

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE**

**AGENDA**

December 3, 2012

6:00 P.M.

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. OATH OF OFFICE**

**1. Swearing in of New Council Members**

Seat No. 2 – Frankie Burnett, for a term of office through 12/05/16

Seat No. 3 – Joseph E. Johnston, III, for a term of office through 12/05/16

Seat No. 4 – Kevin Hohn, for an unexpired term of office through 12/01/14

Oath of Office:                   The Honorable Donald Scaglione,  
County Judge, Hernando County

**D. SELECTION OF OFFICERS**

**1. Selection of Mayor**

**2. Selection of Vice Mayor**

Attachment:                   Charter Section 2.03

**E. PRESENTATIONS**

**1. Margaret R. Ghiotto Improvement Award - Commercial Award**

Recognition of improvements to the property of Amiee Gans d/b/a The Tilted Teacup Tea Room & Boutique, located at 200 W. Fort Dade Avenue.

Presentation:                   Scott Renz, Beautification Board  
Chair and Mayor

Attachments:                   Letter from Beautification Board  
Chair dated 11/14/12; Award  
Certificate

**2. Kiwanis Day in Brooksville Proclamation**

Presentation of a proclamation designating December 8, 2012 as Kiwanis Day in the City of Brooksville.

Presentation:                   Mayor

Attachments:                   Proclamation

## REGULAR COUNCIL MEETING – December 3, 2012

### \*\* RECESS FOR COUNCIL MEMBER RECEPTION \*\*

#### F. CITIZEN INPUT

#### G. CONSENT AGENDA

1. **Dumpster Supply Purchase**

Consideration of approval to purchase replacement dumpsters for commercial accounts via piggybacking on the City of Lakeland's bid award to Iron Container, LLC for an amount not-to-exceed the \$24,360 approved by Council in the FY2012/13 Budget.

2. **Final 2011-2012 Budget Amendments**

Consideration of final budget amendments to the Fiscal Year 2011/12 budget.

#### CONSENT AGENDA APPROVAL (√)

Recommendation:	Approval of Consent Agenda
Action:	Motion to Approve
Attachments:	1) Memo from Director of Public Works dated 11/13/12; 2) Memo from Director of Finance dated 11/27/12, Budget Amendment Forms

#### H. REGULAR AGENDA

1. **EPA Brownfields Assessment Grant Program Consultant Interviews**

Presentation and selection of a consultant for the Brownfields Grant Project.

- a. Cardno TBE, Brooksville, FL
- b. CTC Public Benefit Corp., Columbia, SC
- c. Environmental Consulting & Technology, Inc., Tampa, FL

Presentation:	City Planner, Director of Community Development, & Director of Public Works
Recommendation:	Approval of staff review team recommendation
Attachments:	Memo from Director of Community Development, Director of Public Works & City Planner dated 12/03/12, Bid Opening Minutes, Notice & Document, Summary Ranking, Initial Summary Ranking, Committee Meeting Minutes

## REGULAR COUNCIL MEETING – December 3, 2012

### 2. Withlacoochee Regional Planning Council (WRPC) Board

Consideration of Council appointment to the WRPC Board for a term beginning December 13, 2012 through December 11, 2013.

Presentation: City Clerk  
Recommendation: Appoint Member  
Attachments: Memo from City Clerk dated 11/20/12, Letter from WRPC Executive Director dated 11/05/12

### I. PUBLIC HEARINGS

- Entry of Proof of Publication into the Record

#### 1. Resolution No. 2012-16 – Fire Assessment

Consideration of resolution for the imposition and collection of Special Assessments to fund Fire Protection Services for 2013/14 utilizing the statutory uniform method of collecting non-ad valorem assessments.

Presentation: Fire Chief  
Recommendation: Approval of Resolution No. 2012-16 upon roll-call vote  
Attachments: Memo from Fire Chief dated 11/20/12, Proposed Resolution

### J. CITIZEN INPUT

### K. ITEMS BY COUNCIL

### L. ADJOURNMENT

## CORRESPONDENCE TO NOTE

*In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Clerk's office 48 hours in advance of the meeting at (352) 540-3853. Meeting agendas and supporting documentation are available from the City Clerk's office and on line at [www.cityofbrooksville.us](http://www.cityofbrooksville.us).*

*Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.*

**ARTICLE II. LEGISLATIVE**

**Sec. 2.03. Mayor; vice-mayor.**

The council shall elect from among its members a mayor and a vice-mayor. Election of the mayor and vice-mayor shall be done annually at the first regular council meeting in December of each year. The mayor shall preside at meetings of the council, shall be recognized as head of city government for all ceremonial purposes, by the governor for purposes of military law, for service of process, execution of contracts, deeds and other documents, and as the city official designated to represent the city in all agreements with other governmental entities or certifications to other governmental entities, but shall have no administrative duties except as required to carry out the responsibilities herein. The vice-mayor shall act as mayor during the absence or disability of the mayor.

(Ord. No. 287-C, § 1, 8-17-1998)

# City of Brooksville



AGENDA ITEM NO. *E-1*

*12/18/12*

352.540.3810 Phone

352.544.5424 Fax

November 14, 2012

The Tilted Teacup Team Room & Boutique  
200 W. Fort Dade Avenue  
Brooksville, FL 34601

Dear Property Owners:

The City of Brooksville Beautification Board is pleased to advise you that you have been selected to receive the monthly Margaret R. Ghiotto Commercial Improvement Award for beautifying the property located at 200 W. Fort Dade Avenue.

The Certificate of Recognition and "rotating" outdoor sign will be presented to you by the Beautification Board Chairman at the next regular City Council Meeting to be held Monday, December 3, 2012 at 7:00 p.m. in the **BROOKSVILLE CITY HALL COUNCIL CHAMBERS LOCATED AT 201 HOWELL AVENUE**. Please contact Beautification Board Secretary, Lindsay Morgan, and let her know, no later than Tuesday, November 20, 2012 by 12:00 p.m. if you will or will not be able to attend this meeting to accept your award. If you have any further questions or concerns, please contact Ms. Morgan at (352) 540-3856 or email at [lmorgan@cityofbrooksville.us](mailto:lmorgan@cityofbrooksville.us).

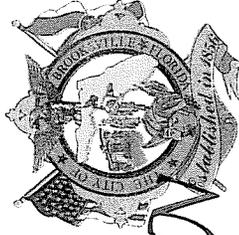
We extend our appreciation for your outstanding efforts in improving and beautifying not only your property but the City of Brooksville.

Sincerely,

Scott Renz, Chairman  
Beautification Board

cc: Janice Peters, City Clerk

*Margaret R. Ghetto*



# CERTIFICATE OF RECOGNITION

*City Council and the Beautification Board for the City of Brooksville, Florida  
recognize and honor the named recipient for improvements and beautification to  
their property located within the City*

*THE TICKETED TEACUP TEA ROOM & BOUTIQUE*

*200 W. Fort Dade Avenue, Brooksville, FL 34601*

*Presented this 3rd day of December, 2012.*

\_\_\_\_\_  
*Mayor*

\_\_\_\_\_  
*City Clerk*

*City of Brooksville*

# Proclamation

**Whereas**, the Kiwanis Club of Brooksville, Inc., whose motto is “We Build!”, was chartered on March 22, 1923, by local community leaders; and,

**Whereas**, the primary goal of the Kiwanis Club of Brooksville is community service, fulfilling their vision of changing the world, one child and one community at a time while offering an opportunity for personal involvement in the leadership and improvement of our community, the nation and the world; and,

**Whereas**, the Kiwanis Club of Brooksville, Inc., donates countless hours of manpower throughout the community, in their efforts to educate our children, support our community and establish themselves as the premier service organization in the City of Brooksville; and,

**Whereas**, for 38 years, the Kiwanis Club of Brooksville, in partnership with the City of Brooksville, has sponsored the annual Brooksville Christmas Parade, no small feat by any stretch of the imagination.

**NOW, THEREFORE, WE THE UNDERSIGNED AS CITY COUNCIL FOR AND ON BEHALF OF THE CITY OF BROOKSVILLE**, do hereby declare December 8, 2012, as

## “Kiwanis Day”

in the City of Brooksville, and commend the Kiwanis Club of Brooksville, Inc., for their efforts in fostering citizenship, idealism, patriotism and goodwill within their community and throughout Hernando County.

**In Witness Whereof**, we have hereunto set our hands and caused the seal of the City of Brooksville to be affixed this 3<sup>rd</sup> day of December, 2012.

**City of Brooksville**

\_\_\_\_\_  
Joseph E. Johnston, III, Mayor

\_\_\_\_\_  
Lara Bradburn, Vice Mayor

\_\_\_\_\_  
Joe Bernardini, Council Member

\_\_\_\_\_  
Frankie Burnett, Council Member

\_\_\_\_\_  
Kevin Hohn, Council Member

ATTEST: \_\_\_\_\_  
Janice L. Peters, CMC, City Clerk



**CONSENT AGENDA ITEM  
MEMORANDUM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

**VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER**

**FROM: RICHARD W. RADACKY, PUBLIC WORKS DIRECTOR**

**SUBJECT: GARBAGE DUMPSTER PURCHASE**

**DATE: November 13, 2012**

**GENERAL SUMMARY/BACKGROUND:** The Sanitation Division of the Public Works Department is requesting approval to purchase dumpsters for commercial waste accounts. The new dumpsters will replace aging dumpsters and restock inventory for new accounts. Purchase would be made by piggybacking on the City of Lakeland, Bid Number 1270A (attached).

On September 26, 2012, the City Council approved \$24,360 for purchasing dumpsters. The City of Lakeland awarded Bid Number 1270A to Iron Container, LLC, of Miami, Florida. The dumpsters would be purchased for the not-to-exceed amount of \$24,360. Attached are letters from the City of Lakeland and Iron Container to authorize and piggyback on the purchase.

The dumpsters being replaced would not provide a useful function to the City or other unit of government. Therefore, it is recommended that they be surplused and sold for scrap metal to a recycler offering the highest price. The funds would be deposited in a Sanitation Reserve Account as the Sanitation Division is a not-for-profit enterprise fund.

**BUDGET IMPACT:** A total of \$24,360 was approved by the City Council in the Fiscal Year 2013 Budget for the purchase of dumpsters. Account Number 403-022-534-54317 would be the funding source.

**LEGAL NOTE:** The City Council has home-rule authority (Article VII, (2), Florida Constitution/Section 166.011, Florida Statutes) to consider matters of fiscal and intergovernmental benefit. Pursuant to Section 5.04 of the City Charter, competitive bidding is required except to the extent Council authorizes otherwise by ordinance. Pursuant to Section 2-304, (a), (1) and (2), of the Code of Ordinances, the amount of expenditure for which the City may obligate itself without competitive bidding by the City is increased provided: (1) the City Manager recommends to the City Council that a specific purchase be made by piggybacking on an award by another governmental entity's competitive bidding process; and (2) the other governmental entity's competitive process provides substantially equivalent guarantees of fairness and competitiveness to those of the City.

Pursuant to Subsection 274.05, Florida Statutes, titled Surplus Property, the City Council has the authority and discretion to classify as surplus any of its property that is

obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. In addition, within the reasonable exercise of its discretion and having consideration for the best interest of the City, the value and condition of property classified as surplus, and the probability of such property's being desired by a prospective bidder in the event of surplus, the City Council may offer surplus property to other governments for sale or donation or sale at a recycling center.

**STAFF RECOMMENDATION:** Staff recommends that City Council approve the purchase of replacement dumpsters from Iron Container, LLC, by piggybacking on the City of Lakeland Bid in the not-to-exceed amount of \$24,360, and to surplus replaced dumpsters by sale to the highest quote of a recycling center.

- ATTACHMENTS:**
- 1. Letter from Iron Container
  - 2. Letter from City of Lakeland
  - 3. Copy of City of Lakeland Bid

# Attachment 1

Letter from Iron Container

Dated 10/22/12



**IRON CONTAINER, LLC**  
WASTE EQUIPMENT MANUFACTURER

October 22<sup>nd</sup> 2012

Attn: Michael McQuown  
Sanitation Operations Supervisor  
City of Brooksville Public Works Dept.  
600 S. Brooksville Ave.  
Brooksville, FL 34601

Dear Mr. McQuown,

We hereby extend to the City of Brooksville the opportunity to purchase steel waste containers under the same terms of the City of Lakeland Bid 1270A "Annual Supply of Metal Front End Loader and Roll Off Containers" agreement. Please find a copy of the City of Lakeland bid and a letter of intent from the City of Lakeland attached with this letter, outlining the prices and other details.

The City of Lakeland is in the process of renewing this agreement for another 12 months per the terms of this bid.

If you need anything else please let me know

Regards

Julian Charles  
Sales Manager  
Iron Container, LLC

# Attachment 2

Letter from City of Lakeland

Dated 11/02/12



MARK D. RAIFORD, CPPB, FCPM, FCPA  
Purchasing Manager  
Purchasing & Stores Division

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November 2, 2012

City of Brooksville Public Works Department  
Attn: Mr. Michael McQuown  
600 S. Brooksville Ave.  
Brooksville, FL 34601

Reference: Bid No. 1270A Annual Supply of Metal Front-End Loader and Roll-Off Containers for  
the Solid Waste Management Division

Dear Mr. McQuown:

This letter shall constitute authorization to piggyback the above-mentioned bid that was  
awarded to Iron Container, LLC.

Should you have any questions or require additional information, please contact me.

Sincerely,

Mark D. Raiford, CPPB, FCPM, FCPA  
Purchasing Manager

# Attachment 3

Copy of City of Lakeland Bid



**ABSTRACT**  
**CITY OF LAKELAND FLORIDA**  
**PURCHASING AND STORES DIVISION**  
 1140 E PARKER STREET  
 LAKELAND, FL. 33801  
 PHONE: (863) 834-6780 FAX: (863) 834-6777

Bid Number: 1270A  
 Title: Annual Supply of Metal Front-End Loader and Roll-Off Containers for the Solid Waste Management Division  
 Date: 9/27/2011

Bidder: Iron Container LLC Wastequip MFG  
 Co. LLC

**A. Total Firm Unit Price for Metal Containers:**

	<u>Estimated Qty</u>	<u>Size</u>				
A.1	10	1 C.Y.	\$299.00	\$299.00		
A.2	10	2 C.Y.	\$359.00	\$365.00		
A.3	10	3 C.Y.	\$419.00	\$443.00		
A.4	20	4 C.Y.	\$499.00	\$497.00		
A.5	20	6 C.Y.	\$640.00	\$639.00		
A.6	20	8 C.Y.	\$750.00	\$751.00		



## CONSENT AGENDA ITEM MEMORANDUM

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER

**FROM:** JIM DELACH, ASSISTANT FINANCE DIRECTOR

**SUBJECT:** FINAL 2011-2012 BUDGET AMENDMENTS

**DATE:** November 27, 2012

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**GENERAL SUMMARY/BACKGROUND:** In finalizing the accounting/financial records for fiscal year (FY) 2011-12, we find that two (2) budget amendments are necessary. The budget amendments needed include:

- 1) Amendment for the donated monies received from the Junior Service League and associated expenses for the playground expansion/ADA compliance at Tom Varn Park in the amount of \$10,054; and
- 2) Amendment for Edward Byrne Memorial Justice Assistance Grant (JAG) monies and associated expenditure in the amount of \$3,023.

**BUDGET IMPACT and BUDGET AMENDMENT:** The budget amendments both include monies for unbudgeted, received revenues and associated expenditures within the 2011-12 fiscal year.

**LEGAL REVIEW:** The City is vested with home rule authority pursuant to Article VII, Section 2 of the Constitution of the State of Florida and Chapter 166, Florida Statutes. Pursuant to Section 1.03 of the Charter, the City has all governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services to include matters of fiscal impact.

**STAFF RECOMMENDATION:** Staff recommends that Council approve the attached 2011-12 fiscal year budget amendments.

**ATTACHMENTS:** Budget Amendment Forms







**AGENDA ITEM  
MEMORANDUM**

**TO:** THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER

**FROM:** BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR  
RICHARD RADACKY, PUBLIC WORKS DIRECTOR  
STEVE GOULDMAN, CITY PLANNER

**SUBJECT:** EPA BROWNFIELDS ASSESSMENT GRANT PROGRAM  
CONSULTANT SELECTION – GRANT #BF-95498012-0 FL

**DATE:** December 3, 2012

**GENERAL SUMMARY/BACKGROUND:** On November 28, 2011, the City Manager’s office submitted a Brownfields Community-Wide Assessment Grant Proposal to the United States Environmental Protection Agency (EPA), Region 4. On June 6, 2012, EPA advised the City that it was selected as a recipient of a \$400,000 Brownfields Assessment Grant (being one of only four Florida cities to be named as a 2012 EPA grant recipient). In follow-up to this notification, the City was then required to submit an “Application and Work Plan” to EPA on June 20, 2012. On September 27, 2012, EPA sent a Notice of Award to the City along with a Cooperative Agreement that was approved by the City Council on October 15, 2012, and submitted to the EPA Region 4 office October 16, 2012.

The EPA Brownfields Assessment Grant funds may be used for community engagement and outreach, identification of priority sites, conducting Phase I and Phase II Environmental Site Assessments at priority sites that qualify, and conducting cleanup and redevelopment planning of assessed brownfield properties.

It was acknowledged at the time when the City Council approved the EPA Grant Cooperative Agreement that the City needs an environmental consultant to provide the expertise required to perform the very specialized and technical requirements of this grant program. To this end, the City initiated the “Request for Qualifications” (RFQ) process by advertising RFQ CD2012-05 on August 24, 2012, for firms to respond by a closing date of September 14, 2012. Qualification statements were received from six firms who specialize in professional environmental consulting services. A copy of the Qualification Statements from all six firms is available in the City Council office and is on file in the office of the City Clerk.

A staff review team appointed by the City Manager reviewed the qualification statements received and ranked the firms in accordance with the RFQ, City Policy No. 2-88 and Section 287.055, Florida Statutes. The firms were initially ranked based on the Qualification Statements only. Then the top three firms, as per the initial ranking, were given the opportunity to make presentations and be interviewed by the staff review team. Based on the Qualification Statements and the oral presentations by the respective firms, the staff review team unanimously selected Cardno TBE as the best qualified firm to provide the services for this project, followed by CTC Public Benefit Corporation in second place and Environmental Consulting & Technology, Inc., ranked in third place. Copies of the review teams’ ranking/point scoring sheets are attached for reference.

A summary of the final points scoring for the top three firms as ranked by the staff review committee is reflected in the following table:

<b>ENVIRONMENTAL CONSULTANT FIRMS</b>	<b>TOTAL POINTS/PLACEMENT</b>
Cardno TBE, Brooksville, FL	9 pts./First Place
CTC Public Benefit Corp., Columbia, SC	5 pts./Second Place
Environmental Consulting & Technology, Inc. (ECT), Tampa, FL	4 pts./Third Place

1<sup>st</sup> Place Vote = 3 Points  
 2<sup>nd</sup> Place Vote = 2 Points  
 3<sup>rd</sup> Place Vote = 1 Point

**CITY COUNCIL ACTION:** At the November 5, 2012 regular meeting, the City Council determined that they wanted the top three ranked firms to make presentations and be interviewed directly by City Council prior to making a final consultant selection. The consultants have all been contacted and invited to make presentations to the City Council at the December 3, 2012 meeting.



**BUDGET IMPACT:** Funding for grant services will be provided through the EPA grant on a reimbursement basis. The Brownfields Assessment Grant project is included in the City's 2012/13 Budget as reflected in the Grant Revenue Account #144-000-331-43500 (Federal Grants Economic Environment), with Expenditures going through Account #'s 144-015-515-53400 (Other Contractual Services); 144-015-515-55210 (Operating Supplies); and 144-015-515-5400 (Travel & Per Diem). The Grant does not require any matching funds. However, City staff time associated with the administration and oversight of this grant program will be absorbed by the City.

**LEGAL NOTE:** The City Council has Home Rule Authority (Art. VIII, 2(b), Fla. Const./Section 166.011, F.S.) to consider and take action on matters of fiscal benefit.

**STAFF REVIEW TEAM RECOMMENDATION:** At the November 5, 2012 meeting, the staff review team recommended that the City Council accept/approve the review team's ranking and authorize staff to negotiate a contract with Cardno TBE for this grant project. City Council directed staff to coordinate with the top 3 ranked firms to have them come to the December 3, 2012, Council meeting to make presentations and be interviewed by the Council directly. Based on RFQ No. CD2012-05 and City of Brooksville Official Policy 2-88, it is anticipated that the City Council will rank the firms considering the same factors used by the staff selection committee as well as the committee's evaluation and ranking, and rank the firms accordingly and direct staff to negotiate a contract with the firm that is selected by the City Council.

- ATTACHMENTS:**
1. RFQ – Bid Opening Minutes, Notice & RFQ Document
  2. Summary Ranking Sheet for the three highest ranked firms completed after oral presentations interviews.
  3. Initial Summary Ranking Sheet for all six firms & the review team's individual scoring sheets.
  4. Minutes from the staff selection committee meetings
  5. Consultant Qualification Statements and Scoring Sheet (previously distributed to Council under separate cover)

# Attachment 1

RFQ – Bid Opening Minutes, Notice & RFQ Document

BID OPENING MINUTES  
PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES  
EPA BROWNFIELDS ASSESSMENT PROGRAM  
RFQ NO. CD2012-05

September 14, 2012

3:00 p.m.

A Bid Opening was held at approximately 3:00 p.m. on Friday, September 14, 2012, in the City Hall Council Chambers for the Professional Environmental Consulting Services EPA Brownfields Assessment Program RFQ NO. CD2012-05. Janice L. Peters, City Clerk, Bill Geiger, Director of Community Development and Kim Harsin, Recording Secretary were in attendance.

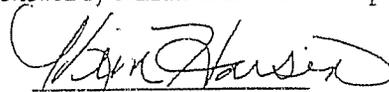
City Clerk Peters advised that an Invitation to Bid was published in the August 24, 2012, edition of the Tampa Bay Times, Hernando Section with a closing date and time set for 3:00 p.m. on Friday, September 14, 2012.

As a result, 6 sets of bids were received, all properly sealed and notated. The bids were to include Consultant's Qualifications and Capabilities, Past Project Experience and Key Staff Assigned to the Project.

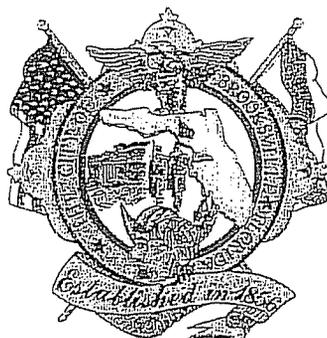
The following companies submitted bids, which were opened and the results read as follows:

1. CTC Public Benefit Corporation, Columbia, SC  
All required documentation included.
2. AMEC Environment & Infrastructure, Inc., Orlando, FL  
All required documentation included.
3. American Compliance Technologies, Inc. (ACT), Bartow, FL  
All required documentation included.
4. PPM Consultants, Orlando, FL  
All required documentation included.
5. Environmental Consulting & Technology, Inc. (ECT), Tampa, FL  
All required documentation included.
6. Cardno TBE, Brooksville, FL  
All required documentation included.

City Clerk Peters informed that the packets would be reviewed by committee members and publicly noticed. The bid opening closed at 3:20 p.m.



Kim Harsin  
Recording Secretary



## REQUEST FOR QUALIFICATIONS

**NOTICE IS HEREBY GIVEN** that the City of Brooksville is requesting Statements of Qualifications for **RFQ CD2012-05 Professional Environmental Consulting Services EPA Brownfields Assessment Program** from experienced environmental consultants or consultant teams to assist with the management and/or execution of an Assessment Grant in which funds will be used to involve the community in the decision making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, and to conduct cleanup and redevelopment planning of assessed Brownfield properties. The grant is for a contract period of approximately three (3) years. The City supports diversity in its employees and consultants and therefore encourages qualified minority and disadvantaged firms to apply.

RFQ general information materials are available at the City Clerk's Office, 201 Howell Avenue, Brooksville, Florida 34601; (352) 540-3853 and via the City's website at [www.cityofbrooksville.us](http://www.cityofbrooksville.us). Sealed and properly identified Statements of Qualifications will be received by the City Clerk's Office up to and including **3:00 PM, Friday, September 14, 2012**, and will be opened following the close of proposals in the City Council Chambers, City Hall, 201 Howell Avenue, Brooksville, FL.

The City reserves the right to reject, waive technicalities and/or negotiate any or all submittals of statements received. Submittals of statements of qualifications not received for any reason by the due date will not be accepted.

s/Janice L. Peters  
Janice L. Peters, CMC  
City Clerk

PUBLISH: Friday, August 24, 2012

FILE NO. 2012-15

NOTICE TO PAPER: Please charge to Account No. 1000491058 to run the smallest legal ad (Col In) possible in the **TIMES, Hernando** legal section of the classifieds and provide two (2) affidavits of publication upon completion.

## CITY OF BROOKSVILLE

### Request for Qualifications (RFQ) Professional Environmental Consulting Services EPA Brownfields Assessment Program

RFQ CD2012-05

The City of Brooksville, Florida ([www.cityofbrooksville.us](http://www.cityofbrooksville.us)) has been awarded a \$400,000 Brownfields Assessment Grant from the U.S. Environmental Protection Agency (EPA) to assess both Hazardous (\$200,000) and Petroleum (\$200,000) sites. The City is requesting Statements of Qualifications from experienced environmental consultants or consultant teams to assist with the management and/or execution of this grant for a contract period of approximately three (3) years. The Assessment Grant Funds will be used to involve the community in the decision-making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, and to conduct cleanup and redevelopment planning of assessed Brownfield properties.

The City supports diversity in its employees and consultants and therefore, encourages qualified minority and disadvantaged firms to apply.

All submittals shall become the property of the City and the information therein will be subject to release pursuant to the public records laws of the State of Florida.

#### PROJECT OVERVIEW

Brownfields are defined as real property in which the expansion, redevelopment, or reuse of said property may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The City has received a grant for hazardous substance and petroleum contamination assessments. Grant funds will be used to identify and inventory brownfield sites, conduct Phase I and Phase II Environmental Site Assessments (ESAs), plan for remediation and reuse of assessed sites, perform outreach activities to involve the community in the decision-making process, provide programmatic support and work with the Hernando County Health Department to ensure that health issues or concerns are addressed during the assessment project's field activities.

#### SCOPE OF WORK

The City is seeking qualified consultants with the ability to manage, provide, oversee, and/or perform the following services in accordance with the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 104(k):

- Assist with all grant activities to ensure compliance with EPA and Florida Department of Environmental Protection (FDEP) requirements while achieving the City's objectives.
- Serve as technical liaison between the City, the Hernando County Health Department, EPA and the FDEP.

- 
- Negotiate assessment requirements on the City's behalf with EPA and FDEP.
  - Communicate progress regularly to the City, EPA and FDEP.
  - Participate in and coordinate public involvement activities as directed by the City.
  - Assist in the development of an inventory of potential brownfield properties within the designated target areas.
  - Prepare Property Profile Forms for sites designated for assessment activity.
  - Perform and complete Phase I and Phase II ESAs at designated sites.
  - Provide management and technical oversight as needed.
  - Coordinate, manage and schedule sub-consultants as needed in order to complete Phase I and Phase II ESAs quickly.
  - Prepare a Quality Management Plan (QMP) if required.
  - Prepare Quality Assurance Project Plans (QAPP) in accordance with EPA Region 4's Generic QAPP and Site Specific QAAP Addendum Instructional, dated June 10, 2010, or later, for sites that require Phase II ESAs.
  - Prepare an Environmental Health and Safety Plan (HASP) when a Phase II ESA will be performed.
  - Assist with preparing and negotiating Brownfield Site Rehabilitation Agreements (BSRA) as needed.
  - Conduct or oversee site-specific risk assessments as needed for designated sites where Phase II ESAs have been completed.
  - Develop integrated cleanup and redevelopment plans as needed for designated sites using risk-based corrective action.
  - Prepare monthly reports documenting activities and prepare quarterly reports to be submitted to EPA and other reports as may be required by FDEP.
  - Prepare all necessary reporting forms to be submitted to the EPA on behalf of the City.
  - Provide other services and duties that might be required for a successful program but that might not have been anticipated within this RFQ.
  - Complete and distribute a final closeout report summarizing all grant activities.

### **SCHEDULE**

The preliminary project start date was July 1, 2012. The City anticipates executing a Cooperative Agreement with EPA by September 30, 2012. Estimated time for the completion of the project is three (3) years.

### **PROJECT DELIVERABLES**

The selected consultant(s) will deliver the following reports/plans to the City in conjunction with the scope of work:

- Monthly and Quarterly Reports.

- Entry of information into the EPA Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- Site Inventory
- Property Profile Forms for each site assessed.
- Generic QAPP.
- Site-specific QAPP Addendum for each property where a Phase II ESA will be performed.
- QMP if required by EPA or FDEP.
- Environmental HASP where a Phase II ESA will be performed.
- Risk Assessment Reports.
- Cleanup and Redevelopment Plans.
- Close-out Report.

### CONSULTANT SELECTION

The City will select a consultant based on individual or firm capabilities; past like or similar project experience; key staff assigned to the project; and knowledge of the geographic area of the City. All selected consultants, team member firms and subcontractors must be registered to do business in the State of Florida.

The selected consultant(s) will have extensive experience managing EPA Brownfields Assessment projects and other EPA Grants and Programs within EPA Region 4 and the State of Florida as well as familiarity with the FDEP rules, regulations and procedures.

The selected consultant(s) will demonstrate a good working knowledge and experience with meeting ASTM International Phase I and Phase II ESA requirements and with EPA and FDEP requirements and regulations.

The City is seeking firms with the following preferred qualifications. However, interested consultants may demonstrate qualifications to conduct all or a portion of the potential consulting assignments.

#### **Preferred qualifications:**

1. At least five (5) years of experience working on EPA Brownfields Projects within EPA Region 4 in Florida at hazardous substance and petroleum sites including experience with conducting Phase I/Phase II ESAs, preparation of Quality Management Plans, Quality Assurance Project Plans, Work Plans, Health and Safety Plans, facilitating community involvement, and preparing Remedial/Corrective Action Plans.
2. Personnel with at least five (5) years of experience working in or with city or local governments addressing economic redevelopment issues.

- 
3. Five (5) years of environmental consulting experience working in the State of Florida.
  4. One professionally registered geologist and/or one professionally registered engineer in the State of Florida.

Responses to this Request for Qualifications shall include the following:

1. **Consultant's Qualifications and Capabilities:**  
Describe the qualifications and capabilities of the consultant as they relate to the management of EPA grants, brownfields projects, grant applications, grants management, FDEP's Brownfields Redevelopment Programs, Enterprise Florida, Inc.'s, Brownfields Programs and the demonstrated ability to provide technical oversight of multiple subcontractors.
2. **Past Project Experience:**  
Include summaries of relevant brownfields projects completed in Florida. Summarize the scope of work, and provide client contact information for verification of performance. At least three (3) references for similar services that have been provided by your firm should be submitted including the dates of service, the reference name, company name and phone number.
3. **Key Staff Assigned to the Project:**  
Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Consultants must provide an organizational chart and resumes for the Project Manager and the Lead Technical Staff members. Resumes shall not exceed three (3) pages in length. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Professional Geologist, Professional Engineer, etc.) must be used to perform work as required.

### **SUBMITTAL INFORMATION**

Outside of the contact person(s) listed in this RFQ, no questions may be directed to, or contacts made with the Mayor, members of the City Council, City Manager or City staff members concerning this project until a consultant is selected. Violation of this prohibition may result in the disqualification of the consultant from further consideration. The City is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The City reserves the right to request additional information from any consultant submitting under this RFQ if the City deems such information necessary to further evaluate the consultant's qualifications. The City reserves the right to interview any consultant submitting under this RFQ or to request a formal presentation by one or more firms. The respondents to this RFQ shall be responsible for all costs associated with the RFQ's submittal.

Any questions concerning the RFQ should be directed in writing to Mr. Bill Geiger, Community Development Director, City of Brooksville, 201 Howell Avenue, Brooksville, FL 34601; or by email at [bgeiger@cityofbrooksville.us](mailto:bgeiger@cityofbrooksville.us) by 3:00 PM on September 4, 2012. Responses, if any, shall be in writing and will be provided to all persons who have received a copy of the RFQ.

The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure or amend this procurement process at any time. This RFQ is not a bid request, nor a request for a full proposal. Evaluation criteria contained herein shall be used in evaluation qualifications. The City may contact any consultant after receiving its submittal to seek clarification of any portion thereof.

This RFQ shall be construed in accordance with the laws of the State of Florida. Selected consultants agree to subject themselves to the jurisdiction and venue of the Circuit Courts in Hernando County, Florida, as to all matters and disputes that may arise under this RFQ.

Responses to this RFQ must include seven (7) bound copies and must be clearly marked on the outside:

**Consultant for Brownfields Assessment Project**

A short list of responding consultants may be selected and formal oral presentations before the Selection Committee may be requested to occur in the later part of September 2012. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations.

The Statement of Qualifications should not exceed forty (40) pages. Font must not be less than 12 points. Please attach a cover letter including the company name, contact person and title, address, telephone and fax numbers, and email address.

**The deadline for submissions is 3:00 PM, September 14, 2012.** Qualifications received after this date and time will not be considered. Qualification packages must be directed to:

Mail/Express Delivery or Drop-off

City of Brooksville  
Attn: Janice Peters, City Clerk  
201 Howell Avenue  
Brooksville, FL 34601  
(352) 540-3810

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## POINT SCORING

An RFQ evaluation committee comprised of City of Brooksville staff will evaluate and rank all proposals. The City will select a consultant based on criteria that includes the firms capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the objectives and goals of the current redevelopment and revitalization plans in the City, technical approach, standard billing rates and certified minority business status. The City will negotiate a contract with the selected consultant or consultant team following the approval of said selection and ranking by the City Council.

Responses will be evaluated based on the following criteria, and RFQ's should be ordered accordingly. The maximum possible score for each section follows:

<u>Criteria Description</u>	<u>Criteria Value</u>
A. Ability of Personnel (Project Manager & staff)	5/20 Points
B. Past Performance (For Similar Scope of Work)	0/15 Points
C. Willingness to meet time & budget	-5/10 Points
D. Recent, current & projected workloads	0/10 Points
E. Understanding scope of work	-5/10 Points
F. Completeness of submittal	-5/10 Points
G. Volume of work done for the City	0/10 Points
H. Location of Firm's office in proximity to the City	-5/10 Points
I. Firm is a Certified Minority Business Enterprise (MBE/WBE Prime = 3 points-MBE/WBE sub-consultant = 2 points)	0/5 Points
Total Possible Points	<u>100 Points</u>

City of Brooksville  
Professional Environmental Consulting Services  
EPA Brownfields Assessment Program  
RFQ NO. CD2012-05  
QUESTIONS

September 5, 2012

The following are questions asked about the RFQ. These are also posted on the website Bid/Proposal page. Should you have any questions, please contact Bill Geiger, Director of Community Development at 352-540-3815.

1. In reference to RFQ CD2012-05, the Statement of Qualifications should not exceed 40 pages. Are the cover letter and resumes of key personnel counted in the 40 page limit?
  - A. *The cover letter and resumes of key personnel are counted in the 40 page limit.*
  
2. Could you provide a copy of the EPA Brownfields Assessment Grant Work Plan?
  - A. *For a copy of the Cooperative Agreement Application (which includes the draft Work Plan) that was submitted to EPA, see link in questions on our website. Please note that the Work Plan is anticipated to be modified based on feedback that may be received from the EPA.*
  
3. Please describe the scoring criteria regarding "Volume of work."
  - A. *Volume of work done by this firm with the City (object of effecting an equitable distribution among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms).  
Points (0 to 10)  
0 Currently under contract with the City  
5 Work during the last 3 fiscal years, but no current contracts  
10 No prior work performed during past 5 fiscal years*

Janice L. Peters, CMC,  
City Clerk

\*Sent to all vendors on list via e-mail or regular mail on 9/5/12

# Attachment 2

Summary Ranking Sheet for the three highest ranked firms completed after oral presentations interviews.

**City of Brooksville**  
**EPA BROWNFIELDS ASSESSMENT PROGRAM ~ RFQ NO. CD2012-05**  
**\*RANKING SHEET FOR HIGHEST THREE FIRMS THAT SUBMITTED**  
**QUALIFICATION STATEMENTS FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES**

October 10, 2012, 8:30 AM

City Council Chambers, 201 Howell Avenue, Brooksville, FL 34601

FIRM	Bill Geiger	Richard Radacky	Steve Gouldman	SELECTION POSITION	TOTALS
Cardno TBE, Brooksville, FL	3	3	3	3 + 3 + 3 = 9	9 First Place
CTC Public Benefit Corporation, Columbia, SC	2	2	1	2 + 2 + 1 = 5	5 Second Place
Environmental Consulting & Technology, Inc. (ECT), Tampa, FL	1	2 *1	2	1 + 1 + 2 = 4	4 Third Place

1st Place Vote = 3 Points  
 2nd Place Vote = 2 Points  
 3rd Place Vote = 1 Points  
 ■ ALL TIES TO BE BROKEN BY HIGHEST NUMBER OF 1ST PLACE VOTES.

This ranking is based on the Committee's prior review of the Qualification Statements and the oral presentations made to the Committee on October 10, 2012.

\*Scriveners Error – Corrected on November 8, 2012.

**CITY OF BROOKSVILLE**  
**EPA BROWNFIELDS ASSESSMENT PROGRAM ~ RFQ NO. CD2012-05**  
**RANKING SHEET for PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES**

October 4, 2012, 9:00 AM

City Council Chambers, 201 Howell Avenue, Brooksville, FL 34601

FIRM	Bill Geiger	Richard Radacky	Steve Gouldman	SELECTION POSITION	TOTALS
American Compliance Technologies, Inc. (ACT), Bartow, FL	(1)	(1)	(2)	(1) + (1) + (2) = (4)	5 <sup>th</sup> Place
AMEC Environment & Infrastructure, Inc., Orlando, FL	(3)	(3)	(2)	(3) + (3) + (2) = (8)	4 <sup>th</sup> Place (Tie)
Cardno TBE, Brooksville, FL	(6)	(5)	(4)	(6) + (5) + (4) = (15)	2nd Place
CTC Public Benefit Corporation, Columbia, SC	(5)	(6)	(5)	(5) + (6) + (5) = (16)	1 <sup>st</sup> Place
Environmental Consulting & Technology, Inc. (ECT), Tampa, FL	(4)	(4)	(6)	(4) + (4) + (6) = (14)	3 <sup>rd</sup> Place
PPMI Consultants, Orlando, FL	(2)	(2)	(3)	(2) + (2) + (3) = (8)	4 <sup>th</sup> Place (Tie)

1<sup>st</sup> Place Vote = 6 Points  
 2<sup>nd</sup> Place Vote = 5 Points  
 3<sup>rd</sup> Place Vote = 4 Points

4<sup>th</sup> Place Vote = 3 Points  
 5<sup>th</sup> Place Vote = 2 Points  
 6<sup>th</sup> Place Vote = 1 Point

"ALL TIES TO BE BROKEN BY HIGHEST NUMBER OF 1ST PLACE VOTES"

# Attachment 3

Initial Summary Ranking Sheet for all six firms & the review team's individual scoring sheets.

