sites under ASTM Standard 1527-21 and the EPA’s “All Appropriate Inquiry” rule. The city, EPA, and QEC will schedule a data management call to discuss quality assurance during the first quarter. The QEC will then prepare a QAPP, which will be reviewed and approved by the EPA before Phase II work can begin. Prior to each Phase II ESA, the city and the QEC will submit a site-specific Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP) to the EPA Project Officer for approval. Our grant funds focus is on site assessments and reuse planning, and at least 18 sites will be assessed as part of this grant; however, we would like to exceed this goal and assess over 20 properties.

Table 3: Activities/Deliverables for TASK 3

Activities	Deliverables	Schedule
Conduct Eligibility Requests	Site and Property Owner Eligibility Determination Request Forms	Beginning Fall 2025 and Ongoing
Conduct up to 18 Phase I’s	Electronic copies of reports	By January 1, 2026 and Ongoing
QAPP	QAPP	By April 1, 2026
Up to 10 Phase II Investigations	Electronic copies of reports	By July 1, 2026

Task 4 – Cleanup and Reuse Planning, i. Project Implementation: If sites require planning activities outside of the QEC remediation planning capabilities, the city and our partners will select a qualified architectural/engineering/planning (AEP) firm following Federal procurement regulations. The QEC/AEP firm will conduct cleanup/reuse planning after evaluation of Phase II data for each site based on potential reuse scenario(s) and public input. Each cleanup planning/Remedial Action Plan (RAP) will include remedial actions for identified contaminants that exceed IDEM regulatory screening levels. Remedial actions are evaluated on owner cooperation, cost, intended use, feasibility, and effectiveness in protecting human health and the environment. Up to 2 visioning sessions/charettes will be held for each site to inform and solicit feedback from the community; the services of the Health Department will be sought, if needed. Reuse planning will dovetail our revitalization strategy and include site reuse assessments, revitalization plans, and market analyses.

Table 4: Activities/Deliverables for TASK 4

Activities	Deliverables	Schedule
Undertake reuse planning for 2-3 sites.	Reuse plans	December 2027
Correspond and coordinate with all community partners and the public	Report on interactions in EPA quarterly reports, provide copies	Ongoing



PLANNING DIVISION

300 South Madison Avenue | Greenwood, IN 46142 | 317.881.8698

	of any meeting materials or important correspondence.	
--	---	--

7. BUDGET

Table 5: Budget

Program Task	Task 1 Programmatic Activities	Task 2 Outreach & Prioritization	Task 3 Phase I / Phase II	Task 4 Cleanup / Reuse Planning	Budget
Personnel	--	--	--	--	*See below
Travel	\$11,000				\$11,000
Supplies		\$1,000			\$1,000
Contractual	\$24,000	\$24,000	\$298,000	\$142,000	\$488,000
Total Budget	\$35,000	\$25,000	\$298,000	\$142,000	\$500,000

*Any city personnel time invested in this effort will be provided as in-kind services throughout the duration of this grant.

Task 1: Programmatic Activities: Contractual: ACRES database reporting, annual financial reporting, MBE/WBE reporting, programmatic support for the four-year grant period at \$24,000 (240hrs x \$100). Travel: Two staff to attend two conferences for \$11,000. This assumes 4 registrations at \$500 (\$2,000), 4 round-trip flights at \$750 (\$3,000), four persons for 3 hotel nights at \$350/night (\$4,200), and incidentals and per diem for 4 persons for 3 days at \$150 (\$1,800).

Task 2: Outreach and Inventory Prioritization: Contractual: The \$24,000 budget includes \$4,000 for the QEC to prepare community outreach (40 hours x \$100/hr); Brownfields website, outreach brochures/handouts, and graphics at \$2,000 (20hrs x \$100); Community meetings at \$8,000 (8 x \$1,000/mtg); brownfield site inventory and evaluation ranking tool/map creation at \$10,000 (100hrs x \$100). Supplies: Community outreach handout/materials supplies (printing, paper). The city and our partners listed in *Section 2.b.ii.* will provide meeting space and any other supplies as in-kind services for grant associated meetings.

Task 3: Phase I/II Environmental Site Assessments (ESAs)/QAPP: Contractual: The \$298,000 budget includes: 18 Phase I ESAs (18 x \$3,500 average = \$63,000); QAPP (\$5,000 total), 10 Phase II ESAs: (10 x \$23,000 each = \$230,000). Our experience is that individual projects require several meetings with stakeholders or State agencies for



PLANNING DIVISION

300 South Madison Avenue | Greenwood, IN 46142 | 317.881.8698

Phase I and Phase II ESAs. These costs may vary based on site conditions and complexity.

Task 4: Cleanup and Reuse Planning: Contractual: The \$142,000 budget includes: 4 cleanup planning/Cleanup Plans (4 x \$6,500 = \$26,000), 2 vision sessions/charrettes at \$6,000 (\$3,000/mtg), 2 Site Reuse Assessments x \$25,000 = \$50,000 (Planner: 40hrs x \$150; Market Analyst: 128hrs x \$125; QEC: 24hrs x \$125), Brownfields Revitalization Plan at \$40,000 (Planner: 175hrs x \$150; Market Analyst: 50hrs x \$125; QEC: 60hrs x \$125), and \$20,000 for a Market Study (Planner: 20hrs x \$150; Market Analyst: 124hrs x \$125; QEC: 12hrs x \$125).



PLANNING DIVISION

300 South Madison Avenue | Greenwood, IN 46142 | 317.881.8698