



MEMORANDUM

City Council

June 19, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Environmental Consultant – Resolution 23-2023

As part of the Environmental Protection Agency (EPA) Brownfield Cleanup grant requirements, the City of Douglas must have an environmental consulting firm available to assist with the grant activities. PM Environmental of Berkley, Michigan has long been the City's environmental consultant. One other important requirement of the EPA grant is to ensure that there has been a competitively bid process for selecting the environmental consultant. Having not found evidence of a competitive bid process to engage the services of PM Environmental, I was directed by the EPA to complete that requirement.

The environmental consultant will complete the following Brownfield Cleanup grant tasks:

Task 1 – Community Involvement and Outreach:

Implementation activities include the development of a Community Involvement Plan which outlines community participation activities, resident notification of cleanup schedules and progress (i.e. mailings, public notices, email notifications, email progress updates, etc.), and a minimum of three public meetings (pre, interim, and post) to solicit input, educate, and update the community of cleanup progress. This task also includes the attendance of one City staff member at the next EPA National Brownfield Conference 2023 in Detroit, Michigan.

Deliverables: Community Involvement Plan, meeting minutes documenting each community outreach / involvement / meetings, copies of handout materials, or other materials developed for public notices and information.

Task 2 – Cleanup Planning:

Implementation activities include the finalization of the Analysis of Brownfield Cleanup Alternatives (ABCA), development and approval of a risk-based TSCA PCB Cleanup Work plan / model, preparation of bids and specifications, and solicitation of competitive pricing.

The TSCA PCB Cleanup Work plan / model will include updated cleanup volume calculations that incorporate the additional site assessment data from the EPA Targeted Brownfield Assessment investigation that was completed in the fall of 2022 (See Appendix B – EPA Targeted Brownfield Assessment Investigation). Cleanup work plan activities will take approximately one year and require the submittal of several drafts and ongoing correspondence with EPA TSCA staff before final approval is issued. The attendance of a pre-bid meeting and site walkover will be mandatory for qualified Consultants to submit competitive pricing. The retaining of a qualified Consultant will abide by EPA Guidelines and the City's established procurement process (see Douglas City Ordinances, Chapter 37 – Finance, Procedures for Purchases, Contracts and Bidding available on the City's website at www.douglasmi.gov).

Deliverables: Final ABCA, Risk-based TSCA PCB Cleanup Work Plan, Bid Package / Solicitation, Pre-bid meeting / site walkover attendance list, and bid tabulation, recommendation to award, and written communication for City Council.

Task 3 – Cleanup Activities:

Activities include the implementation of the risk-based TSCA PCB Cleanup Work Plan that involves the removal and disposal of contaminated soil and concrete surface material at an approved disposal facility, the import and placement of clean fill material, environmental sampling and oversight, and the installation and maintenance of appropriate surface cover. Cleanup of the PCB contaminated areas will be compliant with the cleanup standards outlines in TSCA Subpart D. Environmental sampling will be conducted by the consultant under an approved Quality Assurance Project Plan (QAPP).

Deliverables: QAPP, daily observation reports, project photos, and volume of contaminated materials removed. A summary of cleanup activities will also be provided in the quarterly progress reports.

Task 4 – Grant Management:

Activities include the preparation and submittal of required progress reports, input of project data into ACRES, preparation and submittal of a final project report, and ongoing correspondence with EPA and EGLE as appropriate. The quarterly reports will describe progress on each defined task in this Work Plan. The Annual Financial Report and the Annual Disadvantaged Business Enterprise (DBE) Report will be prepared in October of each year.

Deliverables: Quarterly progress reports, ACRES entries, and final project report.

The City advertised for environmental consulting services for the minimum required 30 days per the EPA's "*Best Practice Guide for Procuring Services, Supplies and Equipment Under EPA Assistance Agreements*" and publicly opened bids on Wednesday, June 7th. Only one bid was received.

- PM Environmental, Berkley, Michigan - \$55,000

Funds for this activity have been budgeted by the City Council in the Brownfield Redevelopment Authority Fund – Contractual Consultant.

On June 8, 2023, the Douglas Brownfield Redevelopment Authority met and made a recommendation to City Council to approve the proposal from PM Environmental.

I recommend the City Council approve resolution 23-2023 accepting the proposal from PM Environmental in the amount of \$55,000 for environmental consulting services related to the EPA Brownfield Cleanup grant activities.