CITY OF BROOKSVILLE  
 EPA BROWNFIELDS ASSESSMENT PROGRAM ~ RFQ NO. CD2012-05  
 RANKING SHEET for PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

Person Ranking Firms:	Bill Geiger, Community Development Director
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Firm A:	American Compliance Technologies, Inc. (ACT), Bartow, FL
Firm B:	AMEC Environment & Infrastructure, Inc., Orlando, FL
Firm C:	Cardno TBE, Brooksville, FL
Firm D:	CTC Public Benefit Corporation, Columbia, SC
Firm E:	Environmental Consulting & Technology, Inc. (ECT), Tampa, FL
Firm F:	PPM Consultants, Orlando, FL

EVALUATION FACTORS	POSSIBLE POINTS	FIRM A	FIRM B	FIRM C	FIRM D	FIRM E	FIRM F
Ability of Personnel	5/20	18	19	20	20	19	18
Past Performance	0/15	13	13	15	13	13	13
Willingness to meet time & budget	-5/10	5	6	8	8	8	6
Recent, current & projected workloads	0/10	5	6	7	8	7	6
Understanding scope of work	-5/10	7	7	10	10	9	7
Completeness of submittal	-5/10	7	8	8	10	8	7
Volume of work done for City	0/10	10	10	5	5	10	10
Location of firm's office in proximity to City	-5/10	0	0	10	8	0	0
Firm is a Certified Minority Business Enterprise (MBE/WBE Prime = 3 points ~ MBE/WBE sub-consultant = 2 points)	0/5	2	2	2	2	2	2
TOTAL POSSIBLE POINTS	100	67	71	85	84	76	69

1st Ranked Firm is: CARDNO TBE

2nd Ranked Firm is: CTC-PBC

3rd Ranked Firm is: ECT

4th Ranked Firm is: AMEC

5th Ranked Firm is: PPM

6th Ranked Firm is: ACT

Signature and Date: Bill Geiger 10/4/12

**CITY OF BROOKSVILLE**  
**EPA BROWNFIELDS ASSESSMENT PROGRAM ~ RFQ NO. CD2012-05**  
**RANKING SHEET for PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES**

Person Ranking Firms:	Richard Radack, Public Works Director
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Firm A:	American Compliance Technologies, Inc. (ACT), Bartow, FL
Firm B:	AMEC Environment & Infrastructure, Inc., Orlando, FL
Firm C:	Cardno TBE, Brooksville, FL
Firm D:	CTC Public Benefit Corporation, Columbia, SC
Firm E:	Environmental Consulting & Technology, Inc. (ECT), Tampa, FL
Firm F:	PPM Consultants, Orlando, FL

EVALUATION FACTORS	POSSIBLE POINTS	3      1      2					
		FIRM <i>ACT</i>	FIRM <i>AMEC</i>	FIRM <i>C/TBE</i>	FIRM <i>CTC</i>	FIRM <i>ECT</i>	FIRM <i>PPM</i>
Ability of Personnel	5/20	15	15	18	18	15	15
Past Performance	0/15	10	15	15	15	15	15
Willingness to meet time & budget	-5/10	0	5	0	5	5	0
Recent, current & projected workloads	0/10	0	5	5	10	10	10
Understanding scope of work	-5/10	10	10	10	10	10	10
Completeness of submittal	-5/10	5	10	10	10	10	5
Volume of work done for City	0/10	5	5	8	10	5	5
Location of firm's office in proximity to City	-5/10	5	7	10	10	5	5
Firm is a Certified Minority Business Enterprise (MBE/WBE Prime = 3 points ~ MBE/WBE sub-consultant = 2 points)	0/5	0	0	0	0	0	0
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>	<b>50</b>	<b>72</b>	<b>76</b>	<b>88</b>	<b>75</b>	<b>65</b>

1st Ranked Firm is: CREATIVE ENV. SOLUTIONS / PUBLIC BENEFIT CORP.

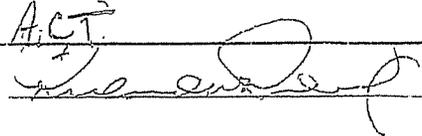
2nd Ranked Firm is: CARDNO/TBE

3rd Ranked Firm is: ENVIRONMENTAL CONSULTING TECHNOLOGY

4th Ranked Firm is: AMEC

5th Ranked Firm is: PPM

6th Ranked Firm is: ACT

Signature and Date:  OCT 04, 2012

CITY OF BROOKSVILLE  
 EPA BROWNFIELDS ASSESSMENT PROGRAM ~ RFQ NO. CD2012-05  
 RANKING SHEET for PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

Person Ranking Firms:	Steve Gouldman, Planner
-----------------------	-------------------------

Firm A:	American Compliance Technologies, Inc. (ACT), Bartow, FL
Firm B:	AMEC Environment & Infrastructure, Inc., Orlando, FL
Firm C:	Cardno TBE, Brooksville, FL
Firm D:	CTC Public Benefit Corporation, Columbia, SC
Firm E:	Environmental Consulting & Technology, Inc. (ECT), Tampa, FL
Firm F:	PPM Consultants, Orlando, FL

EVALUATION FACTORS	POSSIBLE POINTS	FIRM A	FIRM B	FIRM C	FIRM D	FIRM E	FIRM F
Ability of Personnel	5/20	10	10	20	10	15	15
Past Performance	0/15	10	10	10	10	10	10
Willingness to meet time & budget	-5/10	0	0	0	5	5	0
Recent, current & projected workloads	0/10	5	5	0	5	5	5
Understanding scope of work	-5/10	5	5	5	5	10	5
Completeness of submittal	-5/10	-5	-5	-5	5	5	-5
Volume of work done for City	0/10	10	10	10	5	10	10
Location of firm's office in proximity to City	-5/10	0	0	2.5	5	0	0
Firm is a Certified Minority Business Enterprise (MBE/WBE Prime = 3 points ~ MBE/WBE sub-consultant = 2 points)	0/5	0	0	0	0	0	0
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>	<b>35</b>	<b>35</b>	<b>42.5</b>	<b>50</b>	<b>60</b>	<b>40</b>

1st Ranked Firm is: VECT (E)

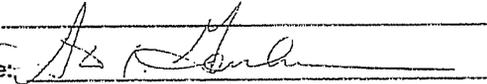
2nd Ranked Firm is: CTC (D)

3rd Ranked Firm is: PPM (F)

4th Ranked Firm is: CARDNO TBE (C)

5th Ranked Firm is: ACT (A) + AMEC (B)

6th Ranked Firm is: \_\_\_\_\_

Signature and Date:  10/3/12

# Attachment 4

Minutes from the staff selection  
committee meetings.

## MINUTES

### ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELDS ASSESSMENT PROGRAM REQUEST FOR QUALIFICATIONS (RFQ) NO. CD2012-05

#### SELECTION COMMITTEE MEETING FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

City Council Chambers  
201 Howell Avenue  
Brooksville, Florida

October 4, 2012 ~ 9:00 a.m.

The Environmental Protection Agency (EPA) Brownfields Assessment Program RFQ No. CD2012-05 for Professional Environmental Consulting Services Selection Committee meeting was called to order by Bill Geiger, Community Development Director, at 9:15 a.m. The committee members present were Bill Geiger, Community Development Director; Richard Radacky, Public Works Director; and Steve Gouldman, City Planner. Also, present was Judith Kilgore, Recording Secretary.

The Selection Committee members were appointed by City Manager T. Jennene Norman-Vacha, and they were previously provided with a copy of each of the proposed firms' qualification statements and a Ranking Sheet for the evaluation of a series of categories.

Director Geiger announced that a total of six (6) firms had submitted proposals to the RFQ, which were opened on September 14, 2012. The following firms submitted their qualifications and all required documentation was included:

1. CTC Public Benefit Corporation, Columbia, SC [CTC]
2. AMEC Environment & Infrastructure, Inc., Orlando, FL [AMEC]
3. American Compliance Technologies, Inc. (ACT), Bartow, FL [ACT]
4. PPM Consultants, Orlando, FL [PPM]
5. Environmental Consulting & Technology, Inc. (ECT), Tampa, FL [ECT]
6. Cardno TBE, Brooksville, FL [TBE]

Director Geiger summarized the Assessment Program grant as a \$400,000.00 grant, including \$200,000.00 to be allocated for petroleum related assessments and \$200,000.00 related to hazardous assessment properties. The grant may also be used for community outreach, which is a program that educates the community on what brownfields are all about, and solicit input from the community for potential sites. The sites are ranked on which properties are most likely to be redeveloped as well as other criteria. A determination is then made on the type of action that is required for the property to be cleaned up for redevelopment.

At this time, Director Geiger said he is looking for consultant support to meet all the requirements of the EPA grant program, including the community outreach, subsequent Phase I and Phase II testing that is required of properties, and then the subsequent redevelopment planning process.

Director Radacky noted that there were three proposals that did very well in the way they submitted them as requested. Those were *CTC*, *TBE*, and *ECT*. Director Geiger said this was a difficult RFQ to evaluate, but he thought all firms did very well. Director Geiger and Steve Goldman both stressed that they felt that community outreach was an important factor in determining their evaluations. Director Radacky commented that none of the firms were categorized as a minority, and Director Geiger replied that they all acknowledged that they could hire a sub-consultant in one of the DBE/MBE/WBE categories. Director Radacky stated that he ranked *ACT*, as the lowest due to their inability to meet the budget and on recent workloads. Director Geiger added that local experience and knowledge would prove valuable given the scope of work that is contemplated.

All agreed that they would like to have the top three ranked firms scheduled to make a presentation which would allow for direct interaction with and questions from the committee. Steve Gouldman added that their presentations should support the submittals. Discussion was held with reference to misspellings in some of the submittals, reservations with *CTC*'s main location in South Carolina, and how each individual member ranked the firms. Director Geiger noted that George Foster, with *CTC*, was very instrumental in helping to put together the initial grant application. It was noted that *TBE* and *CTC* were strongly represented in the Brownfields New Grantee Workshop that was recently held in Atlanta, GA.

The following rankings were submitted for the record by the Selection Committee members:

<b>Member</b>	<b>1<sup>st</sup> Place</b>	<b>2<sup>nd</sup> Place</b>	<b>3<sup>rd</sup> Place</b>	<b>4<sup>th</sup> Place</b>	<b>5<sup>th</sup> Place</b>	<b>6<sup>th</sup> Place</b>
B. Geiger	<i>TBE</i>	<i>CTC</i>	<i>ECT</i>	<i>AMEC</i>	<i>PPM</i>	<i>ACT</i>
R. Radacky	<i>CTC</i>	<i>TBE</i>	<i>ECT</i>	<i>AMEC</i>	<i>PPM</i>	<i>ACT</i>
S. Gouldman	<i>ECT</i>	<i>CTC</i>	<i>TBE</i>	<i>PPM</i>	<i>ACT/AMEC</i>	<i>ACT/AMEC</i>

Based on the above rankings, *CTC*, *ECT*, and *TBE* were the top three firms who would be invited to meet with the Selection Committee members to make a presentation at City Hall as soon as possible.

Director Geiger thanked the members for their evaluations. He explained that they hoped to schedule the final recommendation for City Council on November 5, 2012.

There being no further comments, the Selection Committee meeting closed at 9:55 a.m.

Judith A. Kilgore  
Recording Secretary

## MINUTES

### ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELDS ASSESSMENT PROGRAM REQUEST FOR QUALIFICATIONS (RFQ) NO. CD2012-05

#### ***SELECTION COMMITTEE MEETING FOR PRESENTATIONS BY THREE HIGHEST RANKED FIRMS FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES***

**City Council Chambers  
201 Howell Avenue, Brooksville, Florida**

**October 10, 2012 ~ 8:30 a.m.**

The Environmental Protection Agency (EPA) Brownfields Assessment Program RFQ No. CD2012-05 for Professional Environmental Consulting Services Selection Committee meeting was called to order by Bill Geiger, Community Development Director, at 8:30 a.m. The committee members present were Bill Geiger, Community Development Director; Richard Radacky, Public Works Director; and Steve Gouldman, City Planner. Also, present was Judith Kilgore, Recording Secretary.

Director Geiger thanked the members for attending and explained that the purpose of the meeting was to hear presentations by the three highest ranked firms that had previously submitted Qualification Statements for Professional Environmental Consulting Services. A total of six firms submitted qualifications that were ranked by the Selection Committee members at their meeting on October 4, 2012. The highest three ranked firms that had been invited to make individual presentations were Cardno TBE, Brooksville, FL [TBE], CTC Public Benefit Corporation, Columbia, SC [CTC], and Environmental Consulting & Technology, Inc. (ECT), Tampa, FL [ECT]. The following is a summary of their presentations.

#### **Cardno TBE, Brooksville, FL [TBE]**

Miles Ballogg, Project Manager, thanked the Selection Committee members for the opportunity to make a presentation. Mr. Ballogg said he realized the Committee members wanted to learn more about the background of the presenters. Mr. Ballogg started with his background, noting that he has been with the state and federal Brownfield Program for over 15 years. His experience began with the City of Clearwater. Mr. Ballogg said he would be the Project Manager, should the City choose Cardno TBE for their consultant.

Mr. Ballogg next introduced Dave O'Connor, who would be the Deputy Project Manager and who had a great deal of experience with Brooksville. Mr. O'Connor has over 15 years of environmental experience, has been responsible for more than 50 environmental assessments, and is a remedial engineer on complex cleanup projects, including the Department of Public Works (DPW) site in Hernando County.

Mr. Ballogg introduced Richard Hagberg, Environmental Director, who has been in the environmental services business for over 28 years. Mr. Ballogg said they have worked on many brownfield projects, and he noted that Mr. Hagberg had managed over 350 brownfield sites. Mr. Hagberg is very

redevelopment focused, and Mr. Ballogg said he wanted to stress that their company was a brownfield redevelopment consultant.

Kenneth Pinnix was introduced next as the Community Outreach person. He was the Director of the Jacksonville Brownfield Program for 10 years, along with the Community Development and Historic Preservation Programs. Mr. Pinnix has been involved in many community activities, and he would be the lead for the project.

Roger Register started the original Florida Brownfield Program, and he ran it for the first eight years. Mr. Register worked on many of the rules and regulations for the project, but he is also an incentives expert. Mr. Ballogg said they felt it important to integrate the brownfield incentives into the EPA Brownfield Program. Mr. Register has received more than 6.5 million dollars in incentives for their clients to encourage redevelopment.

Mr. Ballogg noted that Belinda Richard, their QA/QC Officer, could not be in attendance due to family medical issues. She is the quality assurance expert who wrote the template that was handed out at the EPA Region 4 Conference. Shawn Lasseter, who was also not in attendance, handles their environmental assessments and is also the problematic support. She can help with the EPA database ACRES entry. Larry Fluty, who was currently traveling for the firm, is the leader for their Brooksville office.

Mr. Ballogg then introduced their final representative present, who was Alan Schaffer, who would provide local support for the project, and who has been involved in many Brooksville projects, including the sewer rehabilitation project.

A handout was provided by Mr. Ballogg, which was also followed by a power point presentation. He discussed their local experience and the various projects in the City that they have been working on. These projects are the Brooksville Sewer Rehabilitation Phases I through IV; Hernando County DPW site Remedial Action Plan; Minnie's Garage and Lopez Property Assessment plans; and other petroleum assessment plans. Their other community involvements include the Groundwater Guardian Program, Hernando County Chamber of Commerce, and Kiwanis Club of Brooksville.

Mr. Ballogg commented that they were the only Tampa Bay area-based consultant with a local office, and they work with many repeat clients. He discussed their technical approach, project experience, and reasons why the members should choose TBE as their consultant.

Director Geiger asked whether the Housing Authority Project would be eligible with its' current ownership. Mr. Hagberg explained a partnership could be explored with the Housing Authority and Community Redevelopment Agency (CRA). Mr. Ballogg stressed the importance of involving Barbara Caprita with EPA early on in the project when determining eligibility.

Director Radacky asked about their drilling service. Mr. Hagberg addressed the question, noting that they have a few drilling companies that they can rely on, and some of them are declared minority companies.

Director Radacky asked Mr. Ballogg to address their existing workload, and to convince him that they have time to handle this project as well. Mr. Ballogg explained that there were currently four Brownfield Projects approved in the State of Florida. Mr. Hagberg said there would be no problem servicing the City of Brooksville. They all pride themselves as being cross-trained with dual responsibilities. Mr. Ballogg reiterated that their Brownfield clients have all been repeat clients. He expressed excitement in working with abandoned gas station sites.

Director Geiger stated that we are a small city with a small staff and we are looking for a consultant to fulfill EPA's program requirements with expert guidance. Mr. Register replied they are working with other small cities as well. Mr. Ballogg mentioned that Belinda Richard and Shawn Lasseater, who were not present, were very good workers in addition to everyone present.

Director Radacky asked Mr. Register about his work history with the Florida Brownfield Program while he was with FDEP in Tallahassee. He reiterated his past experience and listed the people he worked for. Revolving loan fund grants and sub-grants were discussed.

Director Radacky asked who they would see the most of, if they were selected for the Brooksville project. They replied that they would see all of them, and that it would be a team effort project.

Director Radacky asked about \$200,000 they were receiving for petroleum and \$200,000 for hazardous waste and how they would work with this. Mr. Ballogg replied that they can deal with asbestos and lead issues, particularly in redevelopment contexts. Also, they can work with solvents and metal contamination. Mr. Hagberg added that there are a number of dry cleaners that may be potential sites. On the Rails-to-Trails projects, many pesticides are used, which would fall under a combination of monies. Standard petroleum funds would be corner gas stations or fleet facilities. Director Radacky noted that he had found the chemical EDB in the citrus areas of the City in the past. He asked if they discover there are more petroleum sites, may they move the money from the hazardous waste portion of the grant to the petroleum portion. Mr. Hagberg said the EPA does not want more than 10 percent of the funds moved around, but they can structure the sites to work within the budgets. It was noted that funding can also be used for public health monitoring of drinking water wells.

Director Geiger thanked them for coming, and he said they plan to finalize the rankings and make a recommendation to City Council on November 5, 2012.

### **CTC Public Benefit Corporation, Columbia, SC [CTC]**

Joseph Morici, CTC President, and George Foster, Creative Environmental Solutions, were present on behalf of the firm. Director Geiger thanked them for coming, and he explained the purpose of the presentation was to further elaborate on their qualifications.

They began their presentation by explaining why their team should be hired for the Brooksville project. Handouts were provided to the Selection Committee members, and a power point presentation followed. Mr. Morici said they were personally invested, experienced, connected to the community, a true partner, and they were here for the long term. He summarized their history and explained that Mr. Foster and City staff had previously prepared the initial grant application that was submitted to EPA.

Mr. Morici discussed Mr. Foster's ties to the community. He described their non-profit corporation and years of experience, explaining that they were a subsidiary of Concurrent Technologies Corporation. CTC started in South Carolina, which is where their concentration is; however, Creative Environmental is headquartered in Brooksville. Mr. Morici noted they have managed over 70 EPA Brownfield Grants. He further discussed staff connections with local organizations and civic clubs, such as the Kiwanis Clubs; Florida Cattlemen's and Florida Conservation Associations; Hernando County Audubon Society, Environmentally Sensitive Lands Committee and Waterways Task Force; and geological and ecological education efforts at Brooksville schools. Local clients and references were listed, and then Mr. Morici summarized the reasons the Selection Committee should choose CTC for their project.

George Foster spoke next with reference to leveraging other state, federal, and private funding sources. Director Geiger asked him if there was a separate program for hazardous substances. Various funding sources were discussed and tax credits were explained by Mr. Morici.

Director Geiger said they are looking for a turn-key company to hire as their consultant, explaining that they have a small staff and will need a firm that can handle the workload. Mr. Morici replied that this is their specialty; to handle all the paper work and quarterly reports, and to make sure they comply with all the terms and conditions of the grant.

Director Geiger requested confirmation regarding their partnership with CTC, and Mr. Morici and Mr. Foster explained their process of working collectively on the project.

Director Geiger next questioned Mr. Foster about his experience with this area and the projects that he had worked on. Mr. Foster replied that public housing was an example, and he expressed his preference in working with manufacturing projects. Mr. Foster asked if they were familiar with residential vs. industrial cleanup standards, and he proceeded to give a brief explanation of them. Mr. Foster said residential, industrial, and water standards were the three standards to follow.

Director Radacky noted that he was disappointed that Mr. Morici did not bring their project manager with them for the presentation. Mr. Morici replied that Brian Kvam would have been present; however, he had a prior family commitment. Mr. Morici added that he would be more involved with this project than Mr. Kvam due to his working relationship with Barbara Caprita of the EPA Region 4 office.

Director Radacky stated that he felt Mr. Foster is the most talented person he knows who has experience with these projects. He commented on his belief that there would be more petroleum projects than hazardous projects in the City, and he questioned whether funds from the hazardous side could be moved over to the petroleum side of the grant. Mr. Foster explained that when contamination is found on a petroleum site, it could be turned over to the state, thereby saving petroleum funds. Mr. Morici said they could eventually reapply for a grant based on their track record that could be specifically used for petroleum sites.

Director Radacky brought up the chemical EDB that he had found in the past, and he questioned what they would be looking for on the sites. Mr. Foster replied that they determine what a site was previously used for so that they know what to look for.

Director Radacky asked for more details on what Mr. Foster would be doing for the project, and Mr. Morici replied that Mr. Foster would basically be the project manager, and he would primarily be the co-project manager. The beaurocratic role was briefly discussed.

Mr. Morici suggested that Fred Delp from the City of Columbia be contacted for his perspective of their firm. Director Geiger explained that he already spoke to Mr. Delp and the other listed references.

Director Geiger thanked Mr. Morici and Mr. Foster for their presentation, and he explained that their plan was to rank the firms and make a recommendation to City Council on November 5, 2012.

## **Environmental Consulting & Technology, Inc., Tampa, FL [ECT]**

Teri Hasbrouck, Project Manager, and Mark Culbreth, Project Director, were present on behalf of ECT.

Mark Culbreth briefly described his history and the projects he had worked on. Mr. Culbreth noted that he has been working on assessment remediation projects for over 25 years, with a focus on redevelopment. He worked on many Lowe's projects, including the one built in Brooksville. Mr. Culbreth said many of their staff members live within the City of Brooksville, and he has personal experience working in the City as well. He explained that ECT is an employee company headquartered in Gainesville, Florida. Both Mr. Culbreth and Ms. Hasbrouck work out of the Tampa office, which is ECT's largest office.

Teri Hasbrouck next described her 16 years of professional environmental experience, including having worked for Pinellas County with their grant programs. She discussed an audit submittal she worked on while at the county. Ms. Hasbrouck has been with ECT for two years. ECT is an employee owned company, which is why she chose to work with them. Ms. Hasbrouck is their grant and outreach specialist, and Mr. Culbreth mainly handles remediation issues. She referred to a Girl Scout project and other student projects she has worked on. Ms. Hasbrouck has been instrumental in creating newsletters and using other ways of informing communities about brownfield sites. She added that they have a roadmap in their RFQ submittal that they will follow while working on the Brooksville project should they be chosen to do so.

Mr. Culbreth noted that Brooksville has a number of sites that have the potential to be contaminated in a geologic setting that tends to be more complicated. He spoke about the beautiful hills in the city that have layers of clay under them that contain arsenic and barium. He discussed working on two phases for the City, and Ms. Hasbrouck further elaborated on the two phases of a brownfield grant with an assessment grant being first and then a cleanup grant that follows. Ms. Hasbrouck noted that she and Mr. Culbreth would be the people that City staff would be working with if they are chosen for the project.

Director Geiger stressed that they have a small staff in the City, and he inquired as to how they would handle a full service turn-key operation for the project. Mr. Culbreth and Ms. Hasbrouck agreed that their role was to do just that, and they said they are currently working a turn-key approach with Orange County. Ms. Hasbrouck confirmed that she has a very good working relationship with the EPA Region 4 staff members, and that she is familiar with their forms and reports.

Director Radacky spoke about the citrus groves that were in the City and his experience with the chemical EDB, and he asked if they would be looking for that. Mr. Culbreth gave his history of working with EDB, and he assured the committee members that the City's should be manageable.

Director Radacky next asked about Certified Florida Environmental Assessment (CFEA) certification, and Mr. Culbreth replied that many of the staff members in the Tampa office were CFEA certified. In response to a request by Director Radacky, Ms. Hasbrouck briefly summarized her background with Orange County and the status of their projects. She spoke about an asthma trigger assessment project in head-start child care centers that she was currently working on in Orange County. Director Radacky asked Ms. Hasbrouck to convince him she would have time to work with the City project while working on the Orange County project. She explained her responsibilities are less with Orange County than they would be with the Brooksville project. Finally, Director Radacky discussed the Selection Committee ranking sheets, and he complimented them with following the scoring criteria in their proposal.

Steve Gouldman asked Mr. Culbreth and Ms. Hasbrouck to talk to him about redevelopment. Mr. Culbreth replied that they would work with whatever they needed them to do. Ms. Hasbrouck added that said she had experience working with Economic Development in Pinellas County.

Director Geiger added that one of the points stressed at the EPA New Grantees Workshop that he had recently attended was "to begin with the end in mind."

Mr. Gouldman discussed his history working as a Planner in Hillsborough County and the Tampa projects that he was familiar with.

Director Geiger thanked Mr. Culbreth and Ms. Hasbrouck for their presentations, and he explained their plan to finish ranking and present their decision to City Council on November 5, 2012.

### **Selection Committee Member Comments**

Director Geiger indicated that Cardno TBE and CTC were represented at the EPA New Grantees Workshop. He wasn't sure if ECT had representation there. He noted that all three of the firm's references that he contacted gave very good responses. However, one reference for CTC noted that they were not a strong firm in the area of redevelopment, and one reference for ECT stated that they did not have assessments completed as yet for their project, and that was a concern to them. All of the references for TBE gave excellent comments for their experiences with the firm.

Director Radacky expressed his disappointment that CTC did not bring their project manager with them. He felt that George Foster from CTC knows the City better than anyone, but the fact that the principal firm was located in South Carolina was a concern to him. Director Geiger concurred with this concern and how it might affect their ability to provide support to the City with programmatic requirements of the grant such as community outreach. Director Radacky asked if CTC staff members had notified them that they would not have their project manager here. Director Geiger indicated no, but further explained that it was probably due to the short time frame that was given to all of the firms for them to come in to make these presentations. Mr. Gouldman commented that he did not believe that just having knowledge of the Brooksville area would make that much of a difference in handling the City's project. He also expressed his main concern with CTC's administrative team being located in South Carolina. Mr. Gouldman felt that ECT was weak in the area of redevelopment, which was the area most important to him. Director Geiger discussed having met with EPA's Barbara Caprita and her expression that they should be looking for a consultant that is familiar and experienced with EPA's brownfield program. He felt that Cardno TBE strongly represented themselves with their presentations and their wide range of expertise in working with brownfield projects. He also commented on his belief that if chosen for this project, it would be the first one that CTC/Creative Environmental Solutions would be working on together, and it could be at the City's expense should it not work out well. Director Radacky added that had George Foster partnered with TBE, it would have been the ideal situation. Director Geiger stated that CTC helped to put the initial grant application together with the City which was a plus for them. However, this committee's responsibility is to select the best qualified firm to work with the City to successfully implement this project. Director Radacky said that he had noticed that Mr. Culbreth and Ms. Hasbrouck from ECT were not at the top level on their firm's organizational chart that was submitted with their RFQ.

The ranking process was discussed. It was determined that each committee member would rank the firms in first, second, and third place categories based on both their qualification statements and the presentations just completed. The members individually proceeded to write their ranking of each firm down and submitted the ranking to the recording secretary to tabulate.

Cardno TBE was ranked in first place by all three committee members. CTC Public Benefit Corporation was ranked in second place by two of the committee members and third place by the third member. ECT was ranked in third place by two of the committee members and second place by the third member.

The following is a summary of the final ranking of the consultants for the Brownfield Assessment Program Professional Environmental Consulting Services.

<u>First Place:</u>	Cardno TBE, Brooksville, FL <i>[TBE]</i>
<u>Second Place:</u>	CTC Public Benefit Corporation, Columbia, SC <i>[CTC]</i>
<u>Third Place:</u>	Environmental Consulting and Technology, Inc., Tampa, FL <i>[ECT]</i>

It was confirmed that the Selection Committee recommendations would be presented to City Council for their review and consideration of approval on November 5, 2012.

There being no further comments, the Selection Committee meeting closed at 11:15 a.m.

Judith A. Kilgore  
Recording Secretary

September 14, 2012

Mr. Bill Geiger, Community Development Director  
City of Brooksville  
201 Howell Avenue  
Brooksville, FL 34601

**RE: Requests for Qualifications – RFQ CD2012-05  
Professional Environmental Consulting Services  
EPA Brownfields Assessment Program**



**Shaping the Future**

Cardno TBE  
20203 Cortez Blvd.  
Brooksville, FL 34601

Phone 352.754.4551  
Phone 800.861.8314  
Fax 352.754.5222

[www.CardnoTBE.com](http://www.CardnoTBE.com)

Dear Mr. Geiger:

The City of Brooksville has a tremendous opportunity to implement a successful Brownfields program that could reshape the City and have a positive impact on its citizens for generations to come. The City now needs a partner with extensive Florida Brownfields programmatic experience to ensure that success. We can serve as an extension of your staff so that the program can move forward without being a burden to the already lean City staff.

Cardno TBE is a multi-dimensional brownfields consultant, experienced in both the technical aspects of brownfields site assessments and the supporting services that facilitate the transformation of environmentally-stigmatized properties into viable end uses. We have become one of the State's largest providers of brownfields assessment services and have been recognized both locally and nationally as a premier provider of these services. ***We are the only Tampa Bay area-based consultant with a local Brooksville office that can demonstrate experience with more than 5 completed EPA Assessment Grants in Florida within the past 5 years.*** As you will see throughout our submittal, we have experience not only in obtaining grants but in implementing programs to utilize the funds and revitalize a community.

Cardno TBE has maintained an office in Brooksville for over 12 years and conducted over 25 projects locally and in Hernando County. Notable projects include the Hernando County Department of Public Works Former Fleet Maintenance Facility remediation and redevelopment planning project and various petroleum storage tank site assessment/remediation projects. We have also assisted the City in completing an additional phase of a multi-year, multi-million dollar sewer collection system project that was highly successful.

Our programmatic management of the project allowed the City to maximize State and Federal dollars to make collection system improvements, ultimately saving the City on wastewater treatment and maintenance costs.

Cardno TBE offers an extremely experienced Brownfields Project Team. The scope of services requires an environmental consultant who is knowledgeable in the US Environmental Protection Agency (EPA) Brownfields program and Florida Department of Environmental Protection (FDEP) regulatory programs. An environmental firm that can combine the correct mix of technical design and approach with a working knowledge of your EPA grant terms and conditions to develop contract documents and bid specifications; expedite approvals within the regulatory environment; has a well-respected relationship with EPA Brownfields staff; and a firm that has the available workforce to meet the schedule and project goals. Cardno TBE is one of the few experienced environmental and brownfield firms recognized for this unique mix of services locally and at the State and National levels.

Thank you for the opportunity to submit our proposal. We are honored to commit the resources of Cardno TBE and look forward to serving the City of Brooksville.

Sincerely,

A handwritten signature in black ink, appearing to read 'S.P. Howarth'.

Steven P. Howarth, PE  
Vice President

A handwritten signature in black ink, appearing to read 'Miles Ballogg'.

Miles Ballogg  
Brownfields & Economic Development Director

**Primary Contact:**

Miles Ballogg, Director  
380 Park Place Boulevard, Ste 300  
Clearwater, FL 33759  
**Phone:** 727-423-1555  
**Fax:** 727-431-1777  
**e-mail:** Miles.Ballogg@Cardno.com

## Section 1: Consultants Qualifications & Capabilities

TBE Group, Inc. (d/b/a Cardno TBE); a multi-service, turn-key environmental and engineering firm, provides professional engineering consulting services for a variety of clients and projects. Currently, we have more than 400 employees located in 35 offices throughout the United States, Canada and United Kingdom performing these services. Cardno TBE anticipates servicing this contract from its two local offices; Brooksville and Clearwater.

In September 2008, TBE joined the Cardno family of companies. Cardno is an integrated professional services provider, locally delivering the specialized advice necessary to create or improve the physical and social infrastructure that underpins communities around the world. Our team is comprised of leading advisers who plan, design and deliver sustainable projects for community programs. Cardno has over 7,500 employees in more than 270 offices worldwide. Key areas of expertise include international development assistance, brownfields redevelopment, environmental services, civil engineering, structural engineering, geotechnical services, survey and mapping services, and project management.

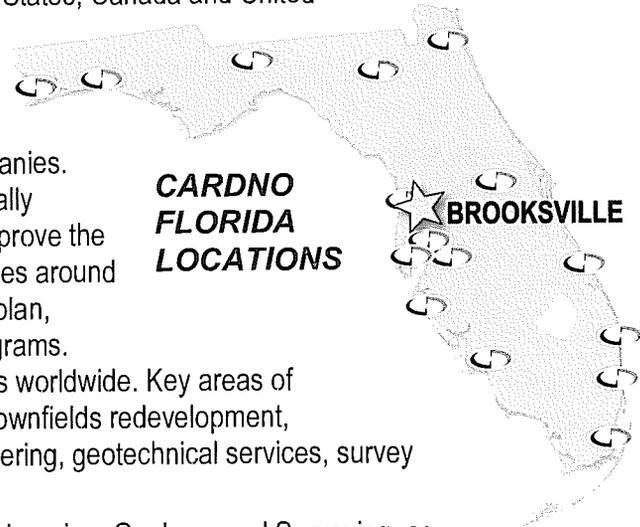
Cardno TBE is a Florida registered professional firm in Engineering, Geology, and Surveying, as well as a licensed Florida real estate brokerage firm. We are not a typical environmental firm; we have been providing environmental services to support redevelopment projects for over 28 years.

Cardno TBE has developed one of the Nation's most comprehensive Brownfields Programs. We have dedicated staff, capable of implementing Brownfield site assessments, management, program development and the identification of funding resources to implement Brownfields redevelopment projects. Cardno TBE has the local knowledge and Brownfields expertise to satisfy and exceed your Request for Qualifications. Cardno TBE is well-suited for and can proficiently perform the necessary tasks and services requested by your RFQ. We have assembled an experienced Brownfields Project Team that is eager to begin work for the City.

The Cardno TBE Team currently offers a broad range of professional services including:

- > EPA program management support
- > Agency negotiation/liaison experience
- > Phase I and II Environmental Site Assessments (ESAs)
- > Quality assurance documentation
- > Remedial design
- > Brownfields redevelopment and cleanup
- > Community outreach and public involvement
- > Site development and redevelopment consulting
- > Environmental management
- > Water resources and storm water management
- > Water/wastewater facilities design
- > Geotechnical Services
- > GIS/asset management
- > Urban and land planning
- > Landscape architecture
- > Roadway design
- > Transportation planning
- > Construction inspection services
- > Survey and mapping
- > Subsurface utility engineering
- > Utility relocation design
- > Industrial Hygiene
- > Asbestos and Lead-Based Paint Surveys
- > Indoor Air Quality

Cardno TBE takes pride in remaining on the forefront of technology and having the ability to respond to the ever-changing needs of our public and private-sector clients in the architectural, engineering, Brownfields redevelopment and construction industries. Cardno USA currently ranks number 34 on Engineering News-Record's (ENR) List of Top 500 Design Firms. Our success and recognition have evolved out of our unique approach to client needs and satisfaction. Holding client satisfaction to a higher level allows us to consider innovative solutions and cost-sensitive approaches.



Cardno TBE is one of the most experienced Brownfields Assessment and Remediation firms in the Southeast. In fact, the majority of assessment and remediation projects that we perform are funded through the US EPA Brownfields Assessment and other Brownfields programs. We have been recognized in the Brownfields community as being one of the most successful firms in utilizing grant funding resources to complete environmental assessment activities for our redevelopment partners.

### **Firm's Specific Qualifications – Brownfields**

Our specific expertise includes extensive experience in providing EPA Brownfields site assessment and program management assistance for local Brownfield programs. We provide an in-depth knowledge of both Federal and State Brownfields programs. Having worked with regulators throughout the Southeast, we have established a successful track record for working with EPA Region IV Brownfields project officers, various federal partners and the Florida Department of Environmental Protection (FDEP).

Furthermore, Cardno TBE specializes in "results oriented" Brownfields redevelopment. We understand that a local Brownfields program is measured on the ultimate transformation of environmentally-impaired properties into viable and sustainable economic development, community development, residential, open space/green space and mixed use redevelopment projects. Cardno TBE is not in the business of conducting environmental assessment for its own sake, but rather to support sustainable redevelopment, the primary goal of any Brownfields program.

Cardno TBE has established long-standing relationships with each of our Brownfields clients and EPA Region IV project managers/officers including a long standing relationship with your Project Officer, Barbara Caprita. We work hard to gain our existing clients trust and earn repeat business. Cardno TBE has the experience and record of accomplishments to assist the City of Brooksville in distinguishing your Brownfields program as a leader and future award winner within EPA Region IV; a distinction which can lead to continual EPA grant funding.

### *Redevelopment Focus*

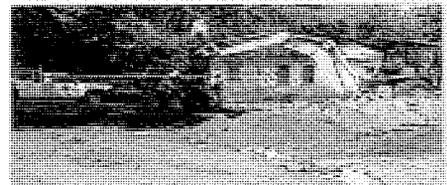
Cardno TBE focuses on the potential end use of Brownfields properties from the onset of the project. We understand that a primary objective of your Brownfields program is to transform substantially-underutilized assets and environmentally-challenged properties to promote economic growth, community redevelopment and job creation to serve its residents.

Performing Environmental Site Assessments (ESAs) are only the beginning of a successful brownfields redevelopment program. Properly managed with a redevelopment strategy, your EPA assessment grant can lead to successful redevelopment and other grant opportunities with EPA, HUD and EDA, as well as other federal agency partners. Leveraging the existing concept and vision plan, we will work closely with your staff to identify end users and position properties for reuse (reuse leading to sustainability).

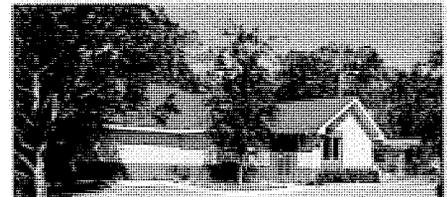
As a full-service redevelopment and environmental firm, Cardno TBE has the ability to go beyond environmental assessments and public outreach programs. We can actually bring to you viable developers who understand the benefits of Brownfield incentives and policies. We routinely facilitate Brownfield redevelopment opportunities throughout Florida and the Southeastern United States.

Cardno TBE is uniquely qualified to provide the following services by helping you to establish a successful track record for your Brownfields Program. In fact, Cardno TBE has assisted 35 local governments and agencies with the full range of comprehensive Brownfields Redevelopment Services required for your project.

Furthermore, Cardno TBE can "package" the environmental, site civil design, financing, environmental insurance and related real estate issues into an easy-to-understand redevelopment program that developers and the City can use in the evaluation of properties.

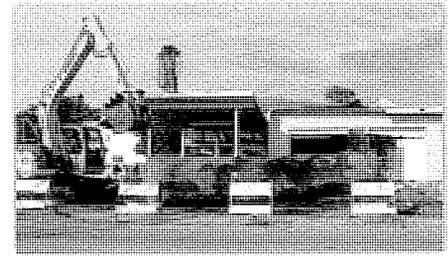


*Former Abandoned Contaminated Gas Station transformed to Community Health Resource Center*



### *Assessment Experience*

Buyers, sellers and property owners must deal with the possibility of site contamination resulting from past or current usage. Because of these risks, ESAs are commonplace today. Cardno TBE has utilized EPA Brownfields Assessment funding for petroleum and hazardous substance sites on over 500 projects. Our assessments are compliant with state and federal requirements including EPA All Appropriate Inquiry (AAI), ASTM Phase I & II ESAs, and Brownfields Site Assessments in accordance with the terms and conditions of your Brownfields Assessment Grant Cooperative Agreement.



*UST removal performed as part of brownfields assessment in Belle Glade, Florida*

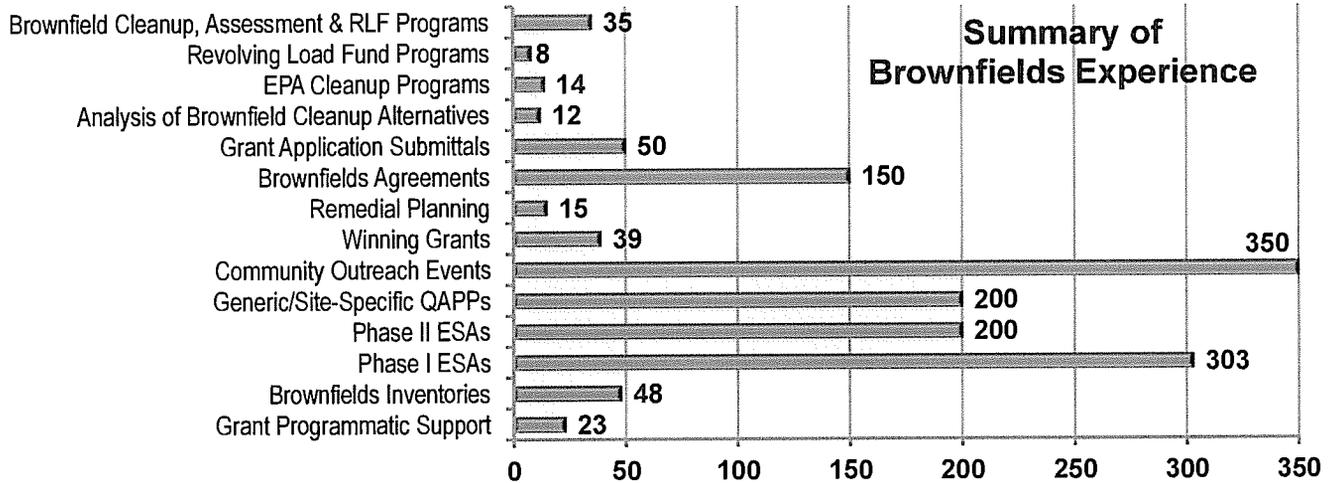
Phase I ESAs: Cardno TBE will perform Phase I ESAs in accordance with ASTM Standard E1527-05 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process" and in compliance with EPA AAI Standards as applicable. Cardno TBE has completed over 3,500 ASTM Phase I ESAs throughout the Southeastern United States. Some of our relevant Brownfield assessment experience (often including both Phase I and Phase II ESAs) includes:

- > Bank of America/Lincoln Property Company – over 300 sites
- > Treasure Coast Regional Planning Council – over 30 sites
- > City of Clearwater – over 50 sites
- > Hillsborough County – 25 sites
- > City of St. Petersburg – 10 sites
- > City of Cocoa – over 30 sites
- > City of Tampa – over 125 sites
- > Pinellas County – 12 sites
- > City of Tallahassee – 6 sites
- > Gadsden County – 6
- > Dixie County – 5 sites
- > City of St. Marks – 5 sites
- > Private Developers – over 400 sites
- > Misc. Region IV Grantees – over 50 sites

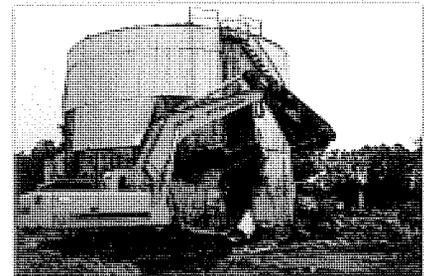
Phase II ESAs: Upon completion of the Phase I ESAs for the identified projects, Cardno TBE will develop a detailed Phase II ESA Work Plan in accordance with EPA Guidelines and ASTM E 1903-97, as amended 2011. The typical work plan includes a detailed site diagram outlining proposed soil sample areas and monitor well locations, soil and groundwater sampling parameters and sampling methodology. We anticipate that many former underground storage tank (UST) sites will contain abandoned tanks due to federal UST upgrades that were required at the end of 2009. Cardno TBE has been extremely successful in obtaining EPA assessment funding for the removal of USTs while performing Phase II ESAs. Former UST sites, like those identified in your Brownfields Grant Work Plan, have proven to be great locations for commercial or community-based projects.



It is critical that initial assessment activities consider additional redevelopment requirements that may be necessary. In particular, all phases of assessment work completed should build on previous assessments and meet the regulatory rules and guidance. Such reports should consider the potential future use of the property and evaluate appropriate cleanup criteria based on the anticipated site usage and use of Risk Management Options. By identifying appropriate cleanup target levels early and evaluating institutional control opportunities, assessments can be streamlined and significantly reduced, saving you time and money. Cardno TBE has completed over 200 ASTM Phase II ESAs and associated Health and Safety Plans funded by EPA assessment grants.



It is critical that initial assessment activities consider additional redevelopment requirements that may be necessary. In particular, all phases of assessment work completed should build on previous assessments and meet the regulatory rules and guidance. Such reports will consider the potential future use of the property and evaluate appropriate cleanup criteria based on the anticipated site usage and use of Risk Management Options. By identifying appropriate cleanup target levels early and evaluating institutional control opportunities, assessments can be streamlined, saving you time and money.



**Quality Assurance Project Plans (QAPPs) – Generic and Site Specific**

A QAPP is a formal document describing in detail the necessary quality assurance and quality control associated with the technical aspects of site assessment, while capturing the intent of the project. The Generic QAPP, a single document produced for each grant, will be produced pursuant in accordance with “EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments, EPA 540-R-98-038, September,” “EPA Brownfields Quality Assurance Project Plans (QAPPs) Interim Instructions Generic QAPP and Site Specific QAPP Addendum for Brownfields Site Assessments and/or Cleanups, Revised July 2010” or later revisions. This QAPP document incorporates the quality control and assurance measures of all routine processes and procedures anticipated during Phase II ESAs. EPA approval of the Generic QAPP is required prior to the consideration of any site-specific QAPPs. TBE has successfully prepared Generic QAPPs for most of our municipal Brownfields clients.

As addendums to the Generic QAPP, Cardno TBE will prepare Site Specific QAPPs for each site requiring Phase II ESA activities. Belinda Richard, the proposed QA/QC personnel for this contract recently assisted EPA Region IV in updating their Quality Assurance Guidelines that will be used for this and other EPA Region IV projects.

Cardno TBE has prepared approximately 200 EPA-approved generic and site-specific QAPPs for Brownfield site assessments. In doing so, Cardno TBE has developed document formats that are easy to review and often quickly-approve by the EPA. Cardno TBE will also prepare an OSHA Health and Safety Plan for each of the projects, as required. Our field staff and project managers are OSHA 29 1910.120 certified.

Below is a list are some of the municipal clients that have received EPA-approved Generic (including former Quality Management Plans) and Site-Specific QAPPs prepared by Cardno TBE:

- > Treasure Coast Regional Planning Council
- > Western Piedmont Council of Governments
- > City of Winston-Salem, NC
- > Cairo-Grady JPA, Georgia
- > City of Clearwater
- > City of Daytona Beach
- > City of St. Petersburg
- > City of Cocoa
- > City of Tampa
- > City of Tallahassee
- > City of Ocala
- > Dixie County
- > Escambia County
- > Pinellas County
- > Clay County



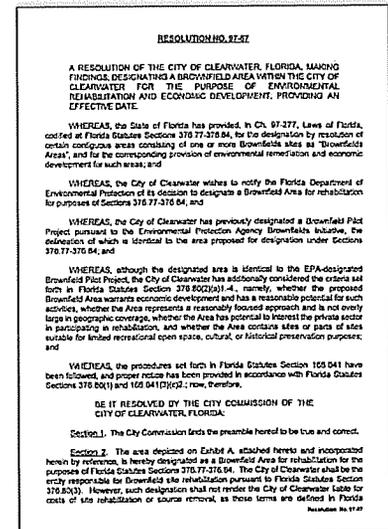
## FDEP Designation of Brownfield Areas and Brownfield Site Rehabilitation Agreements (BSRAs)

Cardno TBE routinely provides Brownfields Designation Services in accordance with Section 376.80, Florida Statutes. This is the first step to participate in the economic and regulatory incentives offered by the Brownfields Redevelopment Act. In fact, Cardno TBE or its staff has been involved in more than half of the 220-plus designated brownfield areas in Florida. Miles Ballogg, your project manager was responsible for the first State Designated Brownfields Area for the City of Clearwater. We are also uniquely qualified to complete any necessary BSRA's because prior to joining Cardno TBE, Roger Register was formerly FDEP's Brownfields Liaison and drafted the Brownfields Cleanup Criteria rule and the model BSRA.

We understand that to optimize EPA's Assessment grant, a party may enter into BSRAs in accordance with the Florida Brownfields Redevelopment Act (Sections 376.77-367.85). However, prior to entering into a BSRA, the site or sites must be designated a Brownfields Area in accordance with state statutes. This process can only be completed by one of two processes: 1) Local government initiated Brownfields Designation through local resolution or 2) Individual/developer (possibly by the person responsible for Brownfield site redevelopment).

Cardno TBE and staff have extensive experience in the State Brownfields Designation process and developing the corresponding BSRAs. Representative experience includes but not limited to the following projects:

- > City of Clearwater Brownfields Area (States First Brownfields Area)
- > Former Runyan Ship Yard (Bayou Chico), Pensacola
- > City of Tampa – 12th Street Operations Yard (Seaport Towne Center Site)
- > Atherton Oil Property – City of St. Petersburg
- > Ball Container Site, Tampa – Private Developer
- > Clearwater Automotive Site – City of Clearwater
- > Community Health Center – City of Clearwater
- > Community Waterfront Park – City of St. Pete Beach
- > Dimmitt Parcel B – City of Clearwater
- > Riverfront Brownfields Site – Riverfront Partners LLC
- > Seaport at Channelside Project – Seaport Town Centre LLC
- > Tampa Bay Scrap Processors Site – Tampa Port Authority
- > Tampa Bay Shipbuilding and Repair – Tampa Port Authority
- > Daytona Beach – City and private developer sites
- > Phoenix Development – Alachua County
- > Pahokee Plaza – Treasure Coast Regional Planning Council



## EPA and FDEP Remedial Evaluation, Planning and Remediation Experience

Cardno TBE has extensive experience in developing cleanup and remedial options for selected sites as necessary in accordance with EPA Brownfields Assessment Grant "Terms and Conditions" and the FDEP Brownfields Program rule, policy and guidelines. Mr. Roger Register, your EPA/FDEP Liaison, co-authored and developed the model Brownfield Site Rehabilitation Agreement (BSRA) and Brownfields Program Guidance and Procedures Manual used by FDEP and the Florida Brownfield stakeholders. Remedial Action and Corrective Action planning options will be developed on a site by site basis to address specific environmental impacts that were characterized during Phase I / II ESAs and the proposed end use.

Miles Ballogg, your project manager has been responsible for the overall assessment and remediation of a broad range of redevelopment projects including:

- > IMR Global Center/Crum Insurance Site (solvent and petroleum-contaminated site to Insurance Center)
- > Willa Carson Community Health Resource Center: abandoned gas station site transformed to health clinic
- > Harbor Oaks Shopping Center: an underutilized car dealership to Publix Shopping Center
- > Clearwater Neighborhood Housing Services – junk yard transformed into single family houses
- > HD King Former Power Plant Site in Fort Pierce
- > St. Pete Beach Municipal Waterfront Park



At Cardno TBE remedial planning and remedial actions are redevelopment focused. Remedial action planning options will be developed to address identified environmental impacts. The focus of developing remedial options will be to minimize potential exposure to contaminants and related adverse impacts to human health and the environment. A risk assessment component may be included in the preliminary remedial options to develop site-specific cleanup target levels for various media or constituents of potential concern. Cardno TBE will work closely with FDEP and the associated site owners to make sure that remedial options selected are based on potential end uses of the sites.

Cardno TBE has completed numerous successful site cleanups using a combination of risk-based remedial actions and Risk Management Options (RMO's) as outlined in Chapters 62-780 and 62-785, FAC. The following list contains sites that Cardno TBE has been able to achieve RMOs to make redevelopment possible:

- > Former Runyan Ship Yard (Bayou Chico) Pensacola
- > Seaport Town Center – Former 12th Street Operations Yard
- > Atherton Oil Property – City of St. Petersburg
- > Ball Container Site – Hannover Properties
- > Clearwater Automotive Site – City of Clearwater
- > Community Waterfront Park – City of St. Pete Beach
- > Dimmitt Parcel B – City of Clearwater
- > Riverfront Brownfields Site – Riverfront Partners LLC
- > Fire Station # 51 and Greenspace – City of Clearwater
- > Pinellas County Emergency Response Building – Pinellas County
- > Pahokee Plaza – Treasure Coast Regional Planning Council

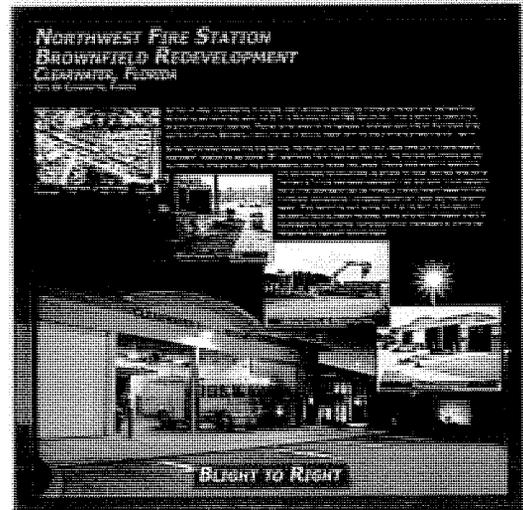
Additionally, Cardno TBE has experience with sites that required the development of EPA Analysis of Brownfields Cleanup Alternatives (ABCAs), obtained in implementing EPA funded Brownfields Cleanups. Our staff has prepared over 120 Brownfield Site Rehabilitation Agreements (BSRA's) and completed site assessment and remedial activities on a broad range of EPA Brownfields funded projects.

### *Risk Assessments*

Our Project Team has earned a positive reputation by employing innovative technologies to streamline remediation programs. One of the proven costs saving techniques for remediation include Risk assessments to develop alternate site rehabilitation levels (SRLs). Risk-derived alternate SRLs that are higher than published water-quality standards or soil cleanup goals may reduce or eliminate unnecessary assessment and cleanup actions. Cardno TBE will develop risk assessments and contamination assessments on a site by site basis to address specific environmental impacts that were characterized during Phase I / II ESAs and the proposed end use.

### *Property Identification and Database Development:*

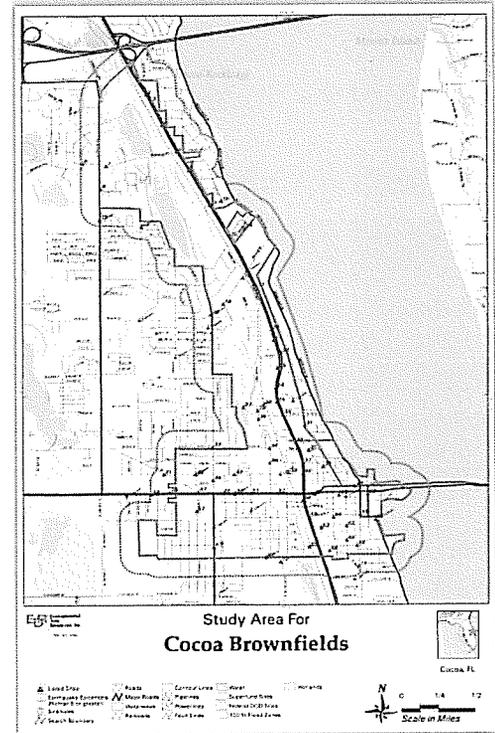
Cardno TBE has performed numerous brownfields inventories which have including the development of GIS databases for the majority of our clients. The primary purpose of brownfields Inventories and resulting GIS data is to determine the number and type of environmentally-stigmatize properties within brownfields program focus areas. This information is important to determine the magnitude and diversity of environmentally-impaired properties that may present redevelopment opportunities. Additionally this data provides information that will enhance EPA brownfields grant applications by demonstrating the extent of Brownfields challenges within communities.



Cardno TBE has implemented cost-saving procedures for our clients by utilizing and modifying existing data sources regarding environmentally-impaired properties and having our in-house GIS staff modify this data into individual layers of types of potentially contaminated sites. Further, our GIS Specialists have developed protocols that can identify potential redevelopment opportunities (properties) by the criteria that potential end users and developers provide. These GIS databases are also designed to be compatible with existing local governments' database systems so that the local governments can access and modify the data collected on an as-needed basis. Cardno TBE can also provide the GIS brownfields data in formats that are web-based and user-friendly.

The following are representative brownfields GIS database projects:

- > Pasco County CRAs
- > Central Florida Regional Planning Council – Six Targeted Areas, including three transportation Intermodal Redevelopment areas.
- > Seminole Tribe of Florida – Reservations and Tribal Owned Lands including – Big Cypress, Brighton, Hollywood, Immokalee, Fort Pierce, Tampa, Coconut Creek and YeeHaw Junction
- > East Tampa Community Redevelopment Area
- > Pinellas County – Cross Bayou Watershed, Gateway Area, Lealman Planning Area
- > Central Florida Regional Planning Council
- > Sarasota Manatee MPO
- > Treasure Coast Regional Planning Council – Martin County Community Redevelopment Areas – Seven Targeted Areas
- > City of Cocoa Brownfields Area
- > Dixie County – Four Targeted Areas
- > Gadsden County – Five Targeted Areas
- > Daytona Beach CRA
- > Martin County CRA

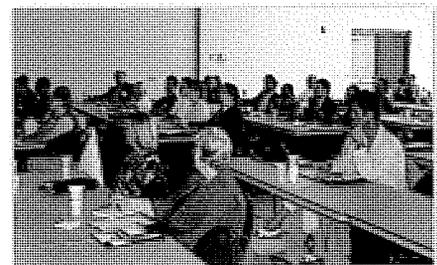


Cardno TBE has completed brownfield inventories on over 15,000 acres of targeted areas throughout the State.

### Community Outreach and Involvement

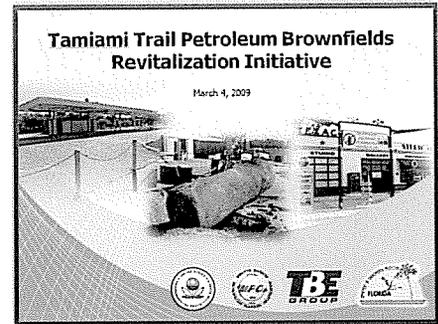
The Cardno Team has participated as members of Brownfields Advisory/Steering Committees, and understands the diversity of Brownfields Stakeholders including; community members, developers; community-based organizations, government officials, business owners, health officials, environmental justice advocates and other interested parties. We understand that in order to develop a successful Brownfields project; stakeholder participation is paramount. Cardno's key staff for this project has served on or been involved with over 20 Advisory Committees and has provided over 350 presentations on the various aspects of Brownfields Redevelopment at local, regional and national levels.

Cardno TBE has also provided the following *pro bono* community outreach activities for the Tamiami Trail Petroleum Brownfields Revitalization Initiative. An initiative which resulted from the close cooperation and coordination with EPA Region IV and EPA Headquarters in Washington, DC:



Redevelopment workshop facilitated by Cardno TBE

- > Assisted in facilitation, preparation of PowerPoint Presentation, and spoke at the initial Tamiami Trail Petroleum Brownfields Revitalization Initiative Meeting, March 2009.
- > Assisted in facilitation, preparation of PowerPoint Presentation, and presented at the Brownfields Success Stories Presentation for Brownfields 101 & Tamiami Trail Petroleum Brownfields Initiative Workshop, June 2009.
- > Participated in City of Mulberry – Brownfields to Healthcare HRSA Planning Grant.



### *Brownfields Advisory Committees and Community Participation*

The Cardno Team has participated as members of Brownfields Advisory Committees, and understands the diversity of Brownfields Stakeholders including; community members, developers, community based organizations, government officials, business owners, health officials, environmental justice advocates and others. We understand that in order to develop a successful Brownfields project, stakeholder participation is paramount. Cardno TBE's key staff for this project has served on or been involved with local Brownfield Advisory Committees

Cardno TBE personnel routinely facilitate local, regional, state and national Brownfields meetings and provide Brownfields presentations as a means to inform and educate community stakeholders on the benefits of Brownfields redevelopment

and has provided over 350 presentations on the various aspects of Brownfields Redevelopment. The Cardno Team is available to serve on advisory committees and to foster community participation and stakeholder involvement as necessary. For the past 4 years we have been invited to speak at the US EPA Region IV grantee workshops which included the 2011 Region 4 New Grantees' Workshop in Decatur, Georgia.

Roger Register and Miles Ballogg currently serves on the Regional and National Brownfields Conference Planning Committee for the 2013 conference scheduled in May 2013. This national involvement shows the respect and leadership bestowed on them but also for Cardno TBE's successful Brownfields program.

Cardno TBE understands the importance of a consultant with strong and proven community outreach planning experience. We have a great deal of practical experience to provide the necessary support and expertise on an as-needed basis to augment and enhance community outreach and education activities. The following services are recommended to enhance Community Involvement and Public Education activities for your Brownfields Program:

- > Development of marketing materials (such as PowerPoint presentations) to market and describe the purpose and solicit sites for the Revolving Loan Fund program
- > Provide effective workshop development, participation and support
- > Provide community outreach/environmental education reports to meet the requirements of your Terms and Conditions with EPA and the Work Plan
- > Provide additional public involvement and educational support on as-needed basis

### *Community Engagement/Marketing Plan*

Cardno TBE has the proven ability to provide the primary means of Community Outreach and Environmental Education for this project. We have a great deal of practical experience to provide the necessary support and expertise to lead, augment and enhance community outreach and education activities.

Cardno TBE staff believes strongly that effective community outreach and involvement are essential components of your Brownfields Program. In fact, we recommend incorporation of the key elements of the EPA's "Seven Steps for Effective Public Involvement" that includes:

1. Plan and budget for public involvement.
2. Identify interested/affected communities and stakeholders.
3. Consider technical or financial assistance required for meaningful public involvement.
4. Provide information and outreach.
5. Conduct involvement activities (i.e. workshops, lunch-and-learn sessions).
6. Review and use community input and provide feedback.
7. Evaluate public involvement activities and processes.

Cardno TBE will support Brooksville in developing a Community Engagement/Marketing Plan to effectively inform and educate and engage a broad range of stakeholders. This plan will address strategies to increase public awareness and support for the brownfields program.

#### *Brownfields 101 & Success Story PowerPoint Presentation*

Cardno TBE will prepare a 101 & Success Story PowerPoint presentation. This presentation will include a "101" section to assist in educating and informing the City of Brooksville Coalition members and their communities regarding State and Federal Brownfields concepts, processes and incentives; as well as a progress and success story section. This presentation will also be used to provide semi-annual updates to stakeholders and will be available as an educational tool by the City's Brownfields Coordinator. The intent of this effort is to provide a necessary tool for to raise the level of awareness of the Brownfields Program and also to communicate successes under the program.

#### *Community Outreach Meeting Planning and Support*

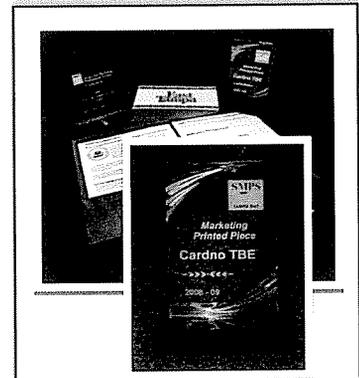
Cardno TBE will work in conjunction with a number of brownfields organizations including local, state and national Brownfields associations and stakeholders to assist in the organization and planning of the City's brownfields workshops. We will attempt to leverage limited Development Authority marketing and community outreach funding by seeking sponsors to partially fund expenses associated with these workshops. Cardno TBE will look to the City to provide the necessary information to complete community workshop updates. We will also provide limited on-demand meeting support, as required, by the City Coalition.

#### *Design and Layout of Brownfields Redevelopment Program Brochure*

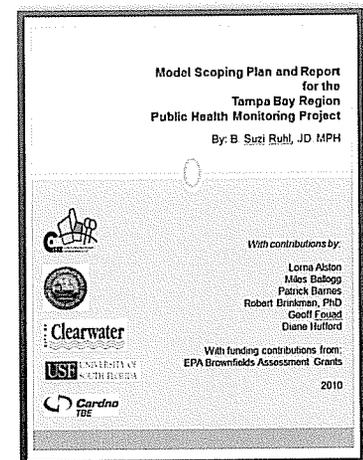
Cardno TBE will work cooperatively with the City to develop the Brownfields Brochure from final edited text, high-resolution photos and captions for the photos provided by the City. This Brochure will provide a means to spread the word about the opportunities available through the brownfields program and will also demonstrate Brownfields successes as they occur. Information developed for this brochure will also be made available in a format suitable for the City's web site.

#### *Public Health Monitoring*

The purpose of the Brownfields Public Health Monitoring Project is to develop a framework that will capture the benefits to public health from your Brownfields program. An understanding of these benefits will help strengthen the implementation of the Brownfields program and improve the health of populations living in areas with Brownfields. Our proposed approach to Public Health Monitoring includes a multi-dimensional, multi-stakeholder approach. The focus of this effort will be on monitoring the health of the populations exposed to hazardous substances from a Brownfields site.



Cardno TBE received the SMPS Tampa Bay 2008-09 Best Marketing Printed Piece for the City of Tampa's Brownfields Program Materials.





The following activities would comprise the development of a public health monitoring plan for the City's Brownfields Grant:

- > Research and Analysis
- > Model Plan Document
- > Assessment and Integration of Public Health Surveillance Programs for Relevant Data
- > Outreach

This plan will also engage the health department officials and other public health officials within the City. Cardno TBE has completed Public Health Monitoring Plans and Activates for the following clients:

- > City of Clearwater Model Scoping Plan and Report for the Tampa Bay Region Public Health Monitoring Plan.
- > City of Tampa Model Scoping Plan and Report for the Tampa Bay Region Public Health Monitoring Plan.
- > City of Cocoa – Public Health Monitoring Activities (Lead based Paint Education, Blood Lead Level Monitoring and Lead Poisoning Prevention with the Brevard Health Alliance.
- > Central Florida Mined Scarred Lands Radiological Screening with the Florida Department of Health Bureau Of Radiation Control

### *Brownfields Economic Support for Sustainable Growth*

The federal and state brownfield programs provide a variety of economic incentives to property owners who own properties with real or perceived environmental impacts. Typically these incentives are in the form of grants for the assessment and remediation of contaminated property that encourages redevelopment of underutilized assets. Another common form of financial incentive is the issuance of tax credits and other incentives to encourage the redevelopment and job creation on Brownfields sites. These grants and incentives ultimately help to bring properties back on to community tax rolls. Below is a partial list of available incentives:

- > State of Florida Voluntary Cleanup Tax Credits
- > EPA Brownfield Grants – assessment, cleanup, job training
- > Economic Development Agency (EDA) Grants
- > HUD CDBG and BEDI Grants and Loans
- > New Market Tax Credits
- > Federal Tax Credits for Brownfield Sites
- > Brownfields Job Bonus Refunds for the creation or expansion of jobs within a designated brownfield area
- > Infrastructure Improvement Grants
- > Rails-to-Trails Grants
- > Qualified Targeted Industry Job Bonus Refunds
- > FDEP Site-Specific Activities Grants for assessment and limited cleanup

The Cardno TBE team is poised to support the City of Brooksville to identify significant opportunities to leverage other brownfields-related incentives and grants to make the redevelopment of brownfields projects within the region not only practical for public sector end users, but also profitable to attract private sector end users.

Cardno TBE has provided a full range of brownfields grants assistance for municipalities throughout Florida having assisted various municipalities, coalitions and planning councils in receiving nearly \$65,000,000 in EPA Grants Funding. To illustrate the power of these incentives, **Cardno TBE has obtained over \$6.5 Million in Brownfields Tax Credits (VCTC) for our private sector and local government clients** to provide a direct return on their cleanup investment that improved the pro forma and provided up to a 75% return on their cleanup investment. We work closely with agencies like the US Economic Development Administration to leverage Brownfields funding with complimentary economic development funding. In short, Cardno TBE specializes in bringing grants, incentives and capital to Brownfields Redevelopment Projects to ensure their success.

Cardno TBE and Staff have provided Brownfields Incentives assistance to the following Clients:

- > City of Clearwater – VCTC Application for a Proposed Mixed Urban Mixed Use Project on a former Automotive Salvage Yard.
- > City of Daytona Beach – VCTC Application for a proposed mixed use redevelopment on a former landfill site.



- > City of St. Pete Beach – VCTC Application for a Community Waterfront Park on a former petroleum contaminated marine construction site.
- > Private Sector Developer – VCTC Applications for numerous a Market Rate Apartment and Mixed-Use commercial redevelopment project on a former City wastewater plant and service yard with petroleum. Metals and solvent contamination.
- > Private Sector Developer – VCTC Application for a major Retail (IKEA) Development on a former petroleum contaminated site.
- > Private Sector Developer – VCTC Application for a Hotel, Class “A” Office Space, and Retail mixed use development on a former landfill site.
- > Private Sector Developer – VCTC Application for a proposed mixed-use residential and commercial project on a contaminated former marine repair facility.
- > City of Clearwater – VCTC Application for a potential mixed-use urban core commercial and residential and office project on a former auto salvage yard.

The following chart illustrates a summary of grant funding received by clients via Cardno TBE's assistance:

Client Name	2003-2007	2008	2009	2010	2011	2012	Total Brownfield Grant Funding (By Client)
Casselberry, City of				\$400,000			\$400,000
Central Florida Regional Planning Council			\$1,000,000		\$1,000,000		\$2,000,000
Clearwater, City of	\$900,000	\$700,000	\$400,000				\$2,000,000
Career Options of Florida	\$144,000						\$144,000
Cocoa	\$400,000		\$400,000				\$800,000
Daytona Beach, City of				\$400,000	\$200,000		\$600,000
Dixie County			\$400,000				\$400,000
Fort Pierce Redevelopment Agency*				\$600,000			\$600,000
Gadsden County				\$400,000			\$400,000
Orlando, City of						\$400,000	\$400,000
Pasco County					\$1,000,000		\$1,000,000
Pinellas County*	\$400,000	\$600,000					\$1,000,000
Plant City Community Development Agency					\$600,000		\$600,000
Sarasota/Manatee Metropolitan Planning Organization					\$1,000,000		\$1,000,000
St. Marks, City of			\$450,000				\$450,000
St. Petersburg, City of	\$200,000						\$200,000
Tallahassee, City of		\$400,000	\$600,000		\$1,000,000		\$2,000,000
Tampa, City of	\$800,000		\$400,000			\$400,000	\$1,600,000
Treasure Coast Regional Planning Council					\$1,000,000		\$1,000,000
West Florida Regional Planning Council		\$1,000,000					\$1,000,000
Misc. Targeted Brownfield Assessments	\$150,000	\$100,000	\$75,000				\$325,000
Other Brownfield Related Funding (BEDI, EDA, HUD)	\$5,000,000	\$30,000,000	\$12,000,000				\$47,000,000
<b>Total Brownfield Grant Funding (By Year)</b>	<b>\$7,994,000</b>	<b>\$32,800,000</b>	<b>\$15,725,000</b>	<b>\$1,800,000</b>	<b>\$5,800,000</b>	<b>\$800,000</b>	<b>\$64,919,000</b>

\*Cardno TBE Provided Grant Writing Assistance

### Minority Business Participation

Cardno TBE is fully-committed to the use of minority- and women-owned businesses in conjunction with our contracts. Cardno TBE maintains compliance with U.S. EPA's Cooperative Agreements ensuring to comply with the requirements of EPA's Program for utilization of Small, Minority, and Women's Business Enterprises in procurement under assistance agreements. Cardno TBE accepts the Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) "fair share" goals and objectives negotiated with EPA.

By relying on our staff years of experience and use of multiple "pre-qualified" analytical laboratories, drilling, construction, and waste disposal firms, Cardno TBE can take advantage of these specialty providers to deliver cost effective support services to the City without sacrificing quality. For this contract we have also included Meryman Environmental, Inc. Meryman is local to the City of Brooksville and will be providing Wetlands / Endangered Species support.

Cardno TBE typically achieves minority participation well above the overall industry goal.

### *Programmatic Support*

Brownfield related assessments require more than a typical environmental background and sampling protocol. Cardno TBE knows the process to ensure grant criteria are met, and provide useable results. Not only do we know the process; we know the EPA Region IV Officers and Managers, providing a direct conduit to decision-makers. Cardno TBE has developed standard formats and model documents to minimize the time and resources needed for all reports and documents. We will provide reports that meet federal and state requirements.

Cardno TBE has the experience to assist in all aspects of brownfields grant management and programmatic assistance. Our job is to take the lead (working with you) to establish program management and financial oversight/reporting which meets the necessary requirements of and complies with the EPA Grant Terms and Conditions. We will generate the necessary draft forms and reports for EPA quarterly reports per your grant's terms and conditions:

- > Endangered Species Act (ESA) and National Historical Preservation Action (NHPA) Compliance – Cardno TBE will provide EPA with necessary information to ensure compliance under ESA and NHPA. Cardno TBE can also include these program reviews as a part of the Phase I ESA at the discretion of the Coalition.
- > Monthly and Quarterly Report Preparation – Cardno TBE routinely prepares quarterly reports in accordance with the EPA's project officers preference and in accordance with the EPA templates provided in your approved Cooperative Agreement Workplan.
- > Update to ACRES Database – Cardno TBE will complete ACRES data base entry for each project at project milestones (such as completion of Phase I ESA, completion of Phase II ESA, completion of remedial planning).
- > EPA MBE/WBE Reporting Forms – Cardno TBE tracks all MBE/WBE usage for all projects utilizing EPA Brownfields funding and also will provide completed MBE/WBE utilization forms on a quarterly basis for inclusion into your quarterly reports.
- > Other EPA Compliance Support – Cardno TBE offers a full range of additional programmatic support including – project close-out reporting, site eligibility determination forms and other on-demand support, as needed.

**Programmatic support is where Cardno TBE stands out from the rest.** As mentioned in our cover letter, our local team of professionals has been recognized as national and state levels as follows:

- > Miles Ballogg (our proposed Project Director/Manager for this contract) has provided leadership in both EPA and FDEP Brownfields programs over the last 15 years and has received four Brownfields programmatic management awards from EPA Region IV. In fact, Miles led one of the most successful municipal brownfield programs in the Country as the director of the City of Clearwater Brownfields Program
- > Roger Register (our proposed Deputy Project Director for this contract) is well known for his role as the first Brownfields Manager for the regulatory agency in Florida. Roger served in this important position for eight years; from the initial passage of state brownfields legislation, until November 2006. He has been recognized on national and state levels as a proven leader through his efforts at the state level and at Cardno TBE.
- > Belinda Richard (our proposed Quality Assurance/Quality Control Officer) has been recognized by EPA Region IV for her model Quality Assurance documents. Belinda recently assisted Region IV in the development of their new Quality Assurance guidelines and requirements.



## Section 2: Past Project Experience

The following pages consist of relevant project profiles which highlight Cardno TBE's extensive experience on various projects throughout the State of Florida. Specifically, we are including a sampling of our Brownfields project experience and some of our local, Hernando County experience. Each project profile includes a brief project scope/summary and client contact information.

Additionally, below are three (3) references that will verify our expertise as it relates to Brownfields Services. We encourage you to contact these references.

<i>Entity</i>	City of Tampa – East Tampa Development & CRA's	<i>Date of Service</i> 2003-Present
<i>Location of Entity</i>	Tampa, FL	
<i>Contact Person</i>	Ed Johnson	
<i>Telephone Number</i>	813.242.3807	
<i>Email address</i>	ed.johnson@tampagov.net	
<i>Brief Description</i>	Cardno TBE has assisted the City in obtaining \$1.6 million in grant funding. To date, more than 125 projects have been completed. Project responsibilities include General Brownfields Support, Brownfields Funding Support, Community Involvement and Engagement, Brownfields Inventory and Environmental Database Search, Brownfield Environmental Assessment and Redevelopment Assistance.	
<i>Entity</i>	City of Cocoa	<i>Date of Service</i> 2003-Present
<i>Location of Entity</i>	Cocoa, FL	
<i>Contact Person</i>	John Titkanich	
<i>Telephone Number</i>	321.637.7217	
<i>Email address</i>	jtitkanich@cocoafl.org	
<i>Brief Description</i>	Cardno TBE is an on-going consultant to the City of Cocoa for Brownfield related services and has provided these services since 2003. Cardno TBE assisted the City in obtaining \$1,000,000 in EPA Brownfields Assessment funds for Petroleum and Hazardous Waste Assessment Grants. Cardno TBE assists the City with their grant programmatic requirements including stimulus quarterly reporting (ARRA), ACRES database entry, and maintaining compliance with their Work Plan. Cardno is currently working with the City to develop a Public Health Monitoring Program through the Department of Health. Cardno TBE has completed a Brownfields Area-wide Environmental and GIS Database inventory for the City of Cocoa's Brownfields and Community Redevelopment Areas.	
<i>Entity</i>	Sarasota Metropolitan Planning Organization (MPO)	<i>Date of Service</i> 2011-Present
<i>Location of Entity</i>	Sarasota County, FL	
<i>Contact Person</i>	Mike Maholtz	
<i>Telephone Number</i>	941.359.5772	
<i>Email address</i>	mike@mympo.org	
<i>Brief Description</i>	Cardno TBE has assisted in obtaining \$1,000,000 in grant funding since 2011. Cardno TBE is providing Brownfields Consulting and Assessment Services to the MPO. Cardno has completed 11 Phase I Environmental Site Assessments, 12 Site-Specific QAPP/Addendum documents, and has completed/is in the process of completing 11 Phase II Environmental Site Assessments and 1 Supplemental Assessment which includes an underground storage tank, hydraulic lifts and petroleum impacted soil associated with a former retail gasoline station. Additional funding is being used for community outreach, education and development of Quality Assurance Project Plans (QAPPs) and Health and Safety Plans.	

# Pasco County – Brownfields Redevelopment Services



**Client:**  
 Pasco County  
 Melanie Kendrick  
 727.847.8193, x7848  
 mkendrick@pascocountyfl.net

**Location:**  
 Pasco County, FL

**Sector:**  
 Economic  
 Development/Redevelopment

**Project value:**  
 \$ 132,000 (professional fees to date)

**Start date:**  
 2011

**Completion date:**  
 Ongoing

**Office Responsible:**  
 Cardno TBE

**Contact Cardno TBE:**  
 Phone: 1.800.861.8314  
 Email: TBE@cardnoTBE.com  
[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno assisted Pasco County in obtaining a \$1 million EPA Brownfields Coalition Grant.

## Overview

In 2011, Pasco County was the recipient of a \$1 million EPA Brownfields Assessment Coalition Grant. The grant is empowering the County to conduct site-specific assessments (Phase I and Phase II ESAs), conduct site inventories, develop cleanup plans, conduct public health monitoring and support community outreach programs.

As of Summer 2012, Cardno has assisted the County with regional characterization (seven regional inventories of regulated facilities), developed a generic quality assurance plan, performed numerous Phase I ESAs, developed Phase II ESA work plans and assisted the County with grant-related programmatic support.

Key focus areas and associated projects to date have included:

- > *Lacoochee*: Phase I and II ESA of proposed community center site, Phase I ESAs on two potential affordable housing sites, and Phase I ESA/Contamination Screenings for four proposed infrastructure improvement areas.
- > *Zephyrhills*: Phase I and Phase II ESA of former retail gasoline facility (including asbestos and lead screening services), Phase I ESA and asbestos screening of potential affordable housing site.
- > *Odessa*: Phase I ESA of industrial property for expansion of nearby manufacturer
- > *Wesley Chapel*: Phase I ESAs with asbestos screenings of two proposed affordable housing sites
- > *Dade City*: Phase I ESAs with asbestos screenings of five proposed affordable housing sites.
- > *New Port Richey & Port Richey*: Phase I ESAs with asbestos screenings of three proposed affordable housing sites.

## Key Services

- > Environmental Assessment
- > Site Characterization
- > Redevelopment Services
- > Brownfields Programmatic Support

## Sarasota MPO - General Brownfield Services



**Client:**  
Sarasota Metropolitan  
Planning Organization (MPO)  
Mike Maholtz  
941.359.5772  
mike@mympo.org

**Location:**  
Sarasota County, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$325,103 (professional fees to date)

**Start date:**  
2011

**Completion date:**  
Ongoing

**Office Responsible**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com

[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno assisted Sarasota Metropolitan Planning Organization (MPO) in obtaining a \$1 million grant in 2011.

### Overview

Cardno is providing Brownfields Consulting and Assessment Services to the Sarasota/Manatee Metropolitan Planning Organization. Cardno assisted the MPO in obtaining their grant funding and provides Programmatic Grant Support Services.

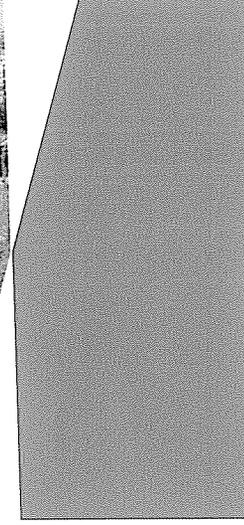
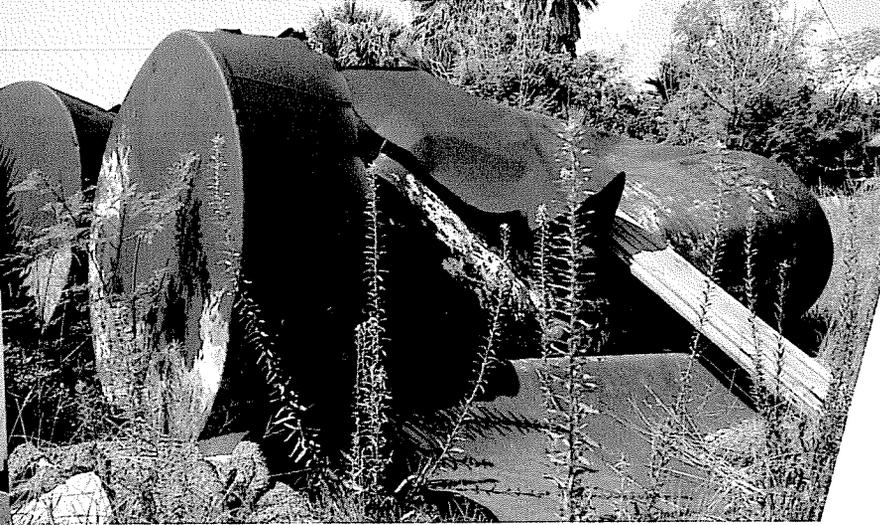
Cardno has completed 11 Phase I Environmental Site Assessments, 12 Site-Specific QAPP/Addendum documents, and has completed/is in the process of completing 11 Phase II Environmental Site Assessments and 1 Supplemental Assessment which includes an underground storage tank, hydraulic lifts and petroleum impacted soil associated with a former retail gasoline station.

Additional funding is being used for community outreach, education and development of Quality Assurance Project Plans (QAPPs) and Health and Safety Plans.

### Key Services

- > Programmatic Support
- > Phase I/II ESAs
- > Environmental Remediation
- > Indoor Air Quality
- > Asbestos/Lead-Based Paint
- > Brownfields Education
- > Property Identification
- > Quality Assurance Project Plans

## City of Tampa - General Brownfield Services



**Client:**  
City of Tampa  
Ed Johnson  
813.242.3807  
ed.johnson@tampagov.net

**Location:**  
Tampa, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$1,029,271 (professional fees to date)

**Start date:**  
2003

**Completion date:**  
Ongoing

**Office Responsible**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com

[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno has assisted the City in obtaining \$1.6 million in grant funding since 2003.

### Overview

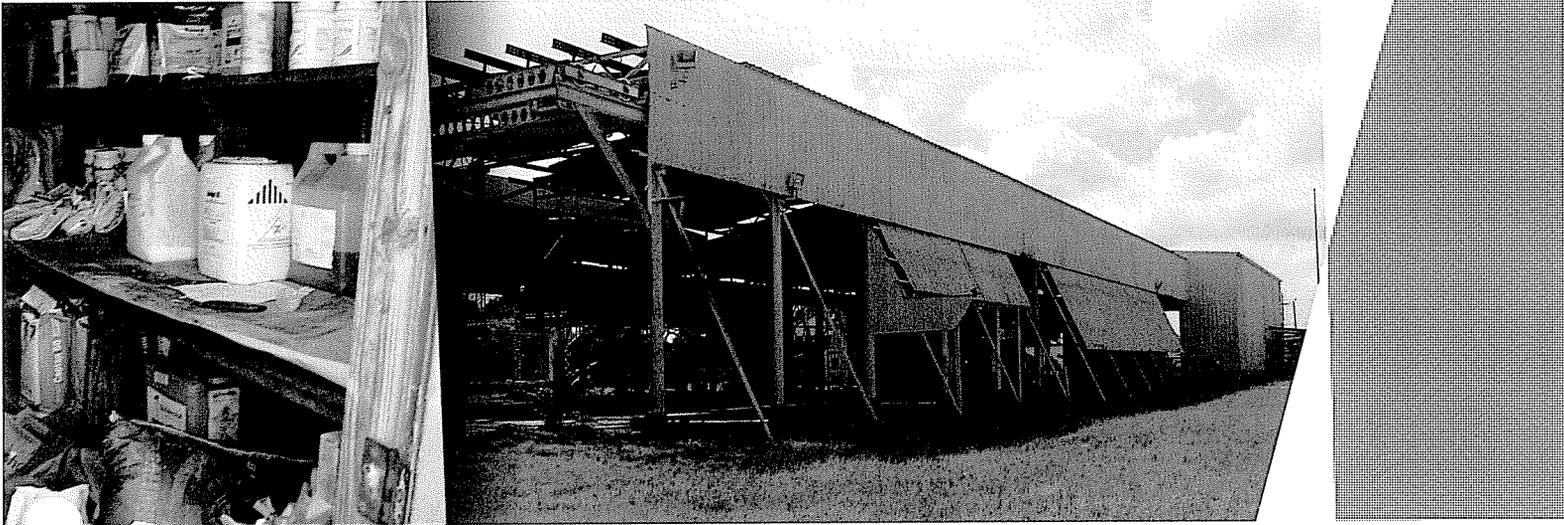
Cardno has provided the City of Tampa CRA's and the East Tampa Community Redevelopment Agency with ongoing Brownfields Redevelopment Program Services since 2003. To date, more than 125 projects have been completed. Project responsibilities include:

- > General Brownfields Support
- > Brownfields Funding Support
- > Community Involvement and Engagement
- > Brownfields Inventory and Environmental Database Search
- > Brownfield Environmental Assessment and Redevelopment Assistance

### Key Services

- > Phase I/II Environmental Site Assessments
- > Storage Tank Removal
- > Indoor Air Quality
- > Asbestos/Lead-Based Paint
- > Community Outreach/Workshops
- > Property Identification
- > Database Development and GIS Inventory
- > Soil and Groundwater Remediation
- > Construction

# Central Florida Regional Planning Council - General Brownfield Services



**Client:**  
Central Florida Regional  
Planning Council (CFRPC)  
Helen Sears  
863.534.7130 x124  
hsears@cfrpc.org

**Location:**  
Polk County, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$704,932 (professional fees to date)

**Start date:**  
2009

**Completion date:**  
Ongoing

**Office Responsible**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com  
[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno assisted the Central Florida Regional Planning Council in obtaining \$2 million in grant funding since 2009.

## Overview

Cardno is providing Brownfields Consulting and Assessment Services to the Central Florida Regional Planning Council (CFRPC). Cardno assisted the council in obtaining their grant funding and provides Programmatic Grant Support Services.

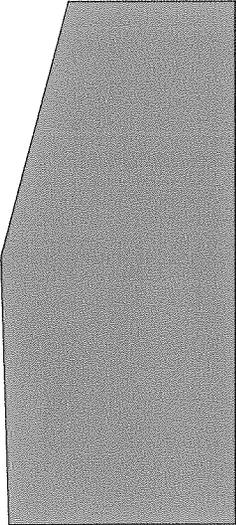
Cardno has completed Area Wide Environmental Database and Brownfields Inventory for 7 areas within the Planning Council's area. These regions included Eloise, Highland City Town Center, Mulberry, US 92 Center Auburndale, US 98 Polk Parkway, Wabash and Wahneta.

Because properties located within the defined CFRPC redevelopment areas are susceptible to the impacts related to historic phosphate mining, Cardno TBE has worked closely with the Florida Department of Health (DOH) Radiation Monitoring Division to develop procedures to screen properties for radiation in soil and groundwater as part of the assessment process.

## Key Services

- > Phase I/II ESAs
- > Indoor Air Quality
- > Asbestos/Lead-Based Paint
- > Community Outreach/Workshops
- > Property Identification
- > Database Development/GIS Inventory
- > Quality Assurance Project Plans
- > Programmatic Support

## Dixie County - General Brownfield Services



**Client:**  
Dixie County  
Mike Cassidy  
352.498.1426  
dixiecm51@bellsouth.net

**Location:**  
Dixie County, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$380,000 (professional fees to date)

**Start date:**  
2009

**Completion date:**  
Ongoing

**Office Responsible**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com  
[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno assisted Dixie County in obtaining a \$400,000 EPA Brownfields Assessment grant in 2009.

### Overview

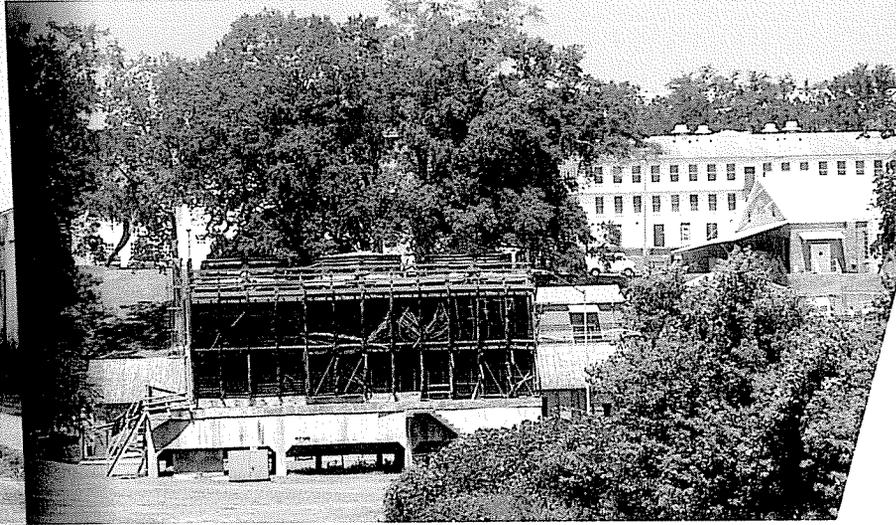
Cardno TBE provides Brownfields Grant program management assistance and environmental oversight to Dixie County, Florida. Dixie County is located in central west Florida with the Steinhatchee River on the west and the Suwannee River on the east. The County fronts the Gulf of Mexico. Dixie County has a broad range of environmental-challenged properties impacted by the legacy of agricultural uses, abandoned retail gas stations, a converted former military airport, cattle dip vats, and an assortment of other light industrial uses that have historically dominated the community.

With Cardno TBE's grant-writing assistance Dixie County received \$400,000 in an EPA Brownfields Assessment grant. The grant enabled funding of eight (8) Phase I and five (5) Phase II environmental site assessments for the County.

### Key Services

- > Brownfields Grant Programmatic Support Services
- > Phase I and II Environmental Site Assessments
- > Brownfields Program Development
- > Site Assessment
- > Environmental Remediation
- > Community Outreach and Education
- > Property Identification and Inventory
- > Database Development/GIS Inventory
- > Quality Assurance Project Plans
- > Redevelopment Concept Planning
- > Analysis of Brownfields Cleanup Alternatives (ABCAs)

## Gadsden County - General Brownfield Services



**Client:**  
Gadsden County  
Anthony Matheny  
850.875.8663  
amatheny@gadsdencounty.gov

**Location:**  
Quincy, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$189,000 (professional fees to date)

**Start date:**  
2010

**Completion date:**  
Ongoing

**Office Responsible**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com  
[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno has assisted the County in obtaining \$400,000 in grant funding since 2010.

### Overview

Cardno is providing Gadsden County with ongoing Brownfields Redevelopment Program Services. Services include:

- > Obtained \$400,000 in EPA Brownfields Assessment Funding
- > Program Manager for Assessment Funds
- > Liaison between the EPA Project Officer and the County's Brownfields Coordinator
- > Public Outreach Activities
- > Brownfields Programmatic Documents, Phase I/II Site Eligibility Forms
- > EPA-approved Brownfields Quality Assurance Project Plan
- > Site-Specific Quality Assurance Project Plans
- > OSHA Compliant Health and Safety Plans
- > Phase I/II Environmental Site Assessments
- > Preparation of Property Profiles for EPA Acres Database
- > Technical Coordination between the County and Environmental Contractors
- > Identification and Facilitation for Brownfields Redevelopment Projects

### Key Services

- > Brownfield Assessment Grant Programmatic Support Services
- > EPA Quarterly Reporting
- > EPA Quality Assurance Project Plans
- > Community Outreach Support
- > Phase I/II Environmental Site Assessments
- > Analysis for Brownfields Cleanup Alternatives (ABCA)

## Treasure Coast Regional Planning Council (TCRPC) – General Brownfields Services



**Client:**  
Treasure Coast Regional  
Planning Council (TCRPC)  
Greg Vaday  
772.221.4060  
gvaday@tcrpc.org

**Location:**  
Stuart, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$1,084,547 (professional fees to date)

**Start date:**  
2004

**Completion date:**  
Ongoing

**Office Responsible:**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com

[www.cardnoTBE.com](http://www.cardnoTBE.com)

Cardno assisted the Treasure Coast Regional Planning Council in obtaining \$1 million in grant funding to date.

### Overview

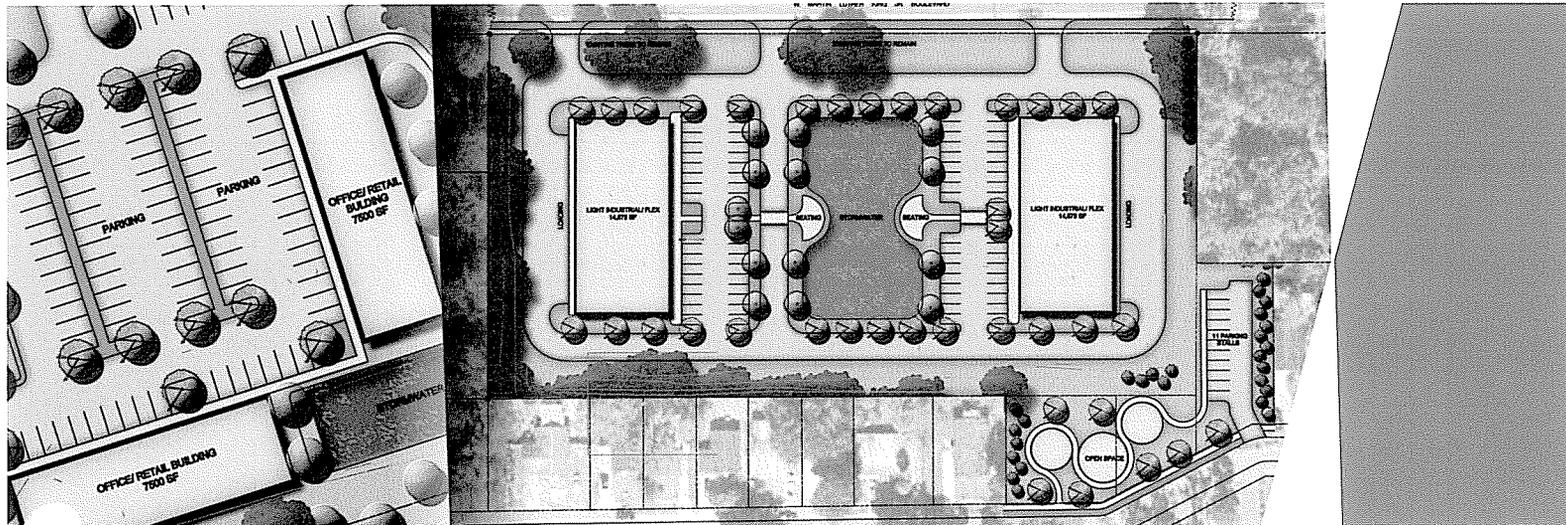
Cardno provides overall Brownfields Support to the Treasure Coast Regional Planning Council's (TCRPC) Brownfields Cleanup RLF Program.

Cardno developed TCRPC's Brownfields Program's QAMP and has provided Brownfields support services through their program for the following Counties and Cities: West Palm Beach, Martin County, Village of North Palm Beach, Northwood Redevelopment Corporation, City of Pahokee, and City of Lake Worth. We have provided brownfields Community Awareness and involvement support through facilitating rural community workshops. Cardno TBE has conducted over 40 EPA funded Brownfields Assessments, including Phase I & II Environmental Assessments and an area-wide Environmental Database inventory.

### Key Services

- > Overall Program Management
- > Phase I/II Environmental Site Assessments
- > Hazardous Assessment
- > Environmental Remediation
- > Brownfields Support Services
- > Grant Management Support
- > EPA Quality Assurance Plan Development
- > Community Awareness

# Hernando County – Fleet Maintenance Facility Redevelopment Study



**Client:**  
Hernando County  
Ms. Carlene Ricciss  
352.754.4062  
cricciss@co.hernando.fl.us

**Location:**  
Hernando County, FL

**Sector:**  
Development and  
Environmental Services

**Project value:**  
\$104,509 (professional fees to date)

**Start date:**  
2010

**Completion date:**  
Ongoing

**Office Responsible**  
Cardno TBE

**Contact Cardno TBE:**  
Phone: 1.800.861.8314  
Email: TBE@cardnoTBE.com  
[www.cardnoTBE.com](http://www.cardnoTBE.com)

Under its General Engineering Consulting Contract, Cardno reviewed the County's existing Remedial Action Plan (RAP) to develop remedial alternatives supportive of site redevelopment.

**Overview**

Cardno completed a Feasibility Study to evaluate potential highest and best land uses for the site allowable by FDEP and recommend three options taking into account land development requirements (e.g., stormwater analysis, rezoning process, etc.) and associated financial impact (for level of contamination clean).

Cardno conducted remedial alternatives evaluation to identify and evaluate various possible remedial strategies that will accommodate an efficient, cost-effective remedial action program to expeditiously reduce contaminants of concern, not impede effective reuse of the site and be protective of human health and the environment, consistent with FDEP criteria. Results identified several different alternatives compatible with redevelopment not previously identified. The remedial alternatives identified by Cardno support a variety of potential redevelopment alternatives for the site, such as office, warehouse, medical, commercial/retail and sports or recreation that the County can use to market to potential development entities.

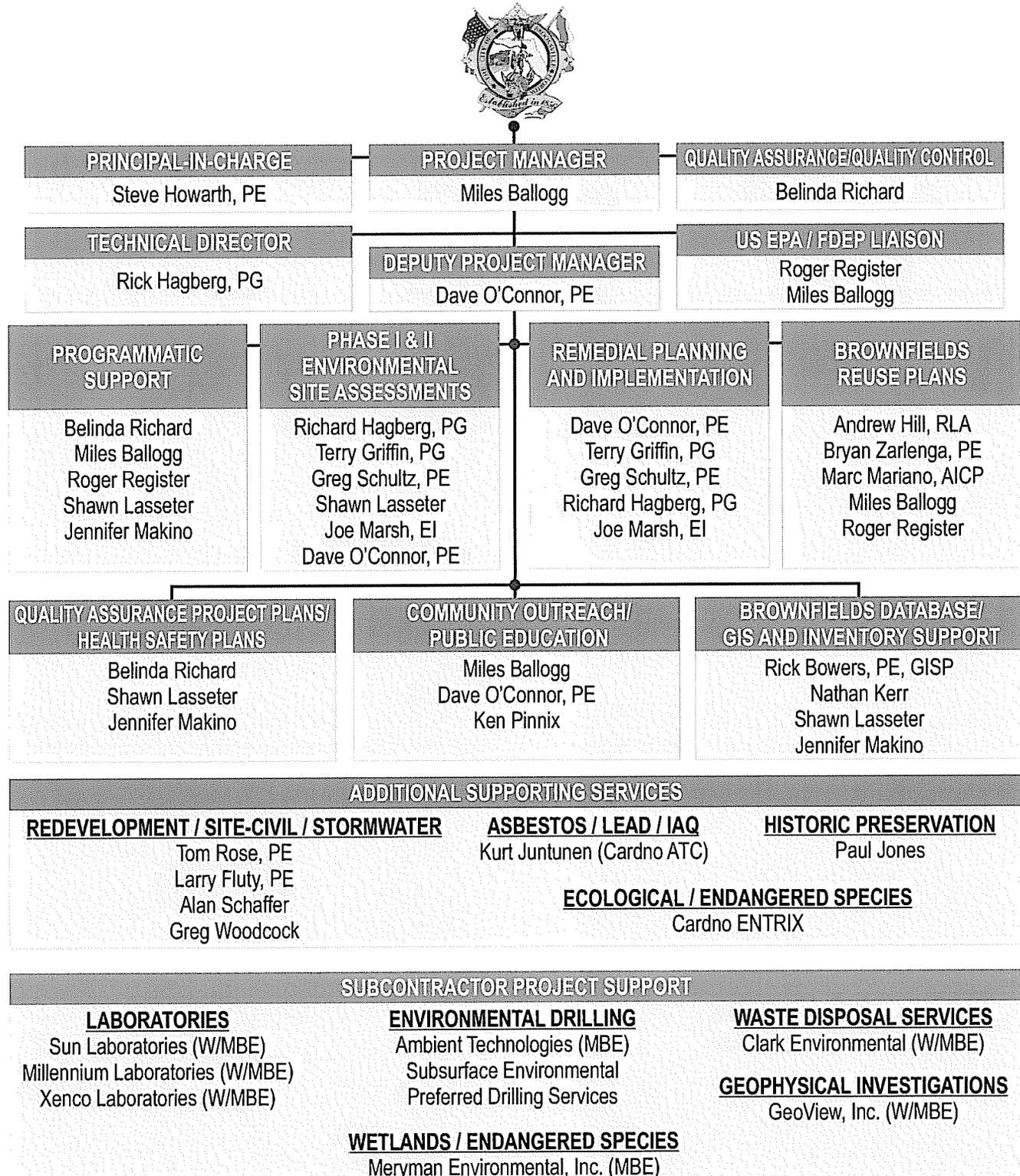
**Key Services**

- > Concept Planning
- > Land Use and Zoning Analysis
- > Demographic and Market Analysis
- > Utility Analysis
- > Density Analysis
- > Transportation Analysis
- > Grants/Incentives Identification
- > Environmental Remediation Analysis
- > Permitting Issues
- > Exhibit Production for Public Outreach and Design Charrettes
- > Review of Local, County and State Regulatory Requirements
- > Opinion of Probable Cost of Redevelopment
- > Plan Implementation Strategies



## Section 3: Key Staff Assigned to Project

Our Project Team offers significant experience with Brownfields programmatic support, environmental assessment, community planning and outreach, urban design, and engineering services. This section will illustrate our proposed team organizational structure, summaries of key personnel, and resumes of the individuals that will be instrumental in ensuring your Brownfields Assessment Program is successful.





**Steven Howarth, PE – Principal-in-Charge** ♦ Mr. Howarth is Vice President of TBE's Development, Planning, and Environmental Services Business Unit. He is responsible for integrating Business Unit resources to provide a seamless package of land development services and identifying development and redevelopment opportunities.

- > Registered Professional Engineer
- > Licensed Real Estate Broker
- > Over 23 years of experience in development, planning and environmental projects



**Miles Ballogg – Project Manager** ♦ Miles Ballogg directs Cardno TBE's Brownfield Redevelopment Program. He is responsible for identifying/obtaining Brownfields grant and incentives, assisting municipalities in managing Brownfields programs, and linking public and private sector clients to promote Brownfields redevelopment.

- > 25 years of environmental, brownfield and public health experience
- > 15 Years of Comprehensive EPA Brownfields Assessment, Cleanup, Revolving Loan Fund and Job Training Grant Experience
- > Led one of the most successful municipal brownfield programs in the Country as Director



**David O'Connor, PE – Deputy Project Manager / Remedial Action Planning / Community Outreach** ♦ Mr. O'Connor is responsible for coordination and technical oversight of project activities on environmental, contamination assessment, and remediation projects. He has evaluated proven and innovative technologies for site remediation on both petroleum and hazardous substances sites. David has designed numerous remedial systems, and prepared numerous Remedial Action Plans for clients and regulatory agencies.

- > Registered, Board Certified Professional Engineer
- > Project Engineer on award-winning Brownfields assessment and remediation projects
- > Over 15 Years Environmental Experience for Public & Private Sectors
- > Responsible for more than 50 environmental assessment and remediation projects
- > Site assessment reports, pilot testing protocol and test reports, and remedial action plans



**Kenneth Pinnix – Community Outreach/Public Education** ♦ Mr. Pinnix is responsible for Project Management, Client Services and Business Development in Northeast Florida. He supports Cardno TBE's Development and Environmental Services initiatives throughout Florida.

- > More than 10 years of Brownfields experience
- > 22 years of project management, research and consulting experience
- > Administrator of City of Jacksonville Brownfields Program
- > Extensive community outreach and effective community engagement activities for community driven redevelopment
- > Led City of Jacksonville's designation as an EPA Brownfields Environmental Justice Showcase Community (one of ten nationally)
- > Past President of the Florida Community Development Association.



**Roger Register – EPA/FDEP Liaison / Programmatic Support / Reuse Plans** ♦ Mr. Register, a 15-year veteran of the Florida Department of Environmental Protection (FDEP), serves as Cardno TBE's liaison to state brownfield and environmental programs in the Southeast. He manages local brownfields programs and facilitates development of brownfield opportunities.

- > Former Head of FDEP State Brownfield Program
- > Rule Manager and Technical Advisor to FDEP's Contaminated Cleanup Rules
- > 22 years of environmental management experience
- > Leader in Florida brownfield legislation
- > Licensed Real Estate Sales Associate
- > Past President of the Florida Brownfields Association





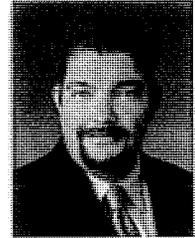
**Rick Hagberg, PG – Technical Director** ♦ Mr. Hagberg oversees all of Cardno TBE's Environmental Services including those related to contamination assessments, remedial design, and environmental construction activities.

- > Registered Professional Geologist
- > Over 28 Years Environmental Experience for Public & Private Sectors
- > Brownfield, FDEP, EPA, Project Experience
- > Petroleum site remediation specialist



**Mr. Gregory Schultz, PE – Environmental Site Assessments / Remedial Planning** ♦ Mr. Schultz is a professional engineer responsible for coordination of remedial project activities and communication. His combination of experience and project management skills are used to present cost-effective, timely work products to both public and private sector clients. Greg has a redevelopment oriented approach to solving Brownfield projects.

- > Registered, Board Certified Professional Engineer
- > Over 18 Years Environmental Experience for Public & Private Sectors
- > Project Engineer on award-winning federal and state Brownfields assessment and remediation projects



**Belinda Richard – Quality Assurance/Quality Control/Programmatic Support / QAPPs/HSPs** ♦ Ms. Richard supports Cardno TBE's Brownfields and Environmental Programs by assisting public and private sector clients with Brownfields Grants, land redevelopment, and assessment & remediation; specifically in environmentally-blighted areas. She also serves as the Quality Assurance Officer and is responsible for maintaining data quality on Brownfields and Environmental projects.

- > Over 14 years of environmental project experience
- > Completed of over 175 Quality Assurance Management Plans and Quality Assurance Project Plans
- > Assisted EPA Region IV in the development of new Brownfields Quality Assurance Policy
- > Experienced in federal and state regulatory requirement compliance



**Terry Griffin, PG – Site Assessment / Remedial Planning** ♦ Mr. Griffin has over 30 years of experience performing geologic and hydrogeologic assessments throughout Florida and the Southeast. He has managed numerous site characterization and remediation programs within agency programs, including state consent orders and brownfields programs (Florida and EPA). Mr. Griffin has obtained industrial and individual water use permits (NPDES discharge, wastewater discharge, solid waste management, and RCRA operating/closure) for both private and municipal clients.

- > Registered Professional Geologist (4 states) and Ground Water Professional (NGWA)
- > Managed 100's of Complex Site Characterization and Remediation Programs
- > Has performed Risk Based Corrective Actions
- > Worked on permitting, characterization, and remediation of solid waste management facilities (landfills), both hazardous and non-hazardous



**Shawn Lasseter – Brownfields Programmatic Support** ♦ Ms. Lasseter supports Cardno TBE's Brownfields and Environmental Programs by performing environmental services to public and private sector clients with an emphasis on environmentally-blighted areas.

- > 14 years of environmental project experience
- > Completed over 300 Phase I and numerous Phase II assessments
- > Project Manager for brownfields and environmental assessments
- > Assisted EPA with ACRES presentations at Grantee Workshops
- > Project Manager for FDEP pre-approval site assessments
- > Experienced in Federal and State regulatory requirement compliance





# Miles Ballogg

**Current Position**  
Grants / Brownfields  
Administration and  
Compliance

**Profession**  
Brownfields and  
Economic  
Development Director

**Years' Experience**  
26

**Joined Cardno**  
2003

**Education**  
BA / Environmental  
Science and Biology

**Professional  
Qualifications**  
EPA Region IV  
Brownfields Award for  
Outstanding Program  
Performance

## Summary of Experience

Mr. Ballogg serves as the Brownfields and Economic Development Director for Cardno TBE. He assists public and private sector clients with land redevelopment programming, assessment and remediation, specifically in environmentally-blighted areas. Miles has been involved in the implementation of both Federal and state brownfields programs for over 15 years.

## Key Project Experience

### *Brownfields Program Management*

- > Provides programmatic support, technical assistance and project coordination for numerous Brownfield Redevelopment Projects utilizing EPA Assessment, Cleanup and Revolving Loan funding.
- > Provides comprehensive Project Management for EPA Brownfields programmatic support for Cities of Clearwater, Cocoa, Tampa, Treasure Coast Regional Planning, Pinellas County, City of Winston- Salem NC, Metropolitan Planning and Development Agency (Nashville TN).
- > Provides comprehensive Brownfields Consulting Services and programmatic support for over 25 clients including government agencies, non-profits and private sector developers to facilitate the transformation of environmentally impaired properties into end uses that are beneficial to the community.
- > Assisted in the development of the Local Brownfields Redevelopment Programs for the City of Clearwater, Pinellas County and East Tampa Redevelopment Area.
- > Assisted in the development of Brownfields Site Rehabilitation Agreements for Tampa Shipbuilders and Repair, Greenwood Community Health Resource Center, Banc of America Riverfront Project, Banc of America Encore Project, City of Tampa 12th Street Yard, Dimmitt Property, Northwood Redevelopment Area (Anchor Project) and Clearwater Automotive Salvage Yard.
- > Assisted with Local Government State Brownfields Area Designations including STAR Center, Lealman Brownfields Area, City of Clearwater Brownfields Area, Banc of America- Riverfront Project, City of Tampa 12th Street Yard, City of Cocoa Brownfields Area and Banc of America -Encore Project.
- > Obtained one of 10 nationwide EPA One Cleanup/Land Revitalization Designations for Pinellas County for the Cross Bayou Watershed.
- > Obtained one of two EPA Region IV Brownfields Petroleum Corridor Designations for the Sarasota/Manatee County Metropolitan Planning Organization - Tamiami Trail Scenic Highway
- > Facilitated the award of one of three nationwide NOAA Portfields Designations for the Tampa Port Authority.

## Professional History

- > Provides extensive Brownfields Cleanup Revolving Loan Fund Assistance to local governments throughout the Southeastern United States including - City of Clearwater, Hillsborough County and Treasure Coast Regional Planning Council.
- > Issued first Brownfields Cleanup Revolving Loan Fund Letter of Commitment (BCRLF) in EPA Region IV.
- > Assisted Hillsborough Community College in obtaining of \$200,000 Brownfields Cleanup Revolving Loan Funds from Hillsborough County Brownfields program for expansion of its existing campus.

### *Technical Project Management*

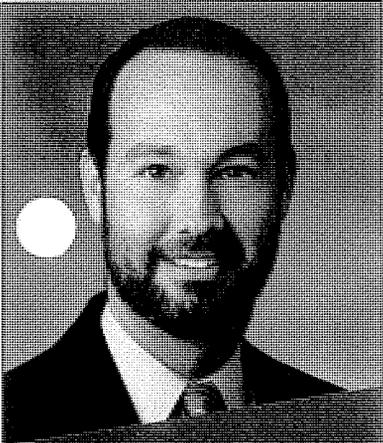
- > Project Director/Manager for over 450 Brownfields Site Assessment and Cleanup projects.
- > Serves as EPA /FDEP liaison for local governments & provides technical assistance pertaining to Brownfields Assessment and Brownfields Cleanup and Brownfields Cleanup Revolving Loan Fund Grant requirements and Quality Assurance issues.
- > Developed Quality Assurance Management Plans (QAMP) for Pinellas County, City of Tampa, City of Clearwater, City of St. Petersburg and the Treasure Coast Regional Planning Council.
- > Assisted in the development of various EPA and/or Quality Assurance Project Plans (QAPP's) for the City of Clearwater & Tampa projects including - Joe DiMaggio Field, Phillip Jones Field, Clearwater Automotive & Community Sports Complex, Tampa Shipbuilders & Tampa Scrap.
- > Provided Area-wide Identification of potential Brownfields Sites and conducted Brownfields Inventories within the Cross Bayou Watershed and Lealman Communities within Pinellas County, Clearwater Brownfields Area, City of Cocoa, City of Tampa and the Treasure Coast Regional Planning Council planning area.
- > Assisted with Brownfields Targeted Site Assessment Applications for the City of Clearwater, City of St. Pete Beach, Tampa Port Authority and City of Tampa.
- > Project Manager for EPA Funded regional Public Health Monitoring Plan for the City of Clearwater and City of Tampa.

### *Redevelopment Assistance*

- > Assisted Banc of America with State and Federal Brownfields redevelopment designations and grant funding for proposed \$50 million mixed use Riverfront and \$600 million Encore Project.
- > Provided environmental and Brownfields oversight for the development of a \$16 million residential town home project on a former auto dealership property.
- > Assisted private sector client in receiving first Florida Brownfields Loan Guarantee for an \$11 million Urban Infill (Publix) Shopping Center.
- > Identifies Potential Brownfields Redevelopment Opportunities/Incentives for Private Sector Clients.

### *Grant Funding and Support*

- > Serves as Brownfields Consultant and regulatory facilitator for municipal clients pertaining to State and Federal Brownfields Redevelopment Grants.



## David O'Connor, PE, BCEE

**Current Position**  
Remedial Planning

**Profession**  
Environmental Engineer

**Years' Experience**  
16

**Joined Cardno**  
2000

**Education**  
BS / Environmental  
Engineering

**Professional  
Registrations**  
Professional  
Engineer

FL #56803  
NC #028151  
TN #110694  
MS #17603

**Professional  
Affiliations**  
FES, WEF, AAEE,  
ASCE, AWWA

### Summary of Experience

Mr. O'Connor is Assistant Director/Senior Project Manager in the Water/Wastewater Group. Mr. O'Connor has more than 16 years of experience in assisting clients in the planning, design, permitting, and construction management of water, wastewater and reclaimed water projects. He has significant experience with the master planning, permitting, and design of water and wastewater pumping stations, gravity and pressure pipelines, sewer rehabilitation, and treatment plant improvements. Mr. O'Connor also has extensive experience with the development of remedial action plans for sites with petroleum, metals, and solvents impacted soil and groundwater.

Mr. O'Connor has managed numerous master planning, design, and construction projects ranging from small-scale modifications to multi-million dollar capital improvement projects. He has most recently served as Project Manager for the design, permitting, and construction management of \$70M of capital improvement projects for Hernando County including a 6MGD wastewater treatment plant, 1.5 MGD master and booster wastewater pumping stations, and over 22 miles of force main and reclaimed water mains.

Mr. O'Connor is a Board Certified Environmental Engineer (BCEE) who is specialty-certified in the areas of water supply and wastewater engineering. The Academy's certification is accredited by the Council of Engineering and Scientific Specialty Boards.

### Significant Projects

*Various Clients/Locations, FL  
Environmental Assessment/Remediation*

Project Engineer responsible for 50+ environmental assessment and remediation projects involving a variety of contaminant types. Responsible for use of streamlined assessment methodologies and innovative remedial technologies. Prepared site assessment reports, pilot testing protocol and test reports, and Remedial Action Plans. Responsible for 30+ remedial construction projects including construction oversight. Several projects have been issued a Site Rehabilitation Completion Order (SRCO).

Pilot testing and remediation technologies include:

- > Source removal (excavation)
- > Groundwater recovery and treatment
- > Soil vapor extraction, multi-phase extraction
- > Air sparging/biosparging
- > Chemical oxidation, bioaugmentation, and biostimulation
- > Horizontal remediation wells
- > Mobile intermittent treatment
- > Passive vapor venting

Professional History

*Various Clients/Locations, FL  
Brownfields Redevelopment Services*

Project engineer for Brownfield revitalization programs for both private and public sector clients. Major clients/projects include.

- > Clearwater Automotive - Clearwater
- > Seaport at Channelside - Tampa
- > Atherton Oil – St. Petersburg
- > Joe DiMaggio Sports Complex – Clearwater
- > Wolfe Property - Clearwater
- > Jack Russell Stadium – Clearwater
- > Brighthouse Networks Field – Clearwater

*Seaport Town Centre, LLC  
Seaport Channelside Redevelopment. Tampa, FL*

Project Engineer for Brownfields site assessment and remediation activities. Former vehicle maintenance facility for the City of Tampa is being redeveloped under the Brownfields program as a mixed use 400+ unit residential property. Brownfields Site Assessment Reports (BSARs), Interim Source Removal Plans (ISRPs), Brownfields Remedial Action Plans (BRAPs), and Post-active Remediation Monitoring (PARM) reports have been submitted and approved by the FDEP. Extensive soil excavation and removal has been performed, including groundwater recovery and treatment as part of the source removal activities. Industrial wastewater permits have been obtained for de-watering discharge and appropriate notifications have been made to address offsite impacts. An SRCO with institutional controls on groundwater is being sought for this site. Assessment and remediation costs have exceeded \$3,500,000.

*Hernando County, FL  
Former Fleet Maintenance Facility Redevelopment and Remedial Action Plan*

Project Engineer for Redevelopment Feasibility Report and Remedial Action Plan for Hernando County Department of Public Works Former Fleet Maintenance Facility. Feasibility study included evaluation of redevelopment alternatives that would be economically viable and a benefit to the community. Remedial Action Plan included use of Engineering Controls/Institutional Controls for a risk management based remedial approach. Other approaches include soil excavation of arsenic impacted soils and chemical oxidation of groundwater impacts.

*City of St. Petersburg, FL  
Fleet Maintenance Fueling Upgrades*

Project Engineer for various improvements to Maintenance Fueling Facility. Improvements include replacement of underground diesel fueling, construction of unleaded underground storage tank, construction of above ground diesel fueling storage, piping, and dispensing.



# Ken Pinnix

**Current Position**  
Community Outreach

**Profession**  
Branch Office Manager  
and Project Manager

**Years' Experience**  
22

**Joined Cardno**  
2011

**Education**  
MS / Biology /  
Microbiology

BS / Zoology

**Professional  
Qualifications**  
Member & Board of  
Directors - Florida  
Brownfields  
Association

Past President &  
Chairman - Board of  
Directors - Florida  
Community  
Development  
Association

Past President &  
Current VP of  
Development - 100  
Black Men of  
Jacksonville, Inc

## Summary of Experience

Mr. Pinnix is the Branch Manager the Jacksonville, Florida office. He is responsible for Project Management, Client Services, and Business Development in the Northeast Florida area. Ken has extensive experience in brownfields redevelopment, municipal consulting, economic development, community outreach, and program management.

He was most recently Manager of the Brownfields, Historic Preservation & Community Planning Group, Community Planning Division for the City of Jacksonville. He served as facilitator/leader of the Jacksonville Brownfields Coalition and was instrumental in the Brownfields program's recognition as one of ten (10) US Environmental Protection Agency's National Environmental Justice Showcase Communities.

## Key Project Experience

*City of Jacksonville, Florida Brownfields Program*

**Manager – Historic Preservation & Administrator - Brownfields Redevelopment Program.** Responsible for the effective operation of the City's Historic Preservation Program as well as continued execution and expansion of the City's Brownfields Initiative. Lead the Brownfields Redevelopment Program's expansion and integration with other economic/community development initiatives/programs within the City and Region. Program cited by EPA for effective community outreach & involvement and led successful coalition building among neighborhood organizations.

- > Served as City's consultant on economic incentives and environmental liability issues related to Brownfields Economic Redevelopment.
- > Managed EPA Brownfields Revolving Loan Fund Program, Assessment, Cleanup, and Environmental Justice Small Grants.
- > Lead Brownfields Program recognition as one of 10 EPA Environmental Justice Showcase Communities nationally.

**Division Chief & Brownfields Program Manager.** Appointed by Mayor in 2003 and served as Chief for the Community Development Division. Responsible for the fiscal management of \$12 M Department of Housing and Urban Development (HUD) funding for Jacksonville's Community Development Block Grant (CDBG) Program; Section 3 Compliance Program; and the Section 108 Loan Guarantee Program.

- > Provided leadership and mentoring to senior staff and overall direction to a division staff of fifteen
- > Served as Authorized City Liaison to HUD for all CDBG Program Activities
- > Director, Brownfields Redevelopment Program



## Roger B. Register

### Current Position

Project Director

### Years' Experience

30

### Joined Cardno

2005

### Education

BS / Petroleum  
Engineering

BS / Business  
Administration  
Management

### Professional Registrations

Licensed Florida Real  
Estate Associate

FL #SL609949

### Professional Affiliations

Florida Chamber of  
Commerce Faculty  
member

Board Member of  
Florida Brownfields  
Association. Past  
President of FBA

Co-Chair of Legislative  
and Policy Committee  
for FBA

Florida Bar Association  
- Environmental Law  
and Land Use Section -  
affiliate member

### Summary of Experience

Mr. Register is the Director and Office Manager for Cardno TBE in Tallahassee, Florida and Atlanta, Georgia where he assists public and private sector clients to facilitate the redevelopment of environmentally impaired properties and the expansion and geographic coverage of all Cardno TBE services in southeastern United States. He has been involved with all aspects of federal and state Brownfields programs for the past twelve (12) years.

Roger previously served as the first Brownfields Liaison for the Florida Department of Environmental Protection (FDEP) where he was responsible for statewide management of the Brownfields Redevelopment Program for over eight (8) years. His knowledge and experience of brownfield related issues benefits clients when redeveloping properties through his technical approach to cleanups and application of federal and state Brownfield incentives and grants. Roger has been instrumental in development and passage of Brownfields legislation and the adoption of the FDEP's risk-based corrective action rules and principles that address contamination at petroleum, dry-cleaning, brownfields and other contaminated sites including application to RCRA sites. Roger was instrumental in negotiating a Memorandum of Agreement with Region IV of the U.S. EPA for RCRA sites choosing to conduct assessment and remediation under the Florida Brownfields program.

He assists clients in preparation of federal Brownfields grant applications including Assessment, Cleanup and Brownfields Cleanup Revolving Loan Fund. Through his assistance the City of St. Marks, FL received one of only ten RE:Powering America's Land grants for the St. Marks Solar PV project in 2009.

Roger is past president (2008) of the Florida Brownfields Association and served as president-elect in 2007. He resided on the board of directors from 2007-2011 and co-chairs the FBA's Legislative and Policy Committee. He has contributed on several occasions to articles published in the Brownfields News, a publication of the National Brownfields Association (NBA) and the Florida Engineering Society. Roger has spoken and served on numerous panels at national and state Brownfield conferences and workshops.

### Significant Projects

- > Former St. Marks Refinery Demolition and Phase I/II ESAs - St. Marks, FL
- > Spirokote RCRA site, Orlando, FL
- > Former Fisherman's Market - Horseshoe Beach, FL
- > Harvey Smith Commercial/Cairo Manufacturing - Cairo, GA
- > Gaines Street Corridor Brownfield Area - Tallahassee, FL

Professional  
Affiliations (cont'd)  
Florida Redevelopment  
Association

Georgia Brownfields  
Association

National Brownfields  
Coalition

National Brownfields  
Association

Professional History

- > Avion Park of Westshore Project - Tampa, FL
- > Anderson Service Station Property - Washington, GA
- > Former Clyde Morris Landfill Site - Daytona Beach, FL
- > William Lofts Site - Daytona Beach, FL
- > Former Ball Container Facility - Tampa, FL
- > Former Runyan Ship Yards - Pensacola, FL
- > ENCORE Redevelopment Project - Tampa, FL

### **Brownfields Project Management**

Assisted in securing over \$12.95 million in EPA Brownfields grant funding from 2008 – 2011 for Florida clients.

*Various Locations, Southeast US*

Project Manager for communities receiving US EPA Brownfields grants including assessment, cleanup and revolving loan fund: cities of Daytona Beach, Ft. Walton Beach, Tallahassee, and St. Marks, counties of Dixie Escambia, and Gadsden, West Florida Regional Planning Council, Cairo-Grady County, Georgia Joint Development Authority, and the city of Washington, Georgia.

*Former Ball Container Facility, Circle Tampa Ventures, LLC, City of Tampa, FL*  
Assistant Project Manager. A former aluminium can manufacturing facility has been redeveloped under the state Brownfields program as a high-end apartment complex with a man-made 5-acre lake. Assistant project manager for Brownfield Area Designation and negotiation of Brownfield Site Rehabilitation Agreement, completing the final environmental assessment activities for the site, removing and disposing of impacted soils, and negotiating the first Site Rehabilitation Completion Order (SRCO) with institutional controls (ICs) that has been granted by Hillsborough County Environmental Protection Commission.

*Avion Park of Westshore, Tampa, FL*

Project Director. McKibbon Hotel Management, Inc. This Brownfield area encompasses an 18 acre site in the heart of Tampa's Westshore Business District. The ultimate development will be to include new office and retail investments that will merge with the three hotels already in place. Mr. Register performed assessments at the site as well as determining incentives associated with developing this property. Incentives included voluntary cleanup tax credits (VCTC) as well as job bonus refunds and grant funding for assessment and cleanup.

### **Publications and Awards**

- > "Brown is the New Green: Sustainable Design on Brownfields Coming into Vogue", Florida Engineering Society Journal, May 2008, co-authored.
- > "If it Works, Support It: Brownfields Proven to be an Economic Stimulus for the Short and Long Term", Florida Engineering Society Journal, February 2009.
- > "Maximizing State and Federal Funding to Develop Brownfields Projects", Florida Engineering Society Journal, February 2010, co-authored.
- > 2010 Southern Marketing Professional Society – National Marketing Communication Award – Feature Writing, "Brown is the New Green: Sustainable Design on Brownfields Coming into Vogue", Florida Engineering Society Journal, May 2008.



## Rick Hagberg, PG

**Current Position**  
Director of  
Environmental Services

**Profession**  
Hydrogeologist

**Years' Experience**  
28

**Joined Cardno**  
2000

**Education**  
BS / Geology /  
Hydrogeology

**Professional  
Registrations**  
Professional  
Geologist

FL #1958  
MS #0585  
TN #5218  
AL #475  
NC #C-474

**Professional  
Affiliations**  
Florida Brownfields  
Association

National Water Well  
Association

[www.cardno.com](http://www.cardno.com)

### Summary of Experience

As Manager of Cardno's Environmental Services Group, Mr. Hagberg directs all of Cardno's Environmental Services projects. He has extensive experience in industrial and hazardous waste assessment and remediation, including management of private and public sector projects. His project experience includes site assessment, environmental construction and remediation, industrial, petroleum, sanitary, and hazardous waste investigation and treatment, operational and transactional audits, training programs, permitting, and multimedia field sampling.

### Significant Projects

*Various Clients/Locations, FL*  
*Phase I and Phase II Environmental Site Assessments*

Serving as Technical Director/Senior Project Manager on over 3,500 Phase I ESAs and Phase II site assessments, including Brownfields, RCRA, CRCLA, and UST sites, prepared in accordance with ASTM Designation: E 1527-00 and ASTM E 1903-97, FAC 62-785 and 62-780 for major clients throughout the Florida and the Southeast.

*Various Clients/Locations, Nationwide*  
*Brownfield Related Environmental Site Assessments*

Serves as Technical Director for site assessment and remedial activities on over 350 potentially impacted sites located within Brownfield Redevelopment Target Areas in Florida and the southeast including; Tampa Port Authority, Hillsborough County, City of Tampa, Pinellas County, City of St. Petersburg, City of St. Pete Beach, City of Ocala, City of Cocoa, Pensacola, Ft. Walton Beach, Tallahassee, Dixie County, Daytona Beach, Seminole Tribe of Florida, Ft. Lauderdale and numerous sites within Treasure Coast Florida Regional Planning Council's five (5) county region and Escambia County's Brownfield Services General Engineering contract. Brownfield Assessment activities include AAI compliant ASTM Phase I/II ESAs, Brownfield Site Assessment Reports (BSAR), soil and groundwater remedial alternative analysis and remedial action planning (RAPs), regulatory negotiations and implementation of FAC 62-785 RBCA risk-based remedial strategies and Analysis of Brownfields Cleanup Alternatives (ABCA's).

*Hillsborough County, FL*  
*General Environmental Services*

Senior Hydrogeologist for County general environmental services. Responsibilities include environmental assessments, storage tank removal and design, remedial action plans, remedial construction, asbestos consultation/abatement, industrial hygiene services, and toxic and hazardous materials.

## Professional History

### *City of St Petersburg, FL*

#### *General Environmental and Brownfields Consulting Services*

Mr. Hagberg serves as Technical Director and Sr. Project manager for an on-going contract with the City of St. Petersburg for Petroleum and Hazardous Materials Consulting, Storage Tanks/Facilities Design, Testing, Assessment, Remediation Design, and Construction-Related Services, through an existing general engineering contract (CEG). Mr. Hagberg has served in this role for this contract since 1998. During this time period, Mr. Hagberg has conducted numerous petroleum storage site assessments, source removals, storage tank design services and emergency responses at nearly all of the City's major facilities including Fleet Maintenance facility, all three waste water treatment/reclamation facilities, Police Headquarters, The Pier, Dali Museum, Bayfront Center, Albert Whitted Airport, Sunken Gardens and the Coliseum.

### *City of Clearwater, FL*

#### *Brownfields Assessment / Management Services*

Cardno is an on-going Brownfields Consultant to the City of Clearwater for Environmental Engineering Services. As Technical Director for the contract, Mr. Hagberg has managed and/or provided technical oversight on over 25 Phase I/II ESA's, FDEP site assessment/remedial projects, Brownfields Site Assessments Reports (BSAR's), source removals, storage tank design services and emergency responses at the City's Parks and Recreation Maintenance Facility, Jack Russel Stadium, Joe DiMaggio Fields, Brighthouse Stadium, City's municipal airport, City owned landfills and other miscellaneous sites.

### *Pinellas County, FL*

#### *Pinellas County Brownfields Services*

Technical Project Director for services provided to the Pinellas County Brownfields Program. Cardno has been providing Brownfields Programmatic Assistance to Pinellas County since 2003 and was instrumental in the initial development of the program. Cardno provided technical support to assist in the development of program documents establishing the County Brownfields Program. Cardno has also served as an approved Brownfields Site Assessment Consultant since 2005. Cardno has worked closely with Pinellas County to obtain \$400,000 in EPA Brownfields Assessment funding and over \$90,000 in EPA One Cleanup/Land Revitalization

### *Treasure Coast Regional Planning Council (TCRPC)*

#### *EPA Brownfields Hazardous Materials and Petroleum Assessments Grants, Stuart, FL*

Cardno is an ongoing Brownfields Redevelopment Consultant to the Treasure Coast Regional Planning Council. As Cardno's Technical Director Mr. Hagberg has managed or provided technical oversight of petroleum/hazardous materials site assessments, storage tank/source removals and closures, programmatic support and inventories. Major projects completed under this task-order based contract to date include over a dozen site assessments, storage tank assessment and source removal projects, landfill redevelopment feasibility study and redevelopment of a former waste water treatment plant into a municipal waterfront park.



## Greg Schultz, PE

**Current Position**  
Senior Environmental  
Engineer

**Profession**  
Environmental Engineer

**Years' Experience**  
18

**Joined Cardno**  
2000

**Education**  
BS / Environmental  
Engineering

**Professional  
Registrations**  
Professional  
Engineer

FL #57587  
GA #033089  
AL #31528-E  
TN #00110807  
NC #02813  
MS #18697  
KY #27620  
SC #28536

**Professional  
Affiliations**  
Florida Brownfields  
Association

**Tampa Bay Area  
Association of  
Environmental  
Professionals**

[www.cardnoTBE.com](http://www.cardnoTBE.com)

### Summary of Experience

Mr. Schultz is responsible for coordination of project activities and communication with clients on environmental, contamination assessment, remediation, and brownfields redevelopment projects. His combination of experience and project management skills are used to present cost-effective, timely work products to both public and private sector clients.

### Significant Projects

*Various Locations, Nationwide  
Phase I and Phase II Environmental Site Assessments.*

Serving as Project Manager on over 1200 Phase I ESAs and Phase II site assessments. Clients have included:

- > U.S. Navy
- > Lincoln Property Co.
- > Pinellas Suncoast Transit Authority
- > Greyhound (Nationwide sites)
- > Congress Financial
- > Highwoods Properties
- > Sante Fe Community College
- > Gainesville Regional Utilities
- > City of Clearwater
- > Nations Bank
- > Foothill Capital
- > Bank of America
- > Hillsborough County, FL
- > Hunter Oil Company
- > City of St Pete Beach, FL
- > City of Tampa, FL
- > Trammel Crow
- > City of Seminole, FL
- > SCANA/PSNC-NC
- > City of Oldsmar, FL
- > AmSouth, FL
- > City of Largo, FL
- > JC Penney
- > Discount Auto Parts (Nationwide sites)
- > Lincoln – Harris Company (Multiple sites)
- > Ocean Highway and Port Authority of Nassau County

*Treasure Coast Regional Planning Council, FL  
Brownfields Assessment / Management Services.*

Senior Environmental Engineer/Project Manager for services provided to the Council's Brownfields Program. Mr. Schultz provides technical oversight and management of Cardno TBE's site assessment and remediation consulting services. Activities have included assessment and remediation of numerous contaminated petroleum sites. Amongst others, sites have included Anchorage Park (Village of North Palm Beach), Northwoods Redevelopment Area (West Palm Beach Redevelopment Agency), Pahokee Plaza (Pahokee), Pro Boats Site (Stuart), Former Fina Station (Belle Glade), and Lake Worth Landfill (Lake Worth).

## Professional History

### *Fort Pierce, FL*

#### *Brownfield Site Assessment of the former H.D. King Power Plant.*

Activities included review of historical site assessment data and preparation of an Analysis of Brownfields Cleanup Alternatives (ABCA), Quality Assurance Project Plan (QAPP), Community Relations Plan (CRP), Interim Source Removal (ISR) Plan and ISR Report. Contaminants of concern included both petroleum- and hazardous substance-related impacts. Approximately 453 tons of contaminated soil was removed for off-site disposal during the initial phase of ISR activities, which were funded by a sub-grant from the Treasure Coast Regional Planning Council (TCRPC). Additional delineation and source removal activities are on-going.

### *Various Locations, Florida*

#### *State of Florida-funded pre-approval and Preapproved Advance Cleanup (PAC) sites.*

Project Manager for numerous PAC sites throughout the State. Projects include assessment and remedial design. TBE was one of the first consultants in the State to work under the State Pre-approval program. Major project sites include:

- > Minnie's Garage, Brooksville – Assessment/Remedial design for bioremediation and Air Sparge / Soil Vapor Extraction (AS/SVE)
- > Cox Lumber, Ruskin – Assessment / Remedial design for excavation and dewatering system
- > Presco Food Store, Bowling Green – Ongoing contamination assessment
- > Clearwater Fleet Maintenance PAC site, Clearwater – Dewatering and excavation of ±2,600 tons of petroleum contaminated soil
- > Indiantown Telephone– Indiantown – Remediation and post-remediation monitoring completed
- > SM Wall Construction – Gainesville – Assessment/Remedial design for air sparging/SVE system
- > HandyWay #1416 Convenience Store – Orange Heights – Contamination Assessment
- > Kellies Minit Stop #2 Convenience Store – Hawthorne –Assessment/Remedial Design for AS/SVE
- > Dixie Oil Company Store #515 – Micanopy – Operation, Maintenance & Monitoring of system
- > Suwannee Swifty Convenience Store #227 – Gainesville –Assessment / Remediation by excavation
- > Sid Meyer Insurance Company – Gainesville – Free Product Recovery
- > Former Standridge Property – Clearwater – Supplemental Site Assessment and PAC application

### *City of Tampa, FL*

#### *Brownfields Services.*

Project Manager responsible for performing EPA Brownfields/ASTM Phase I site assessments utilizing EPA Brownfield Site Assessment Funding for the following Tampa projects: Musselman Steel Project, Former Tampa Export Scrap Yard, and Tampa Bay Shipbuilding.



## Belinda Richard

**Current Position**  
Quality Assurance/Quality Control / Brownfields Programmatic Support

**Profession**  
Environmental Specialist

**Years' Experience**  
14

**Joined Cardno**  
2005

**Education**  
BS / Environmental Engineering

**Professional Affiliations**  
Florida Brownfields Association. Former Board Member

**Tampa Bay Area Association of Environmental Professionals**

### Summary of Experience

Ms. Richard serves as a Brownfields & Redevelopment Coordinator and Quality Assurance Officer. She assists public and private sector clients with land redevelopment, and assessment and remediation; specifically in environmentally-blighted areas.

### Significant Projects

*Brownfields and Redevelopment Coordinator. Tampa, FL*

- > Assisted EPA Region IV in the development of their new Quality Assurance Policy.
- > Completed EPA Quality Assurance Project Plans (QAPP) for the East Tampa Community Redevelopment project, City of Plant City, City of Ocala under the Renew Ocala program, City of Cocoa, Pinellas County Economic Development, Seminole Tribe of Florida, Treasure Coast Regional Planning Council Western Piedmont Council of Government, Metropolitan Development and Housing Agency, Winston Salem, St. Marks, Dixie County, Central Florida Regional Planning Council, Cairo-Grady, West Florida Regional Planning Council, and City of Clearwater Brownfields program. Ms. Richard has completed over 175 EPA approved QAPP documents.
- > Completed EPA Generic QAPP documents for the Cities of Plant City, Clearwater, Tampa, Daytona, and Cocoa, the counties of Dixie, Grady, Clay, and Escambia, and Central Florida, Treasure Coast, and West Florida Regional Planning Councils.
- > Coordinated Brownfields Inventory and GIS database projects for the Seminole Tribe of Florida, Central Florida Regional Planning Council, East Tampa Community Redevelopment Area, City of Tampa, City of Clearwater, Pinellas County, Pasco County and City of Cocoa.
- > Assisted in the development of the Brownfields Site Rehabilitation Agreements with the Florida Department of Environmental Protection for the City of Clearwater, City of St. Petersburg, City of Pahokee, and West Palm Beach CRA.
- > Completed numerous Phase I & II Environmental Site Assessments for various clients throughout Florida including Cox Lumber, Banc of America, Seminole Tribe of Florida, Pinellas County Economic Development, Treasure Coast Regional Planning Council, and the Cities of Clearwater, Ocala, Tampa, Cocoa, and Temple Terrace.
- > Has provided or provides EPA Programmatic support including Quarterly Reporting, MBE/WBE, and financial reporting to various clients throughout the State of Florida including: City of Cocoa, City of Clearwater, City of Tampa, City of St. Marks, City of Daytona Beach, City of Ocala, Clay County, Dixie County, Cairo-Grady County, Escambia County, Pasco County, Central Florida Regional Planning Council, Treasure Coast Regional Planning Council and Sarasota/Manatee MPO.



## Terry Griffin, PG, CGWP

**Current Position**  
Senior Hydrogeologist  
**Profession**  
Professional Geologist  
**Years' Experience**  
30  
**Joined Cardno**  
2004  
**Education**  
MS / Hydrogeology  
BS / Geology  
**Professional Registrations**  
Professional Geologist  
FL #135  
TN #2190  
KY #635  
AL #862  
**Certified Groundwater Professional**  
AGWSE #350  
**Professional Affiliations**  
Association of Groundwater Scientists and Engineers  
Florida Association of Environmental Professionals  
Florida Bar Association - Environmental Land Use Law

[www.cardno.com](http://www.cardno.com)

### Summary of Experience

Mr. Griffin has over 30 years of experience conducting geologic and hydrogeologic investigations. As a senior project manager with Cardno, Mr. Griffin's responsibilities include the management of complex hydrogeologic and groundwater contamination assessment investigations, and remediation activities at numerous locations throughout the Southeastern U.S. He has conducted extensive research of chlorinated solvent assessment and remediation techniques, particularly DNAPL assessment techniques. His duties include management of complete site characterization efforts, remediation strategy development and system design, data evaluation and management, and optimization of ongoing remediation activities. He has extensive knowledge of RCRA and state programs. Mr. Griffin has served as project manager for numerous environmental site assessments and has written RCRA Facility Investigation (RFI) Work Plans and/or Reports, and Corrective Measures Work Plans and Studies for more than 80 solid waste management units. He has also negotiated numerous permits ranging from municipal water supply (numerous wellfields), industrial water use, operation and closure of RCRA regulated units or facilities, and long-term care of municipal landfills. He has also managed the physical closure of such facilities/units.

Mr. Griffin has designed and implemented numerous multi-component remediation programs associated with chlorinated solvent, petroleum hydrocarbon, and heavy metals impacts (including DNAPL remediation). Remediation technologies used include: vertical and deep horizontal recovery wells (trenched and directionally drilled), DNAPL recovery systems, dual-phase extraction systems, air sparge/soil vapor extraction, horizontal air sparge, de-watering and excavation, air stripping, adsorption, stabilization, in-situ chemical oxidation, and monitored natural attenuation. Pilot scale systems have also been tested for six-phase resistive heating, in-situ solidification (ISS), and self-sustaining treatment for active remediation (STAR).

Mr. Griffin's affiliations include the Association of Groundwater Scientists and Engineers, the Florida Association of Environmental Professionals, and the Florida Bar Association's Environmental Land Use Law Section (elected chair of the affiliate member section). He has also been a frequent lecturer at Florida's Environmental Permitting Summer Schools, the Florida Remediation Conference, the Neilsen Field School, and the Battelle Conference on Remediation of Recalcitrant Compounds.

### Significant Projects

- > Spiralkote Flexible Packaging facility, Orlando, Florida (RCRA & Consent Order site)
- > Former Clyde Morris Landfill Site in Daytona Beach, Florida
- > Former Ball Container/Lodges at Lakecrest Apartments in Tampa, Florida

Professional History

- > Seaport Town Center LLC in Tampa, Florida
- > Clearwater Automotive Salvage Yard in Clearwater, Florida
- > Former Misener Marine/City Hall Park Site in St. Pete Beach, Florida
- > Northwood Anchor Site in West Palm Beach, Florida
- > Former Runyan Shipyard in Pensacola, Florida
- > University of South Florida Water Use Permitting
- > Bank of America (Deland and Dunbar facilities)
- > Belleair Municipal Wellfield Management / brackish water desalination
- > CSX Parcel 4 rail corridor

*Seaport Town Centre, LLC*

*Seaport Channelside Redevelopment. Tampa, FL*

Project Manager. Synergy Properties, Inc. Tampa, FL. Responsible for FDEP Brownfields Site Assessment, FDEP Remedial Action Plan and FDEP Interim Source Removal, risk assessment and groundwater treatment activities in accordance with the Florida Brownfields program. This former City vehicle maintenance facility was impacted with petroleum hydrocarbons, select metals, and chlorinated solvents. Nine underground storage tanks were identified and removed and extensive shallow soils were excavated to support subsequent construction activities. Recovery and treatment of impacted groundwater was conducted to support construction of a six-story, 400+ unit apartment complex and parking garage. Coordination of environmental remediation and construction activities was a critical component of this project. Natural attenuation monitoring of residual groundwater impacts is currently underway with conditional site closure anticipated.

*City of Clearwater.*

*Clearwater Automotive Salvage Yard, Clearwater, FL*

Managed site demolition, assessment and soil remediation for this former auto salvage yard and foundry site, including offsite impact delineation and determination of background concentrations of PAH compounds in soil, in support of alternative cleanup target level development for this Brownfields site. Obtained an unconditional SRCO to support residential development on this previously impacted property.

*City of St. Pete Beach.*

*Former Misener Marine/City Hall Park Site, St Pete Beach, FL*

Mr. Griffin managed all aspects of this project, including performance of a site specific risk assessment, site assessment activities, remedial action plan development, source removal and groundwater remediation in accordance with Florida Brownfields Cleanup Criteria Rule Chapter 62-785. The property was a former marine construction site (Misener Marine) and has subsequently been converted to a City park, which includes a swimming pool and open green spaces. Cardno also provided park design, substantial surface water management upgrades and grant support for the remediation project and park design. Post-Active remediation monitoring has been completed and a conditional SRCO was recently issued.



# Shawn Lasseter

**Current Position**  
Environmental  
Assessments /  
Brownfields  
Programmatic Support

**Profession**  
Environmental  
Specialist

**Years' Experience**  
15

**Joined Cardno**  
1992

**Education**  
BS / Business  
Administration /  
Marketing Research  
and Statistics

**Professional  
Affiliations**  
Florida Environmental  
Assessors Association

National Environmental  
Assessment Association

Tampa Bay Area  
Association of  
Environmental  
Professionals

## Summary of Experience

Ms. Lasseter is an environmental specialist with extensive experience in assessment and management of environmental projects. Her project experience includes Phase I/II environmental assessments and contamination assessments.

## Significant Projects

*Treasure Coast Regional Planning Council, FL  
Brownfields Assessment / Management Services*

Responsible for performing EPA/ASTM Brownfield Phase I and Phase II site assessments utilizing EPA Brownfield Site Assessment Funding for 12 TCRPC projects. Properties included:

- > ProBoats Facility, Stuart
- > Highway 27 Site, South Bay
- > Seitsma Property, Jensen Beach
- > MLK Blvd Site, Belle Glade
- > Rio Civic Center, Jensen Beach
- > Tamarind Avenue Site, W Palm Beach
- > TCRPC Office Facility, Stuart
- > Northwood Properties, P Beach County
- > NW 5<sup>th</sup> Street Site, Belle Glade
- > Avenue D Property, Fort Pierce
- > Pahokee Plaza Site, Pahokee
- > Heathcote Gardens Site, Fort Pierce

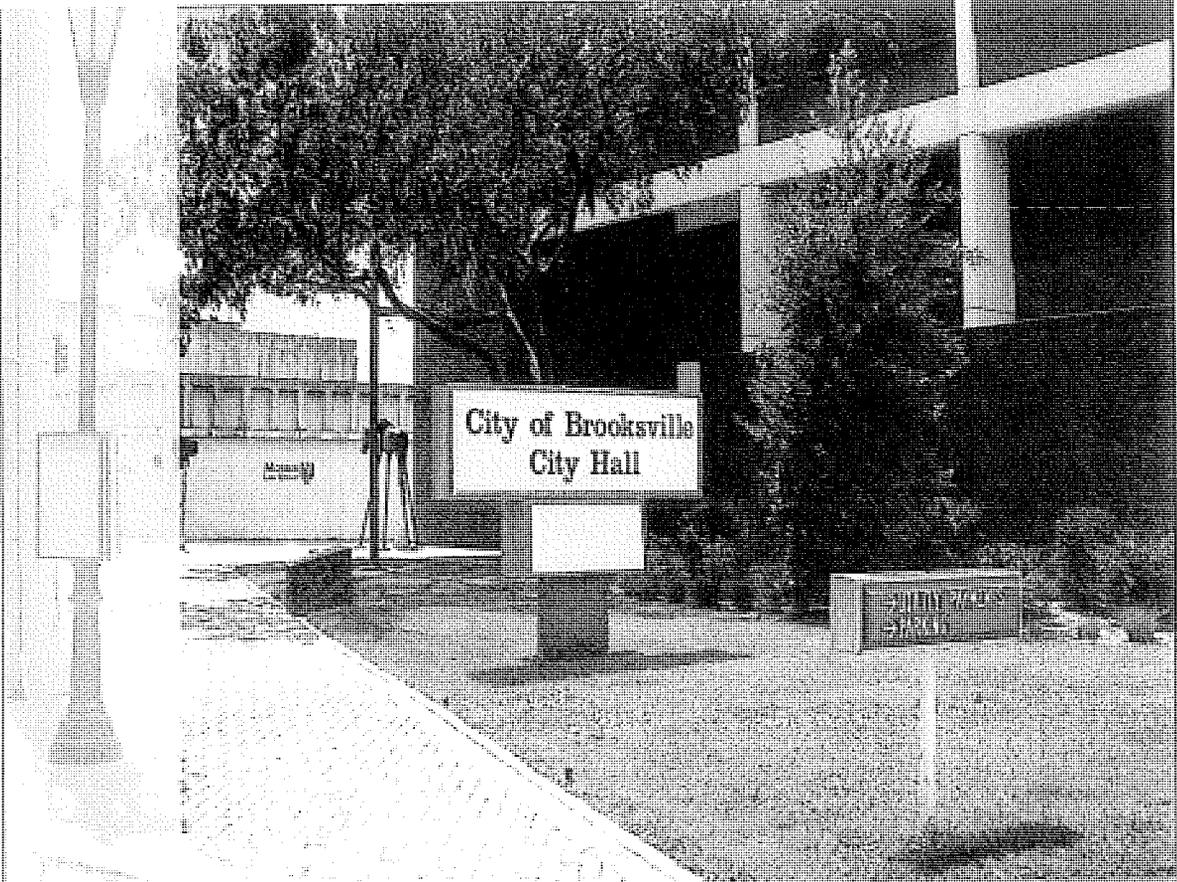
*Phase I and Phase II Environmental Site Assessments, (Various Locations)*

Project Manager for over 400 Phase I/II Environmental Site Assessments for major clients, including:

- > Palm Beach County
- > Central Florida Regional Planning Council
- > City of Clearwater
- > Treasure Coast Regional Planning Council
- > City of Tampa,
- > Mida Group / Barger Construction
- > City of Tallahassee
- > Pinellas County
- > City of St. Marks
- > Pinellas Suncoast Transit Authority
- > City of Plant City
- > Banc of America
- > City of Ocala
- > Sarasota-Manatee MPO
- > City of Washington, GA
- > Pasco County
- > City of Lake Worth, FL
- > Grady County, GA
- > Hillsborough County
- > Dixie County
- > Cox Lumber Company
- > Clay County

*Coordination and Reporting of Asbestos Surveys of Municipal Properties  
Brownfields Programmatic Support, Multiple Clients, FL*

Responsible for assisting with Brownfields Grantees with Quarterly Reports, Site Eligibility Forms, Property Profile forms, and entry into the EPA Acres Database. Representative Clients include: Cities of Tampa, Clearwater, Cocoa, and Treasure Coast Regional Planning Council.



Consultant for Brownfields Assessment Project  
 Request for Qualifications (RFQ) CD2012-05  
 Professional Environmental Consulting Services  
 EPA Brownfields Assessment Program  
 Brooksville, Florida

September 14, 2012



Submitted By:  
 CTC Public Benefit Corporation (PBC)  
 1333 Washington Street, Suite 1000  
 Columbia, South Carolina 29201  
 1-800-846-6001

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## 1.0 Ability of Personnel

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### 1.1 Consultant's Qualifications and Capabilities

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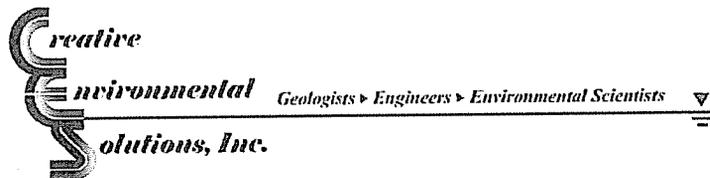
*Public  
Benefit  
Corporation*

**CTC Public Benefit Corporation (PBC)** is a 501(c)(3) nonprofit organization, established in 2002 by its single member, Concurrent Technologies Corporation (CTC), also an independent 501(c)(3) nonprofit organization. Since 1998, CTC has been assisting local governments to assess and cleanup Brownfields properties as well as develop sustainable brownfields programs. In order to better serve our clients, CTC transferred all Brownfield program activities and associated personnel to PBC effective July 1, 2010. Therefore, the capabilities of both organizations are described herein, and they are referred to as PBC.

PBC was an early pioneer in the Environmental Protection Agency's (EPA's) Brownfields program. **Our specialized EPA Brownfield Grant experience is unparalleled in EPA Region 4.** We concentrate on developing beneficial environmental and economic programs for communities rather than just performing Environmental Site Assessments (ESAs) on properties. Based on our evaluation of the City of Brooksville's (City) proposed project and our experience managing previous EPA Community-wide Brownfield Grants, we are recommending the following team approach to assist you in meeting your redevelopment goals and objectives:

1. A team leader and project manager experienced with the requirements and intricacies of the EPA Brownfields Program and the Florida Department of Environmental Protection's (FDEP) Brownfields Program.
2. A consultant team with a wide variety of expertise and experience in public involvement activities, assessment, quality assurance project plans, economic development, and all other project deliverables required under the EPA Brownfields Program.
3. An environmental, engineering, and geological consulting firm who is familiar with the redevelopment activities and needs of the Brooksville area.

As such, we have partnered with **Creative Environmental Solutions, Inc. (CES)** to provide a turn-key solution to the City. CES is a Brooksville-based geological, environmental and engineering consulting firm that was founded in 1994 with the goal of providing outstanding service at a competitive price. CES strives to give responsive, consistent service, and completion of a quality product that is delivered on time and within budget.



## Brooksville, Florida – Brownfield Professional Consulting Services

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With PBC's more than 14 years of experience with the EPA Brownfields program and CES's local expertise, our team is able to offer a superior technical approach while being extremely cost competitive.

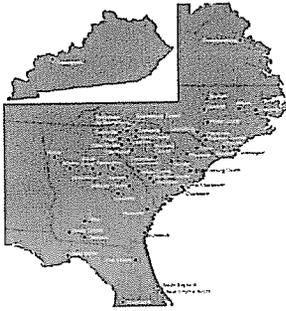
Our team has in-depth experience, a respected reputation, and extensive capabilities in the EPA Brownfields Grant Program and is prepared to offer the City the following:

**Specialized EPA Brownfields Grant Qualifications and Capabilities:** PBC has managed over 70 EPA Brownfields Grant programs making us the most experienced EPA Brownfields Grant Project Manager in the Southeast. Our 14 years of specialized experience will ensure tasks are completed in accordance with the EPA and FDEP requirements. We understand the important balance between technical, budgetary, and community constraints.

**Specific Local Knowledge and Superior Personnel:** We have assembled an experienced and knowledgeable team to provide exceptional value to the City. Our team includes a project manager (Brian Kvam, PG) who has been a Brownfields Project Manager and Technical Lead for multiple EPA brownfield assessment and cleanup projects throughout the Southeast for more than five years; a Quality Assurance and Quality Control Manager (Mr. Shane Dixon, PBC), who has worked for the State of Florida Department of Community Affairs (FDCA) and the FDEP in the past and has been for the past year working with the City of South Daytona's Community-wide Hazardous and Petroleum Grant; and respected professional geologist (Mr. George Foster, CES) who has an established professional relationship with the City and is intimately familiar with the goals of the community.

**Superior Technical Approach:** Our team offers a superior technical approach to project implementation based on years of experience and lessons learned. The EPA requires several levels of documentation for Brownfields projects above the standard environmental investigations. Our team is thoroughly familiar with these requirements and, therefore, able to receive approvals quickly and avoid costly repetitive submittals. In addition, our team's proven market-driven redevelopment planning and end-use visioning approach facilitates the successful cleanup of blighted and contaminated properties.

**Cost Competiveness:** We understand funding under Brownfield grants is limited, so we are committed to incorporating cost saving measures at every opportunity in order to provide the City with the best value possible. We will identify opportunities and help to secure and leverage additional funding sources in order to stretch the grant budget and meet the needs of the City. In addition, PBC is a nonprofit firm and will not markup subcontractor costs, eliminating the cost inefficiencies normally associated with some teams.



### **CTC Public Benefit Corporation (PBC)**

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Since 1998, PBC has specialized in partnering with communities in order to utilize the **EPA Brownfields Grant Program** as a tool to help reach their redevelopment goals. We specialize in building teams to meet the unique goals of each Brownfield grant recipient. The team we have assembled for Brooksville is uniquely qualified to perform all phases of the City's Brownfields Assessment Program as a **"turn-key" job**, allowing the City to concentrate on the strategic vision and direction of the project. PBC also has extensive experience in managing EPA Brownfield Cleanup, Revolving Loan Fund, and Job Training Grants, making us a **"one-stop shop"** for the entire City's Brownfield needs.

PBC partners with communities to build a successful, sustainable Brownfields program. Our efforts and commitment generally begin even before the community has a promise of funding for their project. We assist communities in their efforts to obtain funding for their Brownfields projects at no cost or obligation. PBC will continue to partner with Brooksville beyond the scope of this assessment project and assist with grant writing on future EPA Brownfield Assessment, Cleanup, Revolving Loan Fund, and Job Training Grants.

In fall 2011, we assisted the City with their grant application for this Community-wide Hazardous Substances and Petroleum Assessment Grant.

PBC is currently managing 12 EPA Brownfields grants for 10 communities in Florida, North Carolina, South Carolina, Georgia, and Virginia. Through these efforts, we have built a strong relationship with EPA Region 4 and the FDEP brownfields personnel, including the City's EPA Project Officer, Ms. Barbara Caprita, and the FDEP Southwest District Brownfield Coordinator, Mr. John Segó. We have also learned that every project is different and requires the right approach to accomplish the project goals. Therefore, we have assembled this team specifically with the City's goals in mind. As the project progresses and priorities shift, we can also quickly adapt and add new team members as needed.

### **Creative Environmental Solutions, Inc.**

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CES is a Brooksville-based small business providing geological, environmental, and engineering consulting services to public and private companies as well as state and local government agencies. Services offered include, but are not limited to: Contamination Assessments, Phase I and Phase II ESAs, Soil and Groundwater Remediation, Petroleum Storage Tank Management, Mineral Exploration, Hydrogeological Studies, Geotechnical Investigations, Biological Surveys, and Environmental Permitting. The business has grown in size and scope since its inception to better serve clients and meet the needs of central Florida's business community.

CES strives to give responsive, consistent service and delivery of a quality product on time and within budget. CES boasts a staff of seasoned professionals including geologists, engineers, environmental scientists, biologists, and certified field and sampling technicians. All CES personnel have completed OSHA-HAZWOPER training, including required annual 8-hour refresher courses. The multi-disciplinary team at CES prides itself on providing technologically

sound, cost-effective solutions to a variety of environmental and engineering problems. CES listens closely to the needs of its clients, and then formulates cost-effective strategies to achieve their individual goals.

CES has conducted more than 200 environmental investigations and cleanups in Brooksville and Hernando County since 1994, far more than any other consultant. These projects include assessment and remediation of active and abandoned gas stations; emergency response for chemical and fuel spills; testing and cleanup at industrial facilities including power plants, limestone mines, landfills, and salvage yards; and investigation and remediation of agricultural sites including cattle dipping vats, pesticide mixing and rinsing areas, and wood-treatment facilities. Brooksville is well-known in the environmental consulting business as the toughest place to do business in Florida because of the complex geology of the area. Across most of Florida, the soils are composed of homogenous sand and the water table is very shallow; assessment and cleanup are both simple and quick. In Brooksville, the soils are a heterogeneous and discontinuous mix of clayey sands and clays sitting atop fractured and broken limestone, and there are two vulnerable aquifers. An ephemeral perched aquifer sits just below land surface on top of the clay, and the Floridan aquifer, which is the source of drinking water for all of Brooksville, is 100 to 150 feet deep in the limestone. Contaminants spilled onto the ground seep into the perched aquifer, and then downward further to the Floridan aquifer, following complex and unpredictable pathways controlled by the amount and location of clay in the soil and the voids in the limestone. A thorough and full understanding of the local geology is critical to the successful completion of environmental projects in Brooksville. And successful completion is paramount considering the proximity of most of the suspect sites to the City wellfield on Lamar Avenue.

CES is the undisputed leader in enrolling contaminated gas stations and other leaking tank sites in the Innocent Victim Petroleum Storage System Restoration Program (IVPSSRP). The IVPSSRP was established by the Florida Legislature in 2005 and provides **unlimited** funding for the assessment and remediation of petroleum contamination at eligible sites. CES identified and then obtained coverage for more than 50 percent of the IVPSSRP sites in Florida that have been admitted to the program. The average cost to clean up an old gas station is \$600,000, so this funding can be a lifesaver for an owner that finds himself with a contaminated site. CES is responsible for successfully enrolling three properties owned by the City of Brooksville, including the former Pure Oil station at the intersection of South Main Street and Broad Street (now Patricia's Dress Shop; the tanks were in the Main Street right-of-way, which is City property); the former tank farm for an early 1900's limestone mine (now the Quarry Golf Course); and the former Withlacoochee River Electric Coop (WREC) facility tank farm (now the City of Brooksville DPW compound). And CES independently and successfully last year lobbied the Legislature to modify the enrollment criteria, and as of July 1, 2012, more owners of contaminated sites can take advantage of the IVPSSRP.

## 1.2 Key Staff Assigned to the Project

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### 1.2.1 PBC Key Project Staff

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**Mr. Brian Kvam**, PBC Brownfields Project Manager and State of Florida Registered Professional Geologist (License Number 2320), will work with the City, EPA, and FDEP personnel to provide direction for this project and lead the team in the execution of project tasks. **Mr. Shane Dixon**, PBC Quality Assurance and Quality Control Manager, will support Mr. Kvam in the execution of all project tasks. **Ms. Kristen Long** will support the team with community outreach by preparing brochures, creating and updating the website, and preparing other documents for the community. **Mr. Joe Morici**, President and Brownfields Program Director, **Ms. Gail Rawls Jeter**, Community Outreach Specialist and Senior Reviewer, and **Mr. Garry Powers**, Director of Economic Development Initiatives will assist when necessary. CES will conduct the field work to include an inventory of properties and property characterization.

An organizational chart for key project personnel can be found in Figure 1.

#### **Brian Kvam, P.G.**

Mr. Kvam has more than five years of experience with the EPA Brownfields Grant Program and has served as the PBC Project Manager for eight communities. Mr. Kvam is an experienced P.G. and also serves PBC as a Technical Lead with more than 16 years of experience in hydrogeologic and environmental assessment and remediation. He is an Environmental Professional (EP) as defined in EPA's AAI rule and is also a registered P.G. in Florida, South Carolina, North Carolina, Georgia, and Kentucky.

#### **Shane Dixon**

Mr. Dixon has over seven years of experience in environmental consulting and ESAs. He serves PBC as the Quality Assurance/Quality Control (QA/QC) Manager with responsibility for leading the quality assurance activities for environmental assessments, including the management oversight and responsibilities for planning, documenting, coordinating, and assessing the effectiveness of the quality system. . Previously, Mr. Dixon worked for state, county, and city government agencies in Florida and South Carolina as an Urban Planner. He is also experienced in promoting environmental quality through his previous position as an environmental scientist with the FDEP. This position included duties as a QA/QC Officer and Technical Director for a National Environmental Laboratory Accreditation Conference (NELAC) certified chemistry and microbiology laboratory.

#### **Joseph Morici, PE**

Mr. Morici has led the Brownfields Program for CTC since 2005. As President of PBC, Mr. Morici ensures appropriate resources are assigned and provides technical oversight to the projects to achieve total client satisfaction. Mr. Morici leads PBC's efforts to partner with local governments to develop sustainable Brownfield Programs in their communities. He has over seventeen years of experience in engineering and project management, including eight years specifically with the EPA Brownfields Program. Mr. Morici is a registered professional engineer.

### **Gail Rawls Jeter**

Ms. Jeter is a brownfields expert and a senior reviewer of work plans and reports. She has extensive knowledge of EPA Brownfields Program and federal and state regulatory programs. Ms. Jeter joined PBC after retiring from the South Carolina Department of Health and Environmental Control (SCDHEC), where she initiated South Carolina's Brownfields Program and served for over thirty years. She is a tireless advocate for communities struggling with brownfield issues.

### **Kristen Long**

Ms. Long has several years of experience serving as the project manager for numerous EPA assessment projects and authoring public involvement plans, developing project brochures, websites, and other community outreach materials, and serves as the team's primary grant writer. She has worked with the SCDHEC as a contract writer for the Voluntary Cleanup Program, an environmental risk assessor for the Federal Facilities Agreement Section, and a project hydrogeologist for the Underground Storage Tank (UST) and Resource Conservation and Recovery Act (RCRA) programs.

### **Garry Powers**

Mr. Powers has 24 years of experience working for state economic development agencies and economic development consulting firms. He has extensive experience in building partnerships with industry, colleges, state workforce development organizations, and regional economic development organizations to develop regional strategies and implementation plans. Projects have been funded by the U.S. Economic Development Administration, U.S. Department of Labor, the U.S. Department of Education, the National Science Foundation, and other federal, state, and regional organizations.

### **1.2.2 CES Key Project Staff**

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CES employs 14 staff members with more than 100 years combined professional geological and professional engineering experience. The company solely operates in the United States. Each staff member at CES is up to date with all required professional industry certifications and safety certifications needed for their areas of work. Most of the CES staff resides in Hernando County, and some within the city limits of Brooksville.

In addition to supporting PBC, CES will provide the staff and equipment to conduct the Phase I ESAs, collect the soil and groundwater samples required for contaminant confirmation, and prepare written technical reports and documents that must be signed and sealed by either a Florida professional geologist (PG) or engineer (PE).

### **George Foster, P.G.**

Mr. Foster, a Hernando County native, is a Professional Geologist and the President/Senior Project Manager of CES. He is licensed to practice geology in the State of Florida (No. 403). He has been working in the geology field for thirty-one years and is currently responsible for management of interdisciplinary environmental, engineering, and geological projects, including contamination assessments, feasibility studies, sinkhole evaluations, rock and

mineral prospecting, land development ventures, mining operations, and environmental permitting (e.g., industrial waste, air, water use, dredge and fill, stormwater). He is also in charge of daily business operations, marketing, budgeting, and personnel oversight. He serves on the Hernando County Environmentally Sensitive Lands Committee, the University of Florida Geosciences Department Advisory Council, and the Florida Groundwater Association Environmental Committee.

### **Kurt Jones**

Mr. Jones is a Senior Project Engineer at CES. He is responsible for project management and engineering for petroleum-impacted sites, including Pilot Testing, Remedial Action Plan (RAP) development, Remedial Action Construction (RAC), and Remedial Action Operation & Management (RA O&M). He also is responsible for the preparation of Spill Prevention Control and Countermeasure Plans (SPCCPs), including site inspection, plan development, and spill response planning. Mr. Jones has been working as an environmental engineer for more than nineteen years and is a certified Toxic Mold Inspector (CTMI).

### **James Shirk**

Mr. Shirk is a Senior Professional Engineer at CES who specializes in civil engineering, hydrology, contamination assessment, storage tank removal, groundwater monitoring, Phase I/Phase II environmental auditing, energy analysis, and waste remediation. He is licensed in the State of Florida (Number 046468) and has been building experience in the engineering field for forty-two years. Mr. Shirk has previous work experience in the areas of hazardous waste management, solid waste management, property evaluation and assessment, remedial design for soils and groundwater, and surface and groundwater resources.

### **Jesse DeLaMater**

Mr. DeLaMater, a Hernando County native, is a Geologist at CES. He has experience in contamination assessment at petroleum and industrial sites, mineral prospecting, logging cores and drill cuttings, collecting soil and water samples, installing monitor wells, overseeing removal of contamination sources, , performing Phase I and II ESAs, and writing technical reports.

### **Michael Minard**

Mr. Minard is a Staff Geologist at CES. He is responsible for logging of environmental test borings and monitoring well installation, environmental sampling, Environmental Site Assessment/ Phase I and Phase II audits, and environmental permitting. Mr. Minard has been working in the geology field for the past twelve years and is certified in Troxler NYS. He is also trained as NICET Geotechnical Construction Level I and NICET Geotechnical Generalist Level I.

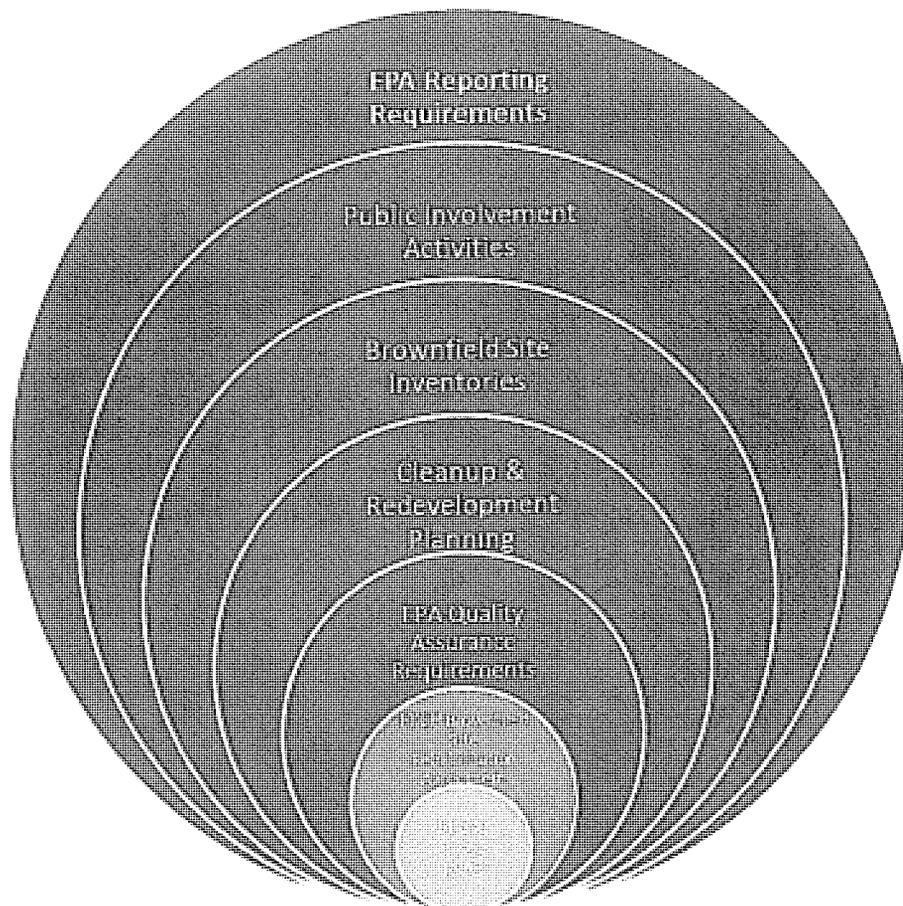
## 2.0 Past Performance

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### 2.1 PBC Project Experience

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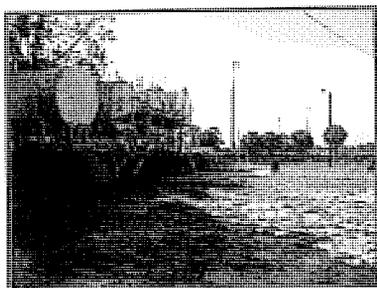
Thousands of consultants have experience conducting Phase I and II ESAs. Many have experience working through Florida's Brownfields Program. However, as the following diagram depicts, while this "brownfield" experience is a significant part of the project, it is only a limited component of EPA Brownfield grants and usually focuses on specific sites. Grant recipients need consultants qualified in all aspects of EPA Brownfield Grants with the experience and strategic vision to build a successful, sustainable brownfield program. PBC along with our partners have the demonstrated experience to complete all aspects of EPA Brownfield Grants.



Aspects of an EPA Brownfields Grant

### 2.1.1 City of South Daytona, Florida

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PBC was selected by the City of South Daytona, Florida, to manage their \$400,000 EPA Brownfield Assessment Grant through a competitive selection process in August 2010. Nine properties were initially identified as a priority for assessment. For the highest priority property at 1744 S Segrave Street, a former bulk fuel storage facility, we completed a Phase I ESA and a Phase II ESA. PBC completed a secondary Phase II assessment to determine the extent of the contamination plume and is currently in discussions with the City, owner of the property, and FDEP to apply for an additional grant through the State of Florida for cleanup of the contamination. PBC identified another seven properties that qualified for the hazardous EPA Brownfield Assessment Grant and contacted the property owners to coordinate Phase I and possible Phase II ESAs. PBC has already completed one of these Phase I ESAs and is seeking to complete a Phase II ESA on the subject property.

#### **Client Contact Information**

##### ***City of South Daytona***

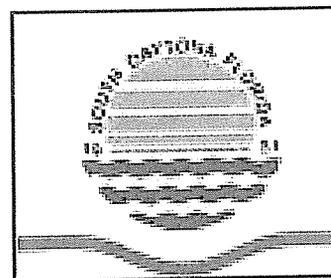
1672 S. Ridgewood Avenue

South Daytona, Florida 32119

Contact Person: Patty Rippey, Redevelopment Director

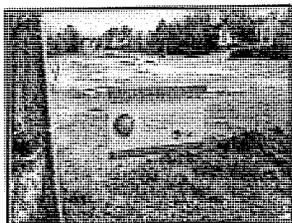
Phone Number: (386) 322-3016

E-mail: [prippey@southdaytona.org](mailto:prippey@southdaytona.org)



### 2.1.2 City of Columbia, South Carolina – Congaree Coalition

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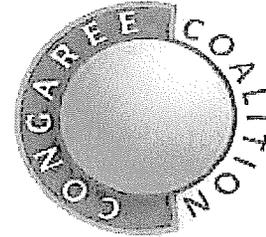


In May 2007, PBC was selected by the City of Columbia to manage their two community-wide brownfield assessment grants -- \$200,000 for petroleum brownfields and \$200,000 for hazardous substance brownfields. In July 2009, the City partnered with the City of West Columbia to form the Congaree Coalition and was awarded a \$1M coalition brownfield assessment grant. PBC managed all the grant activities including: developing a community-wide inventory of brownfields sites, conducting public outreach and community involvement activities, conducting and/or overseeing the completion of Phase I & Phase II ESAs, developing cleanup and redevelopment plans, and submitting the quarterly status reports and other programmatic documentation to the US EPA as required in the Brownfields Cooperative Agreement. To date, the City has leveraged nearly \$200 million in private and public redevelopment of properties which were once assessed using Brownfield grant funding. These sites include a former gas station property which will become retail and student housing space for a local college, former industrial properties which have turned into a children's museum, and the new University of South Carolina basketball arena.

**Client Contact Information**

***City of Columbia***

Columbia Development Corporation  
911 Lady Street  
Columbia, South Carolina 29201  
Contact Person: Mr. Fred Delk, Executive Director  
Phone Number: (803) 988-8040  
E-mail: [cdc@columbiasc.net](mailto:cdc@columbiasc.net)



**2.1.3 City of Greenville, North Carolina**

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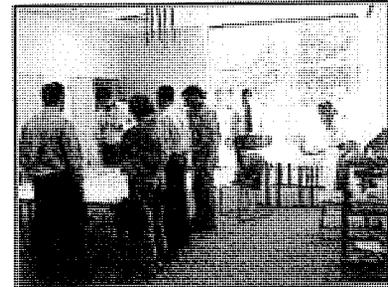
CITY OF GREENVILLE, NC  
**EPA BROWNFIELDS PROGRAM**

The City of Greenville, North Carolina, was selected to obtain a \$200,000 community-wide hazardous substances assessment grant from the EPA in 2007 and a \$200,000 community-wide petroleum assessment grant from the EPA in 2009. Our team currently manages the City's brownfield program, where the objectives are to complete a brownfields inventory, assess selected brownfield properties in the West Greenville Redevelopment Area, and conduct community outreach and visioning activities. With these assessment grants, the City has completed a site inventory in West Greenville, one multi-parcel Phase I ESA, numerous single parcel Phase I ESAs and lead-based paint and asbestos containing material inspections, two Phase II ESAs, and visioning / redevelopment planning and an Analysis of Brownfield Cleanup Alternatives (ABCA) on the former Imperial Tobacco property, and several presentations to community groups, East Carolina University, and other stakeholders about the Brownfield Program.

**Client Contact Information**

***City of Greenville***

P.O. Box 7207  
Greenville, North Carolina 27835  
Contact Person: Mr. Carl Rees, Urban Development  
Planner  
Phone Number: (252) 329-4510  
E-mail: [crees@greenvillenc.gov](mailto:crees@greenvillenc.gov)



**2.2 CES Project Experience**

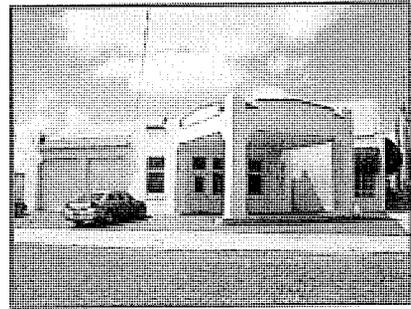
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**2.2.1 Pawn Shop Site, Brooksville, Florida**

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CES conducted an assessment and cleanup of a petroleum release from the oldest gasoline station in Brooksville, most recently known as the Pawn Shop, directly south of the Courthouse and only several blocks from the Lamar Street wellfield. The Site Assessment Report (SAR) included drilling multiple soil borings and installing both shallow perched zone and deep Floridan aquifer monitor wells. Following SAR approval, CES developed and implemented a Remedial Action Plan (RAP) to address impacted soils and groundwater. Work activities included evaluation of remedial alternatives, installation of pilot test wells, air sparge/soil vapor

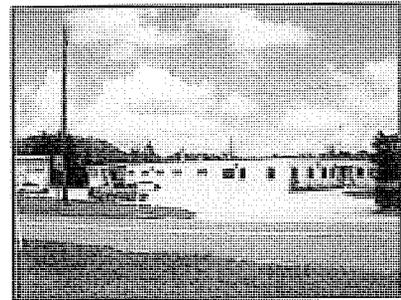
extraction pilot testing, preparation of a remedial action plan recommending air sparging and soil vapor extraction (AS/SVE) augmented with multi-phase extraction (MPE), development of design drawings, solicitation of construction bids, installation of AS and SVE wells, system installation and construction oversight, and system commissioning and start-up. At the completion of remediation, the system was removed and the site was restored to its original condition. Funding for the cleanup was provided by the FDEP Pre-Approval Program.



### **2.2.2 Condenser Products Site, Brooksville, Florida**

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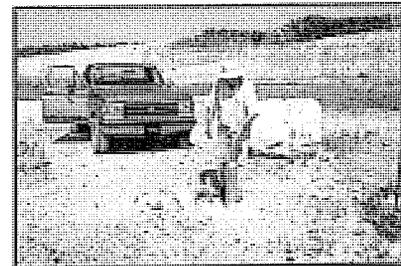
CES conducted a contamination assessment of solvents in soil and groundwater at the location of an electronics manufacturing facility. Solvent contamination occurred over several decades due to the improper disposal of spent solvents on the ground outside the manufacturing building. The contamination was initially discovered in the 300 feet-deep onsite potable supply well, which had to be abandoned. Assessment activities included determination of complete site history, advancement of test borings, installation of shallow and deep monitor wells, and the collection and analysis of soil and groundwater samples. Fully delineated the lateral and vertical extent of solvent impacts in both soil and groundwater. Currently negotiating closure options with FDEP, but goal is to achieve closure through Natural Attenuation Monitoring, which will save the client up to \$1 million in cleanup costs.



### **2.2.3 Unnamed Limestone Mine, Hernando County, Florida**

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CES excavated contaminated soil in the vicinity of a waste oil dumping area near the maintenance yard of a limestone mine. Arsenic was unexpectedly discovered in confirmatory soil samples from the bottom and sides of the excavation, which triggered the need for arsenic assessment. Assessment involved the installation of 74 soil borings and 32 monitor wells, including vertical delineation wells, and the collection and analysis of soil, sediment, groundwater and surface water samples. Arsenic plumes were fully defined in all media. Source of the arsenic was determined to be the marl layer just above the top of the limestone, and the arsenic was spread by the excavation and placement of overburden across the property. Developed a novel remedial alternative that allowed for the placement of the arsenic contamination under a parking lot planned for the site, saving the client hundreds of thousands of dollars in offsite disposal costs.



### **3.0 Willingness to Meet Time and Budget**

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Our team has a proven record in meeting time and budget concerns with multiple city and county governments involved with EPA Brownfields grants. Table 1 in Appendix A shows the proposed City of Brooksville Brownfield Assessment Work Plan Schedule.

We understand funding under Brownfield grants is limited, so we are committed to incorporating cost saving measures at every opportunity in order to provide the City with the best value possible. We will identify opportunities and help to secure and leverage additional funding sources in order to stretch the grant budget and meet the needs of the City. For example, after our team quantified the extent of contamination on the property in South Daytona, we are now assisting the City and the property owner with securing state funding for the cleanup activities. In addition, PBC will not markup subcontractor costs, eliminating the cost inefficiencies normally associated with some teams.

### **4.0 Recent, Current, and Projected Workloads**

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Over the 14 years of our Brownfield Program, PBC has managed 51 Assessment grants, 13 Clean Up grants, one Revolving Loan Fund, and three Job Training grants. PBC's current work load includes 12 Assessment and Cleanup grants for 10 communities. PBC is projected to add five more Assessment grants in this fiscal year; three of which are for existing clients and two are for new clients.

To date in 2012, CES completed the remediation of 12 contaminated sites in central Florida, including five in Brooksville. Assessment work progressed on approximately 35 contaminated sites, including nine in Brooksville. Assessment work was completed at approximately 20 sites in 2012, and at least five of these will move into active remediation in 2013. CES hired another engineer in June 2012 to assist with the preparation of remedial action plans (RAPs) for these sites. CES has agreements in place to continue or commence assessment activities at approximately 30 sites across Florida, and is currently interviewing geologists in anticipation of conducting this work and the EPA grant work for the City of Brooksville.

### **5.0 Understanding Scope of Work**

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Our team's superior and innovative technical approach is what sets us apart from the competition. The team offers a turn-key solution with a proven track record of accomplishing all aspects of EPA Brownfield Grants, including the community involvement, technical, redevelopment planning, and administrative aspects. In partnership with the City, we will develop a community outreach and education program that is tailored to the needs of the community. Our non-traditional, expert GIS approach to inventorying sites, prioritizing sites, and conducting site investigations will allow the City to exceed the grant's assessment goals. Our staff with specialized experience in the EPA Brownfield program will lead strategic visioning and redevelopment planning workshops. And, most importantly, we will focus on positioning the project to leverage additional funding sources to achieve the City's overall redevelopment strategy.

## 5.1 Task 1 – Project Management and Reporting

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Our team is uniquely qualified to manage every aspect of your brownfields assessment grant. Our years of experience in managing EPA brownfields grants have allowed us to streamline our processes to strictly comply with EPA reporting procedures. Our entrenched relationships with EPA and Florida regulators also help us to move deliverables quickly through the review process. The mechanisms for efficiency from a project management perspective allow more funding to be spent where it is really needed, on-site.

### 5.1.1 Quarterly Reporting

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Quarterly Brownfield Progress Reports will be drafted by PBC and provided to the City for review. Once approved by the City, PBC will submit the reports no more than 30 days after the end of each federal fiscal quarter on the following scheduled:

- Quarter 1 – July to September                      October 30
- Quarter 2 – October to December                  January 30
- Quarter 3 – January to March                        April 30
- Quarter 4 – April to June                              July 30

The quarterly reports will be submitted to the following:

- EPA Region 4 Project Officer – Ms. Barbara Caprita ([caprita.barbara@epa.gov](mailto:caprita.barbara@epa.gov))
- EPA Brownfield Data Manager – ([bf\\_forms@epa.gov](mailto:bf_forms@epa.gov))
- FDEP Southwest District Brownfields Coordinator – John Sego ([John.R.Sego@dep.state.fl.us](mailto:John.R.Sego@dep.state.fl.us))

### 5.1.2 Disadvantaged Business Enterprise (DBE) Reporting (a.k.a. Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE)

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DBE Reports (EPA Form 5700-52A) will be drafted by PBC and provided to the City for review and signature. Once approved by the City, PBC will submit the reports semiannually no later than September 30 and April 30 to the EPA Project Officer and mailed to:

EPA Region 4  
Grants Management Office  
61 Forsyth Street, 14<sup>th</sup> Floor  
Atlanta, GA 30303  
Attn: Keva Llyod  
[lloyd.keva@epa.gov](mailto:lloyd.keva@epa.gov)

### 5.1.3 Federal Grant Compliance

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PBC will ensure that the activities necessary to manage the project are compliant with federal grant procedures and the cooperative agreement terms and conditions. PBC will assist the City in administering this project in accordance with the previously approved work plan and all

## Brooksville, Florida – Brownfield Professional Consulting Services

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required federal and State of Florida statutes, circulars, terms & conditions, including establishment and maintenance of necessary cooperative agreement records and files.

### **5.1.4 Annual Projections**

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PBC will submit a list of specific sites where Phase I and Phase II ESAs are expected to be completed in the upcoming year by April 30th of each year during the project's period of performance.

### **5.1.5 Final Performance Report**

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PBC will submit a final performance report for the City to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report will detail all activities conducted under the project and will include a list of all outreach materials produced and before and after photos of the assessed sites, if available. In addition, the Final Performance Report will specifically address lessons learned by the project team in implementing the brownfields assessment program as well as successes achieved.

### **5.1.6 ACRES / Property Profile Form**

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Site specific information will be submitted and regularly maintained by PBC using the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. Property information will be added and updated in the ACRES system when a site is selected for Phase I and/or Phase II ESAs and/or redevelopment planning. The ACRES database will be updated when new phases of work have been completed for sites selected for assessments and will correlate with the information submitted in the quarterly progress reports.

### **5.1.7 Kick-off Meeting**

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PBC and CES will schedule and invite City, EPA, and FDEP personnel to participate in a project kick-off meeting in Brooksville, Florida. This meeting will be used to set goals and procedures, define responsibilities, review project schedules and deadlines, and serve to orient the partners and stakeholders of the overall project.

## **5.2 Task 2 – Community Involvement/Engagement**

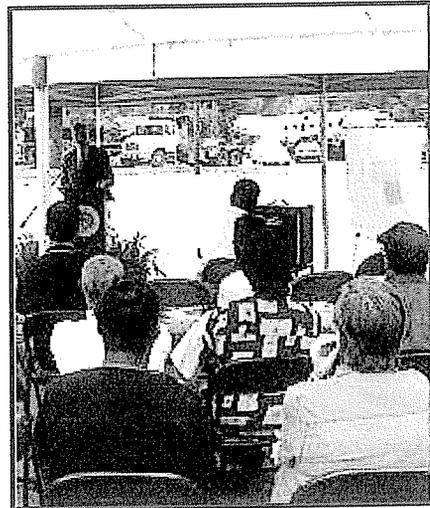
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PBC will assist the City in developing a Community Engagement Plan (CEP) to ensure that community concerns are considered in site identification, assessment planning, and execution. The CEP will also ensure that the public is kept informed of project progress and results and will encourage public involvement in the project. This CEP will be submitted with the first Quarterly Report.

Community involvement (not just participation at the cursory level) is essential to the success of this project. Private property owners and the community at large are expected to be an active voice and partner throughout the entire brownfields program. In order to achieve this, PBC will assist the City in naming a team of City staff and consultant(s) to be the core group in making key decisions associated with the brownfields grant. Community involvement activities will include meeting with community partners, landowners and developers, and disseminating information through public meetings, local newspapers, and the internet. Community partners

will be asked for input on health and/or safety concerns from the brownfield sites, site prioritization, and redevelopment priorities. Landowners and developers will be contacted for similar inputs. All community needs, concerns, priorities, and potential benefits will be considered in the site selection, assessment, and redevelopment efforts.

Planned outreach efforts include the development and maintenance of a project website that will provide real time project information, creation and dissemination of a project brochure with basic brownfield and project team contact information, public notices and articles through the local newspaper *Hernando Today*, and use of the social media.



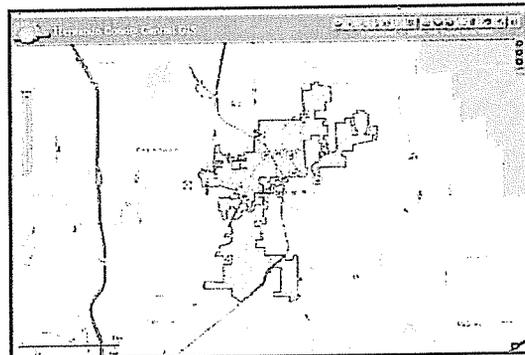
Because the concept of brownfields is relatively new to the City's citizens, a public education initiative will also take place. PBC will assist the City in drawing on local and state resources such as the Florida Brownfields Association to support basic brownfields '101' training. PBC is cognizant of the fact that most people will contribute more meaningful input when they are in a comfortable and familiar setting. As such, most outreach efforts (meetings, education sessions, charrettes, etc.) will take place *within* the community. PBC will go to the community in church halls or civic clubs rather than ask citizens to come to municipal settings such as City Hall.

### 5.3 Task 3 - Site Inventory and Characterization

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PBC and CES understand that the City has already completed significant research and compiled a preliminary inventory of brownfield properties within Brooksville. Our team will assist the City in adding to the inventory and prioritizing sites for assessment activities based on community input and the following criteria:

- Level of perceived contamination and threat to human health and environment;
- Potential of the site for redevelopment and job creation;
- Level of community support for a redevelopment model for the site;
- Level to which the redevelopment is complicated by potential contamination;
- Level to which redevelopment of the property will alleviate blight at the site and to the surrounding areas;
- Lack of viable or liable parties to conduct cleanup activities (site eligibility according to EPA and state guidelines);
- Proximity of the sites to sensitive populations;
- Willingness of current property owner to sell and participate in the negotiation of a mutually beneficial transaction with potential end-users.



### **5.3.1 Phase I ESAs**

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The number of properties that will be selected for Phase I ESAs is difficult to determine at this stage, since it will largely be determined by community input and funding availability. However, PBC and CES is willing and able to meet the City's objective of completing at least fourteen (14) Phase I ESAs, including seven (7) on hazardous substance sites and seven (7) on petroleum sites. PBC and CES will ensure that all Phase I ESAs will follow procedures specified in the American Society for Testing & Materials (ASTM) Standard Practice for Environmental Site Assessment (E-1527-05) and the EPA All Appropriate Inquiry Rule (AAI). The ASTM 1527-05 standard is intended to permit a user to satisfy one of the requirements to qualify for the innocent landowner defense to CERCLA liability. As defined in 42 USC § 9601(35) (B), the practice is designed to satisfy the requirement for "appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice" (ASTM, 2005).

There are four primary components to the Phase I ESA: Records Review, Site Reconnaissance, Interviews, and Report Preparation. Information to be gathered by PBC and CES will include the inspection of historical United States Geological Survey topographic maps of the area, the review of historical Sanborn® fire insurance maps, and an inspection of historical city directory information provided by EDR. PBC and CES will review chain of title records in the City records, if available. Interviews will be attempted with the owners of commercial and other pertinent properties within the project limits. A local fire department representative or health department official will be interviewed.

The Phase I ESA report will include the identification of recognized environmental conditions (RECs) which are defined to mean the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of such compounds into the ground, ground water, surface water, or into structures on the property. Where concerns are identified, recommendations for Phase II ESA activity may be included in the report. Property profile information will also be entered into ACRES with the final Phase I ESA report for each property.

### **5.3.2 Quality Assurance Project Plans (QAPPs)**

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Prior to the Phase II ESA activities, PBC and CES will develop Quality Assurance Project Plans (QAPPs). The purpose of the QAPP is to outline procedures to ensure that the appropriate levels of data quality are obtained during field sampling, testing, and analytical activities during Phase II ESAs. The team will prepare a Generic QAPP in the first Quarter of activities that will combine all of the common and standard practices of Phase II ESA sampling. The Generic QAPP will be submitted to FDEP and the EPA for review and approval prior to the initiation of any Phase II ESA sampling. For sites selected for a Phase II ESA, the team will prepare a sampling and analysis plan (SAP) and the field-sampling procedures and protocols (FSP) as part of the site-specific QAPP addendum. The FSP will address how to collect the samples or other data, and will address responsibilities, controls, procedures, calibration, and documentation necessary to maintain the desired quality of the samples and data and to produce defensible data for the site.

A site-specific health and safety plan (HASP) will also be prepared and included with the QAPP. The HASP addresses any risk or hazard analysis for each site task and operation found in the work plan, special training requirements not covered in the 40-hour initial OSHA HAZWOPER training, personal protective equipment to be used by employees for each of the site tasks and operations, medical-surveillance requirements, frequency and types of air monitoring, personnel monitoring, environmental-sampling techniques and instrumentation to be used, site-control measures as determined by the client, decontamination procedures, and an emergency response plan.

### **5.3.3 Phase II ESAs**

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Prior to conducting any Phase II ESAs, PBC and CES will submit an EPA Region 4 Site Eligibility Determination (SED) Outline to EPA and/or FDEP project personnel in order to receive approval for assessment funds to be expended on both hazardous and petroleum sites.

Due to its dependence on the results of the Phase I ESAs and community input, the number of properties that will be selected for Phase II ESAs is difficult to determine at this stage. However, PBC and CES is willing and able to meet the City's goal of performing six (6) Phase II ESAs, including three (3) on hazardous substance sites and three (3) on petroleum sites. Site-specific sampling and analyses will be performed as part of Phase II ESA in an effort to characterize the occurrence, distribution, nature and extent of petroleum or hazardous substances contamination in soil and groundwater at a property. Phase II ESAs will be conducted by qualified personnel in general accordance with ASTM E-1903-11 and the site's QAPP.

Upon completion of assessment activities, our team will prepare a Phase II ESA Report or Site Investigation Report (SIR) for each property assessed. The Phase II report will detail activities performed and summarize the data collected. Testing and analytical results will be presented, conclusions drawn from testing results and a proposed end use offered. The updated property profile information will also be entered into ACRES with the final Phase II ESA report. If requested, remedial approaches can be presented based on the intended end use of the redevelopment to aid in successfully negotiating for a Brownfield Site Rehabilitation Agreement (BSRA) with the FDEP, or for consideration if applying for an additional EPA brownfields grant. PBC and CES will consider the subsurface conditions, environmental factors, site characteristics, surrounding properties, land use restrictions, potential future uses, and cleanup goals when evaluating remedial techniques.

### **5.3.4 Endangered Species Act and National Historic Preservation Act Reporting**

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On selected sites, EPA may require an endangered species and/or cultural resource survey be completed. A letter report describing the results of PBC and CES investigations and the potential effect of the proposed project on protected species or cultural resources will be prepared and provided to the City. The number of reports prepared and submitted will be dependent upon the number of Phase II ESAs performed under the grant.

## 5.4 Task 4 – Cleanup & Redevelopment Planning



The ultimate goal for redevelopment is to provide potential site developers and/or other stakeholders with documents that quantify and qualify the environmental risks on a particular property. Subsequent to assessment activities, the PBC will develop remediation and cleanup plans on sites determined to be the highest priority. These activities will include the development of a site specific Analysis of Brownfield Cleanup Alternatives (ABCA) by identifying potentially applicable remediation alternatives and estimating the nature, extent, duration, and cost of implementing site remediation activities. Data from Phase II ESAs in conjunction with any other data from environmental assessments available for the property will be used as the basis for evaluating potential remedial alternatives for a brownfield site. In addition, PBC may assist the City in holding visioning or redevelopment workshops to gather community input on redevelopment options for selected properties.

Sites selected for redevelopment will be based on reuse alternatives identified through community outreach activities. PBC will assist the City in comparing the potential land uses with the environmental impacts associated with the properties and the steps required to redevelop the property. The level of remedial action can then determine how to best meet the needs of the community. PBC will also assist the City and other stakeholders in negotiating brownfield agreements with FDEP as needed.

Due to the limited funds available, PBC will seek opportunities to leverage other sources of funds to complete the remediation planning and cleanup of sites, as we have successfully done on other grants. For example, in Florence, SC, we obtained and utilized a follow-on EPA Brownfield Cleanup grant to complete the remediation planning aspects of the project so that the funds from the City's current EPA Brownfield Assessment grant could be used to complete the extensive Phase II ESA work.



## 6.0 Completeness of Submittal

The following table details how our team meets the evaluation criteria stated in the request for qualifications and the section number of this qualification statement where additional information is provided.

RFQ Criteria:	CTC PBC and CES offers:	Section
Ability of Personnel (Project Manager and Staff)	<ul style="list-style-type: none"> <li>◦ Experienced team which fully understands the unique requirements of EPA Brownfield Grants</li> <li>◦ Staff members at PBC (Brian Kvam) and CES (George Foster) are State of Florida Professional Registered Geologists</li> <li>◦ Staff member at PBC (Shane Dixon) and multiple staff members at CES who have vast previous experience working</li> </ul>	<b>1</b>

**Brooksville, Florida – Brownfield Professional Consulting Services**

RFQ Criteria:	CTC PBC and CES offers:	Section
	<p style="text-align: center;">in the State of Florida and specifically for the FDEP</p> <ul style="list-style-type: none"> <li>• Staff member at PBC (Gail Jeter) who is a Community Outreach specialist with established experience on EPA Brownfield Grants, and who can create customized solutions for Community Outreach and Public Participation in Cleanup and Redevelopment Planning</li> <li>• Staff member at CES (George Foster) who has already established a professional working relationship with the City of Brooksville.</li> <li>• Staff member at CES (James Shirk) is State of Florida Professional Registered Engineer</li> <li>• Experienced risk assessors with regulatory backgrounds</li> <li>• Experienced negotiators of brownfields voluntary cleanup agreements</li> </ul>	
<p>Past Project Performance (For Similar Scope of Work)</p>	<ul style="list-style-type: none"> <li>• Over fourteen years of experience working on more than 70 EPA Brownfields Projects within Region 4, making PBC the most experienced firm at managing EPA Brownfield grants in the Southeast</li> <li>• Over fourteen years of experience working in or with city or local governments addressing economic redevelopment issues with demonstrated success in communities throughout the region</li> <li>• Eighteen years of environmental consulting experience working in the State of Florida which includes PBC efforts in Clay County, New Smyrna Beach, and South Daytona as well as more than 200 environmental investigations and cleanups in Brooksville and Hernando County completed by CES</li> <li>• Demonstrated ability to utilize innovative approaches to ensure compliance with EPA requirements and exceed project goals</li> </ul>	2
<p>Willingness To Meet Time and Budget</p>	<ul style="list-style-type: none"> <li>• Proven ability to meet EPA deadlines and document requirements</li> <li>• Proven ability to leverage other sources of funding</li> <li>• Proven ability to never exceed the funding provided by the EPA grant</li> <li>• Commitment to not markup subcontractor costs with administrative or handling fees</li> <li>• Experienced EPA Brownfield specialists can efficiently complete documents with fewer revisions</li> <li>• Realistic and logical work schedule and approach</li> </ul>	3
<p>Recent, Current,</p>	<ul style="list-style-type: none"> <li>• PBC has managed 51 Assessment grants, 17 clean up grants,</li> </ul>	4

**Brooksville, Florida – Brownfield Professional Consulting Services**

<b>RFQ Criteria:</b>	<b>CTC PBC and CES offers:</b>	<b>Section</b>
and Projected Workloads	<ul style="list-style-type: none"> <li>1 revolving loan fund, and 3 job training grants.</li> <li>• PBC’s current work load includes 12 grants for 10 communities.</li> <li>• PBC is projected to add 5 more grants in this fiscal year 3 of which are for existing clients and 2 are for new clients.</li> </ul>	
Understanding Scope and Work	<ul style="list-style-type: none"> <li>• PBC drafted the grant application for the City of Brooksville, which gives PBC an intimate understanding of the City’s goals and requirements.</li> <li>• CES is a Brooksville-based company, whose staff intimately understand the community and the City’s goals, and importantly the complex geology of the area.</li> </ul>	<b>5</b>
Completeness of Submittal	<ul style="list-style-type: none"> <li>• Table summarizing how PBC’s application meets all requirements of the City of Brooksville’s Request for Qualifications</li> </ul>	<b>6</b>
Volume of Work Done for the City	<ul style="list-style-type: none"> <li>• PBC has not completed any work with the City of Brooksville in the past five fiscal years. CES has completed two small projects in the past three fiscal years.</li> </ul>	<b>7</b>
Location of Firm’s Office in Proximity to the City	<ul style="list-style-type: none"> <li>• PBC has an office in Largo, Florida and is partnered with CES, which has an office located in Brooksville, Florida.</li> </ul>	<b>8</b>
Firm is a Certified Minority Business Enterprise	<ul style="list-style-type: none"> <li>• PBC is not a Minority Business Enterprise. However, PBC is a 501(c)3 non-profit and has a proven record of acquiring MBE/WBE sub-consultants during the grant process. PBC has identified two DBE firms to provide analytical laboratory and drilling services. In addition, PBC will make good faith efforts to identify and solicit bids from other DBE firms for any other work subcontracted during the period of performance.</li> </ul>	<b>9</b>

## **7.0 Volume of Work Done for the City**

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PBC has not completed any work with the City of Brooksville in the past five fiscal years. CES has no current contract with the City, but has completed two small projects in the past three fiscal years. However, CES has conducted more than 200 environmental investigations and cleanups in Brooksville and Hernando County since 1994.

## **8.0 Location of Firm's Office in Proximity to the City**

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PBC has an office in Largo, Florida. Our teaming partner, CES, is located in Brooksville, Florida.

## **9.0 Firm is a Certified Minority Business Enterprise**

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While our team has the capabilities and qualifications to perform the requested environmental site assessment activities, we will provide subcontracting opportunities to local disadvantaged business enterprises (DBEs). One of PBC's and CES's primary goals is to actively offer socioeconomic subcontracting opportunities where and when appropriate to small businesses. We are committed to helping the City meet its DBE goals as well as the EPA's DBE participation goals. We have successfully implemented this proactive approach with several of our EPA Brownfield clients. We will manage and provide effective oversight of the subcontractors to ensure cost efficiency and data quality.

Our team has identified the following two DBE contractors with appropriate qualifications and experience to work on the City's brownfields projects. These are:

- 1) Michelle Williams  
XENCO Laboratories - Columbia/Tampa  
SC/FL Account Executive & Operations Manager  
2505 N. Falkenburg Rd, Tampa, FL 33619  
803-543-8099 / ATL Lab 770-449-8800 / TPA 813-620-2000, ext. 1570  
michelle.williams@xenco.com

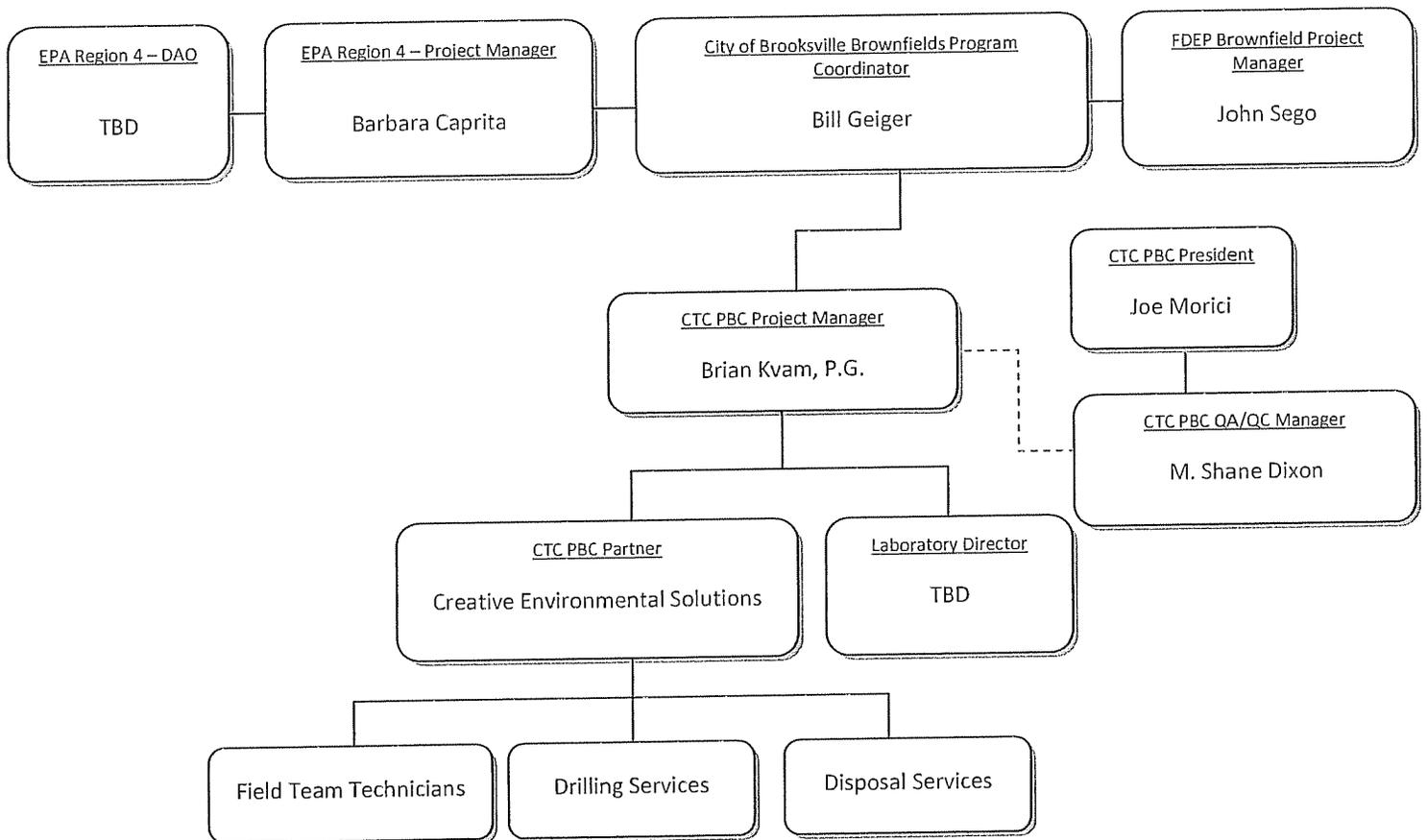
XENCO Laboratories provides environmental analysis services across the United States and Latin America. Our loyal customers include oil companies, electrical utilities, airports, municipalities, manufacturing facilities, electronics companies, federal and state government entities, pharmaceutical corporations, and a myriad of engineering and consulting companies.

- 2) Subsurface Environmental, Inc.  
Port St. Lucie-St. Augustine-Florida  
PO Box 8926  
Port St. Lucie, Florida 34985  
(772)-380-0098

Subsurface Environmental is a drilling firm specializing in environmental and geological services. The founders of the firm have 45 years combined experience in the geotechnical, environmental, and regulatory fields.

Figure 1: Project Organization Chart

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**Table 1: City of Brooksville Brownfield Assessment Proposed Work Plan Schedule**

Task	2012												2013					
	Quarter 3			Quarter 4			Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Public Involvement</b>																		
Hold Kickoff Meeting																		
Issue press releases and public notices to inform community of project activities and upcoming meetings.																		
Develop a project brochure and fact sheet																		
Develop Community Engagement Plan and Information Repository																		
Hold community outreach meetings to gather input, and to keep public involved in project																		
<b>Site Assessments</b>																		
Conduct Phase I Site Assessment activities in accordance with ASTM Standard and AII rule.																		
Conduct Endangered Species, Cultural Resource Assessments and Wetland Surveys of Properties Selected for Phase II Site Assessments																		
Submit Generic QAPP and prepare/submit Site Specific QAPP Addenda to the EPA and FDEP for review and approval.																		
Conduct Phase II Site Assessment activities in accordance with EPA and FDEP approved QAPP/Work Plan																		
<b>Cleanup / Redevelopment Planning</b>																		
Complete ABCA for properties where cleanup activities are warranted.																		
Prepare and submit Final Cleanup Plan to EPA and FDEP																		
<b>Project Management</b>																		
Prepare and Submit RFQ, evaluate responses, and select consulting firm or team to complete Phase II Site Assessments																		
Attend EPA Workshops and Conferences																		
Prepare Quarterly Reports and Project Closeout Report (Dec. 31, 2015)																		

Table 1: City of Brooksville Brownfield Assessment Proposed Work Plan Schedule (Cont.)

Task	2014												2015						
	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 1			Quarter 2			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Public Involvement</b>																			
Hold Kickoff Meeting																			
Issue press releases and public notices to inform community of project activities and upcoming meetings.																			
Develop a project brochure and fact sheet																			
Develop Community Engagement Plan and Information Repository																			
Hold community outreach meetings to gather input, and to keep public involved in project																			
<b>Site Assessments</b>																			
Conduct Phase I Site Assessment activities in accordance with ASTM Standard and AII rule.																			
Conduct Endangered Species, Cultural Resource Assessments and Wetland Surveys of Properties Selected for Phase II Site Assessments																			
Submit Generic QAPP and prepare/submit Site Specific QAPP Addenda to the EPA and FDEP for review and approval.																			
Conduct Phase II Site Assessment activities in accordance with EPA and FDEP approved QAPP/Work Plan																			
<b>Cleanup / Redevelopment Planning</b>																			
Complete ABCA for properties where cleanup activities are warranted.																			
Prepare and submit Final Cleanup Plan to EPA and FDEP																			
<b>Project Management</b>																			
Prepare and Submit RFQ, evaluate responses, and select engineering / environmental consulting firm to complete Phase II Site Assessments																			
Attend EPA Workshops and Conferences																			
Prepare Quarterly Reports and Project Closeout Report (Dec. 31, 2015)																			

Table 1: City of Brooksville Brownfield Assessment Proposed Work Plan Schedule (Cont.)

Task	2015											
	Quarter 3			Quarter 4			Quarter 3			Quarter 4		
	Jul	Aug	Jul	Oct	Nov	Dec	Jul	Aug	Jul	Oct	Nov	Dec
<b>Public Involvement</b>												
Hold Kickoff Meeting												
Issue press releases and public notices to inform community of project activities and upcoming meetings.												
Develop a project brochure and fact sheet												
Develop Community Engagement Plan and Information Repository												
Hold community outreach meetings to gather input, and to keep public involved in project												
<b>Site Assessments</b>												
Conduct Phase I Site Assessment activities in accordance with ASTM Standard and AII rule.												
Conduct Endangered Species, Cultural Resource Assessments and Wetland Surveys of Properties Selected for Phase II Site Assessments												
Submit Generic QAPP and prepare/submit Site Specific QAPP Addenda to the EPA and FDEP for review and approval.												
Conduct Phase II Site Assessment activities in accordance with EPA and FDEP approved QAPP/Work Plan												
<b>Cleanup / Redevelopment Planning</b>												
Complete ABCA for properties where cleanup activities are warranted.												
Prepare and submit Final Cleanup Plan to EPA and FDEP												
<b>Project Management</b>												
Prepare and Submit RFQ, evaluate responses, and select engineering / environmental consulting firm to complete Phase II Site Assessments												
Attend EPA Workshops and Conferences												
Prepare Quarterly Reports and Project Closeout Report (Dec. 31, 2015)												

Resumes

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# M. Shane Dixon

## Associate Environmental Scientist

*Mr. Dixon is an Associate Environmental Scientist with CTC Public Benefit Corporation. He serves as the Quality Assurance and Quality Control Manager for the CTC PBC brownfields program. Mr. Dixon also assists in supporting several EPA Brownfield Assessment and Cleanup Grant projects for local municipalities in Florida, Georgia, South Carolina, North Carolina, and Kentucky.*

### Education

M.S. in Public Health,  
Concentration in Environmental  
Health Science and GIS, 2004.  
University of South Carolina  
Columbia, South Carolina

B.S. in General Biology, 2000.  
Clemson University  
Clemson, South Carolina

### Professional Certifications

LEED AP BD + C

Certified Floodplain Manager

### Professional Affiliations

U.S. Green Building Council

### Project Experience

Mr. Dixon has over seven years of experience in environmental consulting and environmental site assessments. Since joining CTC PBC, his responsibilities include supporting EPA Brownfield Grant Projects as the Quality Assurance and Quality Control Manager to ensure the proper collection and analysis of data during assessment activities. In addition, Mr. Dixon assists projects on the redevelopment planning for brownfield sites and the community outreach activities.

Previously, Mr. Dixon worked for state, county, and city government agencies in Florida and South Carolina as an Urban Planner. His primary responsibilities involved reviewing comprehensive plans, land development regulations, zoning and land development site plans, landscape plans, preliminary plats, bonded plats, and final plats, completing on-site inspections, conducting meetings with the public, and writing and presenting staff reports. He also helped implement the Coastal Zone Protection Act in areas of Florida by reviewing and evaluating proposed development plans for potential environmental impacts. He participated on committees responding to issues regarding fire management, park development, and harbor management. These committees were also tasked with the development of habitat conservation plans, stormwater plans, and no pollution discharge zones. During his time with the City of Hallandale Beach, he helped create a green ordinance and update landscaping code.

Mr. Dixon is also experienced in promoting environmental quality through his position as an environmental scientist with the Florida Department of Environmental Protection. This position included duties as a Quality Assurance/Quality Control Officer and Technical Director for a NELAC certified chemistry and microbiology laboratory with parameters in fecal coliform, total suspended solids, and CBOD5. As an environmental scientist, he also permitted and inspected package wastewater treatment plants and NPDES permitted plants, processed and evaluated requests for regulatory exemptions and associated proprietary/state lands authorizations, conducted complaint and compliance inspections on assigned projects, audited external laboratories, conducted sampling, and wrote a quality manual and standard operating procedures for the FDEP laboratory.

# Joseph H. Morici, PE

## PRESIDENT

*Mr. Morici is a Professional Engineer and the President of CTC Public Benefit Corporation. His responsibilities include managing and leading technical programs, assigning work to staff members, providing guidance and advice to project team members, ensuring the high quality standards are met in all project work, and achieving project results that exceed client expectations.*

### Education

M.S. Industrial Engineering and Engineering Management, 2004, University of Florida, Gainesville, Florida

B.S. Mechanical Engineering, 1996, Virginia Tech, Blacksburg, Virginia

### Professional Registration

Professional Engineer, State of Georgia, PE029266

### Professional Certifications

40-Hour OSHA Training

### Professional Affiliations

Urban Land Institute

South Carolina Chamber of Commerce

Greater Columbia Chamber of Commerce

American Society of Mechanical Engineers

### Project Experience

Mr. Morici has led the Brownfields Program for Concurrent Technologies Corporation (CTC) since 2005. In order to better serve our clients, CTC transferred all Brownfield Program activities to its affiliate organization, CTC Public Benefit Corporation (PBC) effective July 1, 2010. The Brownfields Program focuses on develop brownfield program solutions for communities, site selection for environmental site assessments, community outreach and public involvement, technical review of site assessments, management of subcontractors conducting environmental field work, cleanup and remediation designs, cleanup and remediation, and redevelopment planning. Mr. Morici leads PBC's efforts to partner with local governments to develop Brownfields programs in their communities. This includes identifying potential project sites, developing community support, authoring successful grant applications, developing work plans, and identifying, obtaining, and leveraging multiple sources of funding.

### Previous Work History

Mr. Morici has diverse experience in environmental, industrial, mechanical engineering, and project management. He assisted the Army Corps of Engineers Jacksonville District with public involvement activities and the development of a statewide management action plan for Formerly Used Defense Sites (FUDS) in Florida, Puerto Rico, and the US Virgin Islands. Other recent experience has included managing the Naval Environmental Compliance Operations Monitoring System (NECOMS) contract for Naval Air Depot (NADEP) Jacksonville, the Navy Environmental Leadership Program (NELP) FY2000 Regional Initiatives, the NELP FY2001 project, and the Florida Department of Health Consulting Services contract. The NELP projects had multiple subtasks including solid waste recycling; environmentally-friendly coating application and removal; hazardous waste management; environmental, safety, and occupational health (ESOH) need assessments; and wastewater engineering.

Prior to his employment with CTC PBC and CTC, Mr. Morici served in various engineering roles in manufacturing and industrial operations with Lockheed Martin, Raytheon Systems, Texas Instruments, and The Dow Chemical Company.



# Gail Rawls Jeter

## BROWNFIELDS SPECIALIST

*Mrs. Jeter joined CTC Public Benefit Corporation in July 2008 after retiring from the South Carolina Department of Health and Environmental Control, where she initiated South Carolina's Brownfields Program and served as the Brownfields Coordinator. She is now assisting communities in developing sustainable brownfield programs including fostering community involvement and redevelopment planning.*

### Education

Master of Science in Public Health with a concentration in Environmental Health, 1980, University of South Carolina, Columbia, South Carolina

Bachelor of Arts, Biology, 1977, Converse College, Spartanburg, South Carolina

Leadership South Carolina, Class of 2006

Urban Land Institute South Carolina Center for Sustainable Leadership, class of 2008-2009

### Professional Training/ Certifications

40-Hour OSHA Training

International Association for Public Participation, Public Participation Training Certificate

### Professional Awards

Order of the Palmetto for Brownfields work in South Carolina, 2008

### Professional Affiliations

Urban Land Institute – Member of the Midlands, South Carolina Executive Committee

Urban Land Institute – Member Sustainable Leadership Advisory Council

Delta Omega, Honorary Public Health Association

South Carolina Association of Environmental Professionals

### Project Experience

As a member of CTC PBC's brownfields team, Mrs. Jeter continues her advocacy of brownfields redevelopment by encouraging communities, units of government, and private parties to perform environmental assessments, cleanup, and redevelop previously used properties with potential environmental contamination. She is assisting communities with identifying and obtaining funding (through grants, federal or state assistance, or revolving loan funds), negotiating voluntary cleanup contracts or brownfield agreements with state regulatory agencies, public outreach, project management, and remediation planning.

### Background

Previously she served as the Brownfields Coordinator for the State of South Carolina and managed the Brownfields/Voluntary Cleanup Program (VCP) at the South Carolina Department of Health and Environmental Control. In this position, Mrs. Jeter was involved in the expansion of the VCP to include a brownfields component in 1995. Approximately one hundred and fifty contracts were written under her supervision with local governments, non-profits, and private parties for the redevelopment of brownfields properties, including large projects as the Charleston Naval Complex and the Magnolia Development Project.

Mrs. Jeter was involved in the passage of three laws to implement and improve the brownfields program in South Carolina – the Brownfields/VCP law in 2000 to codify the program; financial incentives in 2002, and an amendment to the Brownfields/VCP law to include petroleum and expand the financial incentives in 2008. Three South Carolina projects won the Phoenix Award for outstanding brownfields redevelopment during her tenure. Mrs. Jeter established the 128a Brownfields program in accordance with the Federal Brownfields Law and managed its accompanying grants. She applied for, received, and managed a \$4.25 million Brownfields Cleanup Revolving Loan Fund Grant for South Carolina. She was involved in the establishment of the South Carolina Chapter of the National Brownfields Association and served on its Advisory Committee.

Under her supervision, the Brownfields Section supported and provided assistance to thirty-four EPA grants to local governments over the State. She was named Management Employee of the Year in 2004, and the Brownfields Section won the Outstanding Customer Service Award in 2006.

As an employee of the South Carolina Department of Health and Environmental Control, Mrs. Jeter worked in the Occupational Health Laboratory for three years, in the Solid and Hazardous Waste Enforcement Section for twelve years and in the Superfund Program as a risk assessor prior to becoming the Brownfields Coordinator.

### Publications

Rawls, Gail Elizabeth (1980) "Comparison of Benzene and Cyclohexane Extraction of Coal Tar Pitch Volatiles": Master's Thesis, School of the Public Health, University of South Carolina.

# Garry Powers

## Director, Economic Development Initiatives

*Mr. Powers for managing the economic development and workforce development programs at CTC Public Benefit Corporation (PBC). Mr. Powers specializes in developing strategies and action plans that promote the growth of regional economies. He will often build teams of industry, government, and academic leaders to develop innovative solutions. PBC's economic development and workforce projects tend to focus on specific industry clusters and entrepreneurship.*

### Education

University of South Carolina,  
College of Business Administration,  
Management Science, Master of  
Science / 1984

University of Houston, College of  
Mass Communications,  
Communications, Bachelor of Arts /  
1977

### Appointments

Commission Member, Midlands  
Technical College, Columbia, SC

One of two South Carolina  
representatives on the Southern  
Technology Council, which is part  
of the Southern Growth Policies  
Board

### Professional Affiliations

Chair, New Carolina's  
Entrepreneurship Task Force, South  
Carolina's Council on  
Competitiveness

Member, Small Business  
Committee, South Carolina State  
Chamber of Commerce

Greater Columbia Chamber of  
Commerce

Southern Growth Policies Board

### Project Experience

Mr. Powers has 24 years of experience working for state economic development agencies and economic development consulting firms. He has extensive experience in building partnerships with industry, colleges, state workforce development organizations, and regional economic development organizations to develop regional strategies and implementation plans. Projects have been funded by the U.S. Economic Development Administration, U.S. Department of Labor, the U.S. Department of Education, the National Science Foundation, and other federal, state, and regional organizations. A sample of the projects that he has managed or coordinated is highlighted below:

- Return on Investment for Brownfields Initiatives in Columbia, SC (funded by the U.S. Environmental Protection Agency)
- South Carolina Networks to Support High Impact Entrepreneurs (funded by the U.S. Economic Development Administration)
- The Medical Device Education Industry Consortium (funded by the National Science Foundation and the U.S. Department of Education)
- VENTURE LAB: Plugging into the Tampa Bay Region's Technology Generators (funded by the STAR TEC)
- *South Carolina Hydrogen Economy* strategy (funded by the South Carolina Hydrogen Coalition)
- A business plan for a State of South Carolina biotechnology incubation facility (funded by the South Carolina Department of Commerce)
- A strategic plan to build a knowledge-based economy (funded by the South Carolina Department of Commerce)

### Previous Work History

From 1987 until 1994, Mr. Powers was Manager of Research at the South Carolina Department of Commerce where he managed: (1) proactive lead-generation programs, (2) the state's cluster industry analyses initiatives and the marketing programs for targeted industries, and (3) programs associated with the research, evaluation and design of economic development strategies, especially strategies related to attracting and retaining large and mid-size companies.

# Brian J. Kvam, P.G.

## PROFESSIONAL GEOLOGIST

*Mr. Kvam is a Professional Geologist and Brownfield Project Manager with CTC Public Benefit Corporation. He serves as a senior technical lead for the Brownfields Program and supports several EPA Brownfield Assessment and Cleanup Grant projects for local municipalities in Georgia, South Carolina, North Carolina, and Kentucky.*

### Education

B.A. Environmental Geology,  
1996. College of Charleston,  
Charleston, South Carolina

### Professional Registrations

Professional Geologist,  
North Carolina No. 2144  
South Carolina No. 2361  
Georgia No. 1920  
Florida No. 2320  
Kentucky No. 2482  
Texas No. 10013 (Inactive)

AHERA Certified, South  
Carolina Licensed Asbestos  
Inspector No. BI-00590

North Carolina Licensed Lead  
Inspector/Risk Assessor  
No. 120210 (Inactive)

### Project Experience

Mr. Kvam has more than 16 years experience in hydrogeologic and environmental investigations ranging from Phase I Environmental Site Assessments (ESAs), groundwater assessment and remediation to facility condition assessment including mold, asbestos and lead based paint (LBP) inspections. Relevant work experience has included:

- The lead Environmental Professional (EP), as defined by the All Appropriate Inquiry (AAI) rule established by the United States Environmental Protection Agency (EPA) on numerous Phase I ESAs throughout the United States.
- A Brownfields Project Manager and Technical Lead for multiple EPA brownfield assessment and cleanup projects throughout the Southeast. His responsibilities include coordinating and conducting Phase I and Phase II ESAs; writing and reviewing US EPA grant proposals, work plans and other technical reports and documents; organizing and leading community out-reach activities including presentations and community meetings; and acting as a liaison between state (SCDHEC, NCDENR, GAEPD, FLDEP) and federal (EPA) brownfields personnel and EPA brownfield grantees.
- Project manager and field geologist for multiple soil and groundwater assessment and remediation projects throughout South Carolina, North Carolina, Georgia, Virginia, and Florida. Managed and conducted Tier I, Tier II, and Tier III assessments, designed and prepared Corrective Action Plans (CAPs) and other technical reports for clients and state regulatory agencies using a Risk-Based Corrective Action (RBCA) process. Proficient at groundwater Fate and Transport modeling using the BIOSCREEN Natural Attenuation Decision Support System. Coordinated, supervised, and conducted field activities including the installation of soil borings and monitor wells, collected soil and groundwater samples, performed slug tests, analyzed slug test data, and conducted site surveys.
- Project manager and field scientist conducting mold and asbestos assessments for facility condition reports at various properties in South Carolina. Experience with collection techniques and methodologies for air and surface mold sampling. Conducted asbestos inspection of 400,000 square-foot former manufacturing facility.

### Previous Work History

Prior to joining CTC, Mr. Kvam worked for Fuss & O'Neill, as a project manager and environmental consultant specializing in Phase I and Phase II ESAs and soil and groundwater remediation at various types of sites throughout the Southeast. Mr. Kvam was also responsible for managing and coordinating emergency spill responses for polychlorinated biphenyls (PCBs) at locations throughout South Carolina.

# Kristen H. Long

## STAFF ENVIRONMENTAL SCIENTIST

*Ms. Long serves as the team's primary EPA brownfields grant writer as well as a project manager for the PBC brownfields program. She brings with her over eight years of regulatory experience from her previous employment with the South Carolina Department of Health and Environmental Control (SCDHEC), including two years as the primary Voluntary Cleanup Contract writer for the Department's Brownfields program.*

### Education

Master of Earth and Environmental Resources Management, 2003, University of South Carolina, Columbia, South Carolina

Bachelor of Arts, Geology, 1998, Whitman College, Walla Walla, Washington

CTC Project Manager Training, July 2007

### Professional Certifications

40-Hour OSHA Training

### Professional Affiliations

National Brownfields Association, South Carolina Chapter, Communications Committee Chair

### Project Experience

As a member of PBC's brownfields team, Ms. Long serves as the project manager for the EPA Assessment projects in Hoke County and Robeson County, North Carolina; Dillon, South Carolina; and Harlem and Greensboro Georgia. She is responsible for environmental site assessments, cleanup and remediation planning, management of subcontractors conducting environmental field work, technical review of environmental site assessments, and redevelopment planning. In addition, she authors public involvement plans, project brochures, websites, and other community outreach materials; and she serves as the team's primary grant writer.

### Background

Previously she served as the primary contract writer for the Voluntary Cleanup Program (including Brownfields) at SCDHEC; a CERCLA environmental risk assessor for the Federal Facilities Agreement section at SCDHEC; a project hydrogeologist for the Underground Storage Tank (UST) and RCRA programs at SCDHEC; and an academic researcher on a groundwater fate and transport project for a proposed high-level radioactive waste repository at the University of Glasgow, United Kingdom. As the primary Brownfields contract writer for SCDHEC, Ms. Long was responsible for the negotiating, drafting, and finalizing of Responsible Party and Non-Responsible Party Voluntary Cleanup Contracts. She primarily assisted non-responsible party prospective purchasers in obtaining State and Federal liability protections through the Voluntary Cleanup Program via the state's Small Business Liability Relief & Brownfields Revitalization Act.

During her tenure as a project hydrogeologist with the UST program, Ms. Long implemented Risk-Based Corrective Action criteria and established Standard Operating Procedures to review technical plans and approve associated costs for soil and ground-water contaminated sites resulting from UST's to ensure sites were properly assessed and directed towards rehabilitation. Additional duties included two-dimensional groundwater modeling, emergency response, issuing monitoring well approvals, and approving/tracking costs associated with assessment and corrective action activities.

As a Risk Assessor, Ms. Long reviewed documents for technical content relating to ecological and human health risk assessment at the United States Department of Energy Savannah River Site (SRS) following the Environmental Protection Agency Risk Assessment Guidance for Superfund process. Additionally, she participated in risk assessment working groups to streamline the risk assessment process at SRS, as well as provided technical assistance to Department staff for state Superfund sites.

### Publications

Long, Kristen. (2003) "Communicating Environmental Risk: A Case Study Approach Involving Superfund Sites in South Carolina"; Masters Thesis, School of the Environment, University of South Carolina.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
*(Complete one Section E for each key person.)*

12. NAME  George Foster, P.G.,	13. ROLE IN THIS CONTRACT  0	14. YEARS EXPERIENCE	
		a. TOTAL  31	b. WITH CURRENT FIRM  18

15. FIRM NAME AND LOCATION *(City and State)*  
 Creative Environmental Solutions, Inc, Brooksville, FL

16. EDUCATION *(DEGREE AND SPECIALIZATION)*  
 MS, University of Florida, Geology (clay mineralogy, carbonate sedimentology)  
 BA, University of South Florida, Geology

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*  
 Florida Professional Geologist No. 403

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
 Mr. Foster specializes in Geology, Hydrogeology, Contamination Assessment, Groundwater Monitoring, Environmental and Exploration Drilling, Clay and Industrial Mineralogy, and Portland Cement Chemistry. He is a member of Phi Kappa Phi Honor Society, American Institute of Professional Geologists, Coastal Conservation Association, The Nature Conservancy, and the Audubon Society. He serves on the Hernando County Environmentally Sensitive Lands Committee, the University of Florida Geology Dept. Advisory Committee, and the Florida Groundwater Association Environmental Committee.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. (1) TITLE AND LOCATION <i>(City and State)</i> City of Brooksville DPW Cleanup, Brooksville, FL	2012	2012
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm Obtained State funding for testing and cleanup of former tank farm abandoned by previous owner (electric coop). Assessment of gasoline and diesel accomplished using multiple drilling and sampling techniques, fully delineated impacts in all media, documented no off-site migration; project slated now for remediation phase.	
b. (1) TITLE AND LOCATION <i>(City and State)</i> Lykes Dublin Cattle Dipping Vat Assessment, Brooksville, FL	2012	2012
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm Identified 1920's-era dipping vat in proposed limestone mining lease area. Conducted extensive soil and water testing to define the boundaries of arsenic and chlorinated pesticide contamination and established "safe zone" mining buffer. Documented exemption from cleanup rules because of Federal mandate to install the vats to control tick fever.	
c. (1) TITLE AND LOCATION <i>(City and State)</i> Dump Site Cleanup, Brooksville, FL	2012	2012
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm Land owner discovered metal and automobile parts protruding from soil in horse pasture. GPR and ER surveys identified multiple buried metallic anomalies. Interviews documented past use of site for burial of machines, vehicles (including a full-size bus), and parts. Currently scheduling excavation of all waste materials and sampling of soil and groundwater.	
d. (1) TITLE AND LOCATION <i>(City and State)</i> J's Salvage Yard, Brooksville, FL	2012	2012
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm Surprise EPA inspection of salvage yard triggered requirement for testing and permitting. Sampled ephemeral stream adjoining site for contaminants, properly drummed and labeled wastes for disposal, obtained NPDES permit for stormwater discharge to stream.	
e. (1) TITLE AND LOCATION <i>(City and State)</i> Sparton Electronics, Brooksville, FL	2012	2012
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm Commingled industrial and domestic waste streams resulted in groundwater contamination below WWTP by heavy metals and solvents. Groundwater investigation demonstrated all contaminants but nitrate within legal zone of discharge. Renewed permits, and continue to monitor groundwater for reporting to FDEP.	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME James E. Shirk P.E.	13. ROLE IN THIS CONTRACT Environmental Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 47	b. WITH CURRENT FIRM 7

15. FIRM NAME AND LOCATION (City and State)

Creative Environmental Solutions, Inc. Brooksville, FL

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS Civil Engineering  
MS Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

P.E. Florida

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Academy of Environmental Engineers (AAEE), Diplomat, Chairman of the AAEE Hazardous Waste Management Examination Subcommittee, American Academy of Environmental Engineers and Hazardous Waste Specialization, Member. ASCE Solid Waste Committee 1976-1980. "Investigation of Ground Water Contamination in the New Jersey Coastal Plain" National Solid Waste Management Conference, Boston, October 1981 (with B.T. Delaney and R.D. Spear) Site Risk Assessment Procedures, American Society of Civil Engineers National Conference on Environmental Engineering, Minneapolis, July 1982 (with A.P. Wright and W.K. Tusa)

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Hungry Thyme Restaurant Remediation Brooksville, FL	2012	2012
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Under the Florida DEP Preapproval System, oversaw preparation of Remedial Action Plan (RAP), preparation of construction drawings and as-built drawings. Oversaw discussions with FDEP regarding temporary/off peak remediation.		
Pawn Shop Remediation Brooksville, FL	2009	2011
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Under the Florida DEP Preapproval System, oversaw preparation of Remedial Action Plan (RAP), preparation of construction drawings and as-built drawings. Oversaw operation and reporting for 8 quarters.		
Hilltop Chevron Brooksville, FL	2008	2007
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Senior engineer responsible for design and implementation of a soil and groundwater remediation system which included air sparging and soil vapor extraction, vapor and water treatment. Site remediation was effected within two quarters of inception.		
CR 476 Project Brooksville, FL	2010	2012
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Senior engineer responsible for design and implemented the installation of a system to remediate soil and groundwater which included air sparging and soil vapor extraction, and vapor and water treatment.		
Childers Property, Brooksville, FL	2008	NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Senior engineer responsible for design and preparation of a limited scope remedial action plan to excavate approximately 110 tons of petroleum-impacted soils.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
*(Complete one Section E for each key person.)*

12. NAME  Kurt W. Jones	13. ROLE IN THIS CONTRACT  Project Engineer	14. YEARS EXPERIENCE	
		a. TOTAL  20	b. WITH CURRENT FIRM  8

15. FIRM NAME AND LOCATION *(City and State)*  
 Creative Environmental Solutions, Inc. Brooksville, Florida

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>  BS Mechanical Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>
---	---

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
  
 OSHA 40-hour HAZWOPER certified

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Pawn Shop, Brooksville, FL  Project Engineer – responsible for Pilot Testing (PT); Remedial Action (RA) Plan (RAP) preparation (Air Sparging (AS)/Soil Vapor Extraction (SVE) RA); RA Construction (RAC); RA Startup; Operation & Maintenance (O&M); & Post RA Monitoring (PRAM) at a former fueling station with petroleum groundwater (GW) and soil contamination. Currently in PRAM – Year 1.	2012	2008
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Neon Cowboy, Dade City, FL  Project Engineer – responsible for PT; RAP preparation (AS/SVE/Multi-Phase Extraction (MPE) RA); RAC; RA Startup; O&M; & PRAM at a former fueling station with petroleum GW and soil contamination. Currently in PRAM – Year 1.	Ongoing	2007
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Hernando County – Department of Public Works – Former Fleet Maintenance Facility, Brooksville, FL  Project Engineer – responsible for RAP preparation (SR, In-Situ Chemical Oxidation (ISCO), and Natural Attenuation Monitoring (NAM) RA) at a former county department of public works fleet maintenance facility/site with petroleum/solvent, pesticide, and metals contamination.	2010	N/A
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Wesco – #23-41, Brooksville, FL  Project Engineer – responsible for RAP preparation (Large Diameter Auger (LDA) Source Removal (SR) RA) and RA SR at a former fueling station with petroleum GW and soil contamination.	2010	2008
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Hungry Thyme Cafe, Brooksville, FL  Project Engineer – responsible for RAP preparation (AS/SVE RA); and RAC at a former fueling station with petroleum GW and soil contamination. Currently in RAC.	Ongoing	2012

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Michael Minard	13. ROLE IN THIS CONTRACT Project Geologist	14. YEARS EXPERIENCE	
		a. TOTAL 11	b. WITH CURRENT FIRM 8

15. FIRM NAME AND LOCATION (City and State)  
Creative Environmental Solutions, Inc. Brooksville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science in Geology	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
OSHA-HAZWOPER Certified - 2012  
Florida Environmental Assessors Association (Member) - 2004  
NICET Geotechnical Construction Level I - 2001  
NICET Geotechnical Generalist Level I - 2001

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (1) TITLE AND LOCATION (City and State) Hot Wheels Auto Body Brooksville, FL	On-going	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Geologist-Responsibilities included coordination of all field work and data collection to assess diesel fuel impacted soils and groundwater. Other activities included data analysis and interpretation, and report preparation.		
b. (1) TITLE AND LOCATION (City and State) Broad Street ROW Brooksville, FL	On-going	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Geologist- Responsibilities included coordination of all field work and data collection to assess gasoline impacted soils and groundwater discovered in the Right-of-Way (ROW) of a City of Brooksville street. Other activities included data analysis and interpretation, and report preparation.		
c. (1) TITLE AND LOCATION (City and State) Hernando County DPW Brooksville, FL	2010	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Field Geologist-Responsibilities included conducting a large scale contamination assessment at a former County Maintenance facility. Boring and monitor well installation, field screening and the collection of soil samples.		
d. (1) TITLE AND LOCATION (City and State) Terra Ceia Isle LUST Site Terra Ceia, FL	2009	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Geologist- Responsibilities included coordination of all field work and data collection to assess diesel fuel impacted groundwater for a SWFWMD land reclamation project. Other activities included data analysis and interpretation of tidal influences, and preparing a natural attenuation monitoring plan (NAMP).		
e. (1) TITLE AND LOCATION (City and State) Lake Hancock SWFWMD Project Polk County, FL	On-going	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Geologist - Responsibilities conducting environmental audits in cooperation with SWFWMD involving numerous proposed land acquisitions surrounding the Lake Hancock area.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME  Jesse DeLaMater	13. ROLE IN THIS CONTRACT  Geologist	14. YEARS EXPERIENCE	
		a. TOTAL  3	b. WITH CURRENT FIRM  3

15. FIRM NAME AND LOCATION (City and State)  
Creative Environmental Solutions, Inc. Brooksville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)  B.S. of Geology	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Co-Author of: A Geophysical and Stratigraphic Investigation of the Central Depression in the Pleistocene Core of St. Catherines Island, Georgia  
Member of Geological Society of America

19. RELEVANT PROJECTS		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Limestone Exploration- Masaryktown, FL	2010	
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Worked as staff geologist overseeing coring of predetermined locations. Logged all cores.		
Clay Exploration – Reddick, FL	2010-2011	
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Worked as staff geologist. Worked directly with client to locate and delineate deposits of Fullers Earth using wire line coring system to investigate areas of interest. Project completed.		
Environmental Site Assessments – Brooksville, FL	2010	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Performed Phase I and Phase II ESA's for South West Florida Water Management District and other clients at various locations in the Brooksville area. Worked as project geologist. Performed site visits, interviews, and wrote final report.		
First United Methodist Church Site Assessment – Brooksville, FL	On-Going	
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Geologist- Responsibilities included coordination of all field work and data collection to assess gasoline and diesel fuel impacted soils and groundwater. Other activities included data analysis and interpretation, and report preparation.		
Trenwa, Inc. – Lakeland, FL	On-Going	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Project Geologist – Responsibilities included coordination of all field work as well as updating pollution prevention plan to satisfy the conditions of the NPDES permit.		



Environmental Consulting & Technology, Inc.

September 14, 2012

Ms. Janice Peters, City Clerk  
**City of Brooksville**  
201 Howell Avenue  
Brooksville, Florida 34601

**Re: Statement of Qualifications for RFQ No. CD2012-05  
Consultant for Brownfields Assessment Program**

Dear Ms. Peters and the Selection Committee Members:

Environmental Consulting and Technology, Inc. (ECT) is pleased to submit this Statement of Qualifications (SOQ) to the City of Brooksville in response to RFQ No. CD2012-05 for Professional Environmental Consulting Services EPA Brownfields Assessment Program.

ECT offers substantial experience with U.S. Environmental Protection Agency (EPA) funded projects, including the highly successful Brownfield Site Assessment, Cleanup and Revolving Loan Fund (RLF) Grant Programs. In fact, with regard to EPA assessment, cleanup and RLF Grants specifically, ECT has been contracted to provide such services to the cities of St. Petersburg, Tallahassee, and nearly two dozen other local units of government, and has been working on the funding and implementation of EPA grants for the past 14 years (ranging from assessment grants of \$200,000 to agency allocations of more than \$300 million). Accordingly, the key members of its brownfield project teams have established strong working relationships with EPA Region 4 personnel and thoroughly understand the expectations and project requirements necessary to meet the agency's quality assurance, technical, community involvement, and reporting objectives.

Included among this team is Ms. Teri Hasbrouck, the primary ECT contact designated for the assignment, whose unique background in local government, and deep understanding of the transactional, regulatory, financial, planning, and construction aspects of brownfield redevelopment, will be committed to helping the City achieve its objectives throughout the duration of any contract that might result from this solicitation.

**Project Manager**

Teri Hasbrouck, CPM  
Senior Scientist  
1408 N. Westshore Blvd., Suite 115  
Tampa, FL 33607  
Phone: 813-289-9338  
Fax: 813-289-9388  
Email: [THasbrouck@ectinc.com](mailto:THasbrouck@ectinc.com)

**Project Director**

Mark Culbreth, P.G.  
Principal Scientist  
1408 N. Westshore Blvd., Suite 115  
Tampa, FL 33607  
Phone: 813-289-9338  
Fax: 813-289-9388  
Email: [MCulbreth@ectinc.com](mailto:MCulbreth@ectinc.com)

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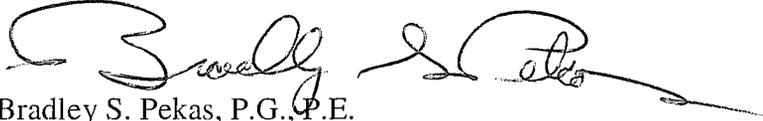
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Ms. Janice Peters, City Clerk  
City of Brooksville  
September 14, 2012  
Page 2

We appreciate the opportunity to present our qualifications to you, and look forward to assisting in the continued implementation of your brownfields program.

Sincerely,

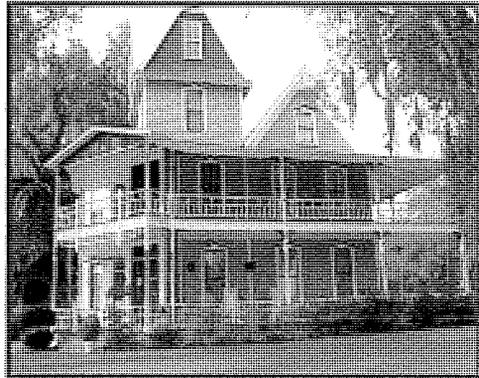
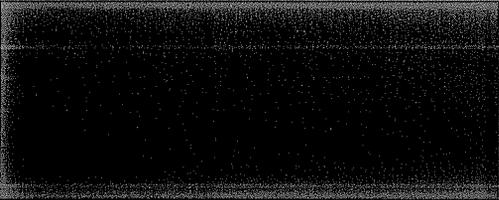
**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**

A handwritten signature in black ink, appearing to read 'Bradley S. Pekas', with a long horizontal flourish extending to the right.

Bradley S. Pekas, P.G., P.E.  
Vice President/Tampa Office Manager

BSP:deb

Enclosure



**STATEMENT OF QUALIFICATIONS**  
**PROFESSIONAL ENVIRONMENTAL**  
**CONSULTING SERVICES**  
**EPA BROWNFIELDS ASSESSMENT PROGRAM**



*Prepared for:*

*City of Brooksville*

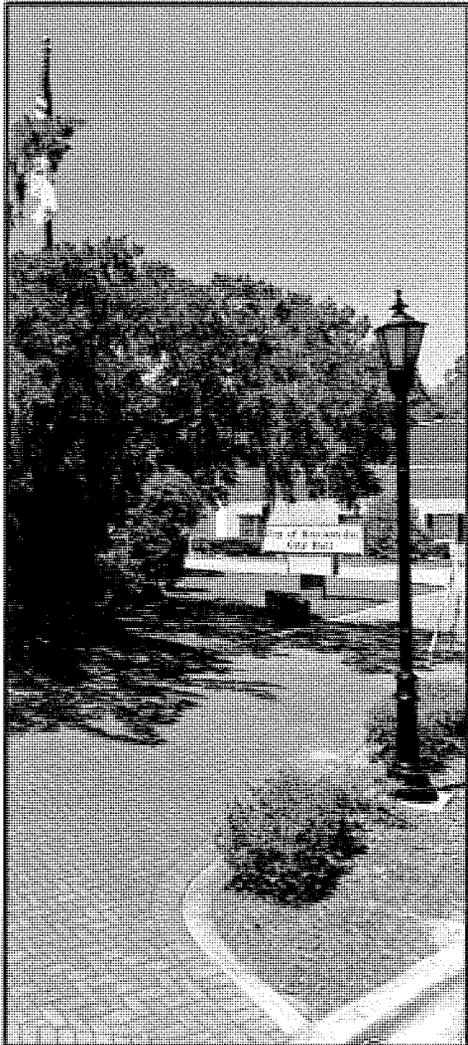
**Consultant for Brownfields Assessment Project**

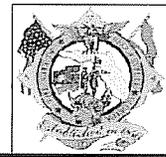
Attention: Janice Peters  
 City Clerk  
 201 Howell Avenue  
 Brooksville, Florida 34601

**September 14, 2011**

*Prepared by:*

**Environmental Consulting & Technology, Inc.**  
**1408 North Westshore Boulevard, Suite 115**  
**Tampa, Florida 33607**  
**(813) 289-9338**





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*RESPONSE TO EVALUATION CRITERIA "H" - (Location of ECT Office in proximity to the City)*

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**APPENDICES:**

**APPENDIX A – RESUMES FOR PROJECT DIRECTOR AND MANAGER**

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FIGURE 2. CURRENT AND PROJECTED WORKLOADS



## BACKGROUND AND GENERAL STATEMENT OF CAPABILITIES

Headquartered in Gainesville, Florida, and founded in 1988, Environmental Consulting & Technology, Inc. (ECT) is an employee-owned, professional engineering (CS No. 5520), geology (No. GB42), and asbestos (No. ZA0000131) consulting firm, with clients that include all levels of government, private sector businesses, engineering firms, and contractors. In addition to being licensed to conduct business in Florida (No. P22824), ECT maintains offices at various locations in Michigan, Minnesota, Illinois, Iowa, Georgia, and North Carolina, and has successfully provided multidisciplinary environmental consulting and engineering design services on more than 22,000 projects throughout the United States and worldwide. Comprised of over 215 highly qualified scientists, engineers, and support staff, and with annual revenues in excess of \$40 million, ECT is a financially stable firm, which has been ranked by *Engineering News Record* among the top 200 environmental engineering firms in the country for each of the past 10 years, and was most recently named to the 2012 *Inc. 500/5000* annual ranking of the fastest growing private companies in America.

ECT offers substantial experience with EPA-funded projects, including the highly successful Brownfield Site Assessment, Revolving Loan Fund (RLF), and Cleanup, (ARC) Grant programs. In fact, with regard to EPA Brownfield Assessment, Cleanup, and RLF Grants specifically, ECT has been contracted to provide such services to the cities of St. Petersburg and Tallahassee, Orange and Pinellas Counties, and nearly two dozen other local units of government, and has been working on the funding and implementation of EPA grants for the past 14 years (ranging from assessment grants of \$200,000 to agency allocations of more than \$300 million). Accordingly, the firm has strong working relationships with EPA Region 4 personnel and thoroughly understands the expectations and project requirements necessary to meet the agency's quality assurance, technical, community involvement, and reporting objectives.

With seven Florida offices, including Tampa, Gainesville, Orlando, Fort Lauderdale, Jacksonville, New Smyrna Beach, and Tallahassee, the geographic availability of ECT's staff and general distribution of project work affords the City access to a broad range of scientific, engineering, planning, and construction management services requisite to its implementation of this EPA-funded brownfield initiative, and demonstrates ECT's comprehensive understanding of the tools available to facilitate site redevelopment, including:

- Federal and State grant/loan applications and leveraged funding.
- Site assessments (Phase I and II ESAs).
- Brownfield master planning, reuse planning, and development strategies.
- Community outreach.
- Community health monitoring and environmental justice.
- Assessment of environmental and public health risks.
- Tax increment financing and tax credit analysis.
- Remediation/demolition design, preparation, and oversight.
- Innovative "green" treatment and sustainable remediation technologies.
- Sustainability planning and low impact development practices.
- Funding and agency negotiations.
- Natural resource damage assessments.
- Ecosystem restoration and management.



ECT is a company headquartered in Florida, is 100 percent employee-owned and has no affiliate (parent, subsidiary or divisional) interests, nor has it ever operated under any other name since its inception.

In accordance with the requirements of the RFQ, ECT affirms that its key personnel possess the following requisite qualifications:

1. At least five (5) years of experience working on EPA Brownfields Projects within EPA Region 4 in Florida at hazardous-substance and petroleum sites including experience with conducting Phase I/Phase II ESAs, preparation of Quality Management Plans, Quality Assurance Project Plans, Work Plans, Health & Safety Plans, facilitating community involvement, and preparing Remedial/Corrective Action Plans,
2. At least five (5) years of experience working in or with City or local governments addressing economic redevelopment issues,
3. Five (5) years of environmental consulting experience working in the State of Florida,
4. One professionally registered geologist and/or one professionally registered engineer in the State of Florida.

In addition, ECT's project team meets all local, State and Federal requirements for performing the work authorized under this contract, and includes multiple professional geologists and professional engineers registered in the State of Florida. and will be led by the following Key Staff, each of whom have extensive EPA Assessment Grant experience:

**Project Manager**

Teri Hasbrouck, CPM  
Senior Scientist  
1408 N. Westshore Boulevard, Suite 115  
Tampa, FL 33607  
Phone: 813/289-9338  
Fax: 813/289-9388  
email: thasbrouck@ectinc.com

**Project Director**

Mark A. Culbreth, P.G.  
Principal Scientist  
1408 N. Westshore Boulevard, Suite 115  
Tampa, FL 33607  
Phone: 813/289-9338  
Fax: 813/289-9388  
email: mculbreth@ectinc.com

Mr. Culbreth has served as project manager/director for a number of notable EPA-funded brownfield initiatives, including those undertaken by the cities of St. Petersburg, Tampa, Gainesville, and Tallahassee, as well as Pinellas County. Mr. Culbreth offers a wealth of knowledge regarding the potential effects of past and current land use on the quality of soils and groundwater, and has both developed and implemented risk-based corrective actions enabling the successful redevelopment of properties throughout the Florida. Included among the more notable of these was Mr. Culbreth's contamination and risk assessment of the Gainesville Depot Park site, which not only enabled the remediation of this 30-acre site, but also the creation of a unique and beneficial stormwater amenity that has spurred development activities in the downtown area by off-setting stormwater management requirements through the sale of stormwater credits resulting from the creation of the Depot park stormwater facility.

As Project Manager, Teri Hasbrouck will bring unique skills and experience to the City's Brownfield Program. Ms. Hasbrouck's experience as manager of the Pinellas County Redevelopment Brownfield Program affords the opportunity for the City to select a consultant who not only understands the EPA's Brownfield Program, but also one that offers a first-hand



understanding of local governmental processes and the significance of developing a robust Brownfield Program capable of facilitating land recycling and redevelopment. Ms. Hasbrouck's appreciation in this regard stems from her experience working for Pinellas County where she became intimately familiar with development across the County while working for the Economic Development Department. And finally, Ms. Hasbrouck's experience managing multiple consulting contracts within a local government paradigm will be invaluable to the City's implementation and administration of this EPA grant. Additionally, Ms. Hasbrouck is currently performing all grant reporting, ACRES input, QMP production, and community outreach activities for Orange County's EPA Brownfield Assessment Grant.

Detailed biographies for Ms. Hasbrouck, Mr. Culbreth and key personnel are included in Appendix A of this SOQ.



## **A. ABILITY OF PERSONNEL, PROJECT MANAGER AND STAFF**

Brief biographies of key project team members are provided below. (An Organizational Chart identifying all key staff, and all personnel, including subcontractors, likely to perform work on tasks assigned under the City's RFQ, is presented as Figure 1, which is included at the end of this Section).

### **A.1 KEY PERSONNEL**

#### **PROJECT DIRECTOR**

The Project Director designated for the City's Professional Environmental Consulting Services EPA Brownfields Assessment Program contract is Mr. Mark Culbreth. Mr. Culbreth has over 25 years of experience managing major contracts and projects, is licensed in Florida as a professional geologist, and offers expertise in the management and performance of contamination assessments; risk assessments; exposure assessments; remediation and risk-based corrective actions; sampling and analysis of hazardous/nonhazardous materials; Brownfields program implementation; ESAs; and regulatory coordination, negotiation, and presentations. In addition, Mr. Culbreth has extensive experience working with local municipal and county governments, including responsibilities for providing brownfield environmental consulting services to the cities of St. Petersburg, Tampa, Gainesville, Tallahassee, and Pinellas County, to name a few.

A recent example of Mr. Culbreth's experience is the brownfield grant-funded work he directed for the City of Tallahassee, which has included the performance of numerous Phase I ESAs, Phase II ESAs, Supplemental Site Assessments, ABCAs and the development of risk-based corrective actions allowing for redevelopment activities in the Tallahassee Gaines Street Corridor Brownfield Area.

Mr. Culbreth is very familiar with the Brooksville area. While working with the U.S. Geological Survey, Mr. Culbreth participated in a groundwater resource investigation of Hernando County. While with ECT, Mr. Culbreth has overseen remediation activities at the Springstead Oil Company Bulk terminal site located in Brooksville. Under the direction of the State petroleum cleanup program, ECT has conducted soil excavations, chemical oxidizer injection and groundwater monitoring reporting for the facility.

In addition, Mr. Culbreth also has extensive experience in directing and coordinating a variety of contractors, including drilling contractors, hazardous waste removal contractors, spill response contractors, and geotechnical contractors, among others.

#### **PROJECT MANAGER**

The Project Manager designated for the City's contract is Ms. Teri Hasbrouck, a Certified Public Manager. Ms. Hasbrouck has over 16 years of experience as an Environmental Professional, including six years' experience as the manager of the Pinellas County Economic Development Department's Brownfield Redevelopment Program. Ms. Hasbrouck has worked in both the private and public sectors including industry and consulting, and with her experience and tenure at the County and having been involved with the County's program since its inception, Ms. Hasbrouck is uniquely qualified to serve as the Project Manager for the City's contract. As a



matter of fact, Ms. Hasbrouck continues to work on brownfield and contaminated sites for the County.

While at Pinellas County, Ms. Hasbrouck self-performed all of the Hazardous and Petroleum Assessment and Cleanup grant programmatic requirements including: multiple consultant contract coordination/management, grant applications, grant tracking and reporting, grant fiscal management, ACRES input, EPA project profile forms, community involvement/outreach, brownfield inventories, and grant closeout reporting requirements. In addition, on behalf of the County, Ms. Hasbrouck prepared Brownfield Site Rehabilitation Agreements (BSRAs) and negotiated with FDEP for three EPA grant-funded cleanup projects. Ms. Hasbrouck also represented the County in interactions with 24 cities, including marketing Brownfield grant funding, determining project eligibility, and providing presentations to various City planning boards, commissions and councils to educate decision-makers on the intricacies of using EPA Brownfield grant funding. In her position as a Business Development Manager for the County's Economic Development Department, Ms. Hasbrouck utilized many of the State's business incentive programs, administered through Enterprise Florida, to promote redevelopment projects in Pinellas County.

During the implementation of Pinellas County's Brownfield Program, Ms. Hasbrouck developed significant relationships with EPA Region 4 managers and staff that enhanced access to agency information and EPA decision-makers. These relationships helped the county to evaluate, pursue, and win additional grant funding opportunities from EPA.

During Ms. Hasbrouck's tenure, the County won three awards (from the Tampa Bay Regional Planning Council, the Florida Brownfields Association and the National Association of Environmental Professionals) for the development of a unique education program (Girl Scout Brownfield Spotters Patch). Additionally, the County hosted a National Association of Local Government Environmental Professionals (NALGEP) Brownfield Communities Network Workshop titled "Turning up the Green through Brownfields Redevelopment". This workshop was funded by NALGEP and served to educate over 100 local government officials and representatives about brownfield redevelopment and the use of grant funding in their communities.

Since 2004, Ms. Hasbrouck has been a member of the Florida Brownfield Association, served on the Board of Directors for two years and served as the 2008 conference chairperson. She is also a member of the Tampa Bay Association of Environmental Professionals (officer), Florida Association of Environmental Professionals (2003), and the National Association of Environmental Professionals (1999).

#### **SENIOR ADVISOR – BROWNFIELD GRANTS AND INCENTIVES**

Mr. Marc Florian will provide technical support with regard to matters capable of influencing taxable investment, job creation and the leveraging of additional local, state, and federal resources. Over the past 25 years, Mr. Florian has served as technical advisor to numerous state agencies and legislators in the conceptualization and implementation of strategies aimed at mitigating risk in the real estate arena and incentivizing brownfield redevelopment. He has provided technical and administrative support to municipalities on behalf of some of the nation's largest brownfield redevelopment projects, during which he conceived and promoted methods by which financial impasses existing between site owners and local governmental officials might be



bridged, facilitating the designation of millions of dollars in federal, state and local funds necessary to position key properties for redevelopment.

#### **TASK MANAGER—PHASE I ENVIRONMENTAL SITE ASSESSMENTS**

Mr. Darren Stowe, AICP, will serve as Task Manager for Phase I ESAs. Mr. Stowe has over 36 years of experience in providing ESAs and land planning and zoning services throughout Florida and the United States. Recent clients for Mr. Stowe include Pinellas County, The Nature Conservancy, The Trust for Public Land, Southwest Florida Water Management District (SWFWMD), Sargent & Lundy, and Tampa Electric. Mr. Stowe has conducted hundreds of ASTM ESAs, many of which have been completed on behalf of EPA Brownfield Assessment grant projects. Mr. Stowe has completed numerous ESAs for SWFWMD prior to the purchase of properties by the District and has conducted approximately 10 assessments in the vicinity of Brooksville. Mr. Stowe is also a past president of Florida Environmental Assessors Association.

#### **TASK MANAGER—PHASE II ENVIRONMENTAL SITE ASSESSMENTS**

Mona Johnson, P.G., will serve as Task Manager for Phase II ESAs. As a Professional Geologist, and with over 21 years of experience in Florida and Georgia, Ms. Johnson has conducted hundreds of ASTM Phase I/II ESAs, contamination assessments, site assessment reports and tank closures, and also offers extensive experience in asbestos and lead-based paint assessments.

#### **TASK MANAGER—ASBESTOS/LEAD-BASED PAINT ASSESSMENTS**

Mr. Michael Duvall, P.G., L.A.C., will serve as Task Manager for Asbestos and Lead-based Paint projects. Mr. Duvall has over 31 years of experience providing services in the areas of asbestos and lead-based paint surveys and abatement. Mr. Duvall also has experience in the performance of ESAs, contamination assessments, and other services requested in this RFQ.

#### **TASK MANAGER—REMEDICATION AND RISK-BASED CORRECTIVE ACTIONS**

Mr. Barry Westmark, P.E., will serve as Task Manager for Remediation and Risk-Based Corrective Actions, including contamination assessments and responses for hazardous materials, petroleum contamination, and storage tank assessment. Mr. Westmark has over 23 years of experience providing assessments, remedial design, remediation, O&M of remediation systems, permitting, and site closures for public- and private-sector clients throughout Florida.

#### **TASK MANAGER—AGENCY COORDINATION - FDEP, US EPA AND ENTERPRISE FLORIDA**

Mr. Satish Kastury will serve as Task Manager for Agency Coordination and as regulatory advisor and liaison with regard to overlapping EPA and FDEP program requirements. Mr. Kastury formerly served as Environmental Administrator for the FDEP where his responsibilities included administration and implementation of the statewide Hazardous Waste Management Program authorized under RCRA. Through six regional/field offices he managed an annual budget of \$15 million and provided technical assistance to senior management and legislative staff, represented the department in key regulatory/legislative issues, and worked with committee members and the regulated industry in the development of necessary statutory language and other legislative reports/documents pertaining to the development of regulatory policies and procedures. In the course of this assignment, he was responsible for coordinating and administering statewide programs with several other State, local, and Federal agencies, including the EPA, Department of Energy, and Department of Defense, in addition to a variety of private industry and public interest groups. Notable among these was his interaction with FDEP and District staff in the development of Florida's global risk-based corrective action regulatory



requirements, which form an integral component of the State's Brownfield Redevelopment Initiative. Mr. Kastury currently serves as ECT's technical advisor to the City of Tallahassee with regard to several key Brownfield redevelopment projects, and is routinely consulted on matters pertaining to legislative reform and funding within the environmental arena.

#### **TASK MANAGER—PUBLIC HEALTH MONITORING PLAN**

John Smyth, Ph.D. will serve as the Task Manager for all Public Health-related activities of the grant. Dr. Smyth has over 25 years' experience in Industrial Hygiene and Safety Management, and in assessing exposure to physical, chemical and biological agents in the environment. Dr. Smyth has evaluated human exposure to hazardous contaminants in industrial settings as well as outdoor impacts from chemical releases. He has also conducted numerous exposure monitoring studies and developed written guidelines and training programs for personnel affected by environmental exposures. His function will be to develop and maintain EHS plans and procedures for the projects completed under this contract, liaison with the Sarasota and Manatee County Health Departments, and as a task manager with regard to any future public health monitoring planning elements that might result from this assignment.

#### **TASK MANAGER—GEOTECHNICAL INVESTIGATIONS**

Mr. Paco Amram, P.E., will serve as Task Manager for Geotechnical Investigations. Mr. Amram has extensive experience with diverse geologic and groundwater environments and can solve challenging contamination technical issues related to geologic and hydrogeologic investigations. Mr. Amram has conducted numerous aquifer remediation investigations and developed systems and applications that result in successful, FDEP-approved, remediation projects for ECT's clients. Mr. Amram's past projects include excavations and extended pit dewatering for site preparation on numerous cleanup projects.

#### **TASK MANAGER—BROWNFIELD INVENTORY**

In addition to her role as Project Manager, Ms. Teri Hasbrouck, CPM, will also serve as Task Manager for Brownfield Inventories. During her time as Pinellas County Brownfield Manager, Ms. Hasbrouck conducted numerous brownfield inventories within local municipalities as well as in unincorporated county areas. These activities consisted of utilizing proprietary and public databases that supply information and location of underground storage tanks (UST), leaking underground storage tanks (LUST), EPA RCRA sites, as well as other sources to develop a comprehensive list of parcels that will qualify for EPA grant-funded assessments.

#### **TASK MANAGER—COMMUNITY PARTICIPATION AND OUTREACH**

Ms. Cece McKiernan, LEED AP, CFM, will serve as Task Manager for project assignments involving outreach to the general public with regard to Federal, State and local government issues. Ms. McKiernan has over 20 years of experience interacting with agencies such as EPA, FEMA, NOAA, Army Corps of Engineers, to name a few. Ms. McKiernan has also organized and executed over 25 Open Houses for FEMA Flood Insurance Rate Map revisions in the past two years and spent numerous hours with residents assisting them in understanding this complicated process, for our client the Southwest Florida Water Management District. Her technical skills enable her to understand complex technical analyses and develop public outreach tools that facilitate the effective transfer of this knowledge to the public.



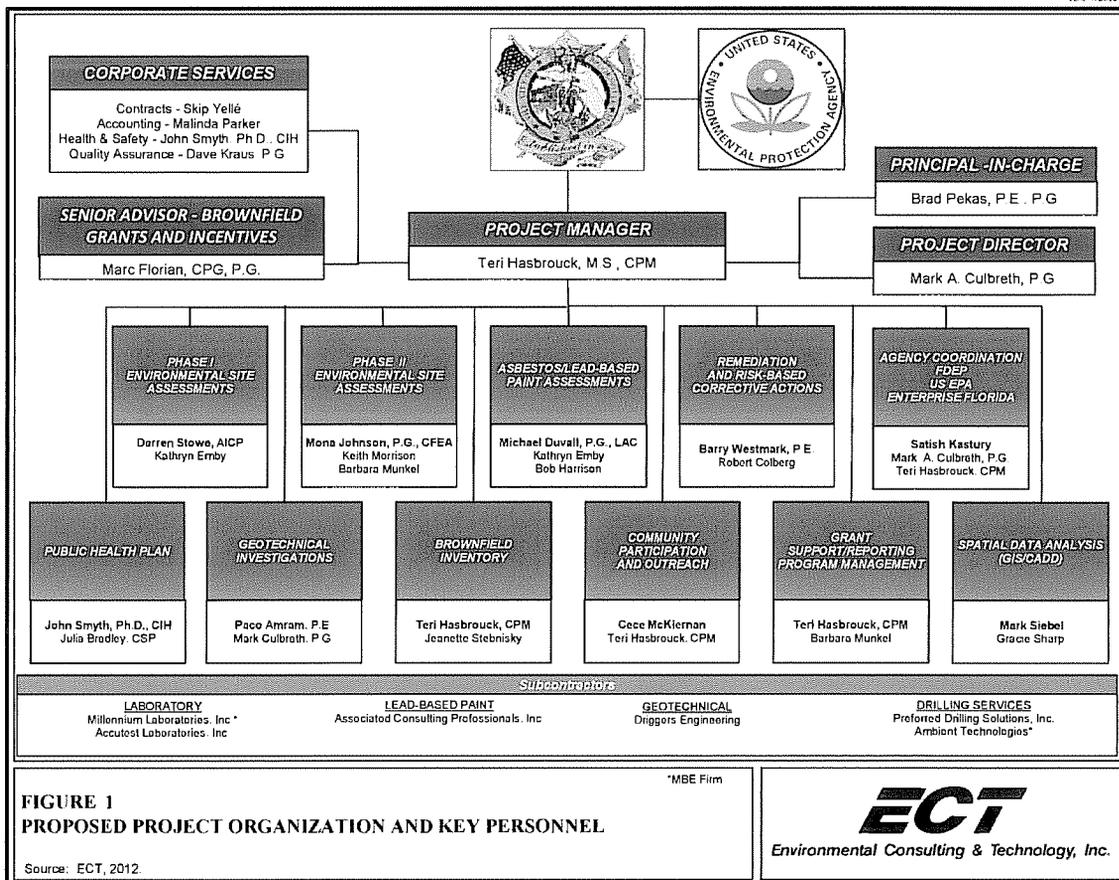
**TASK MANAGER–GRANT SUPPORT/REPORTING AND PROGRAM MANAGEMENT**

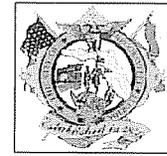
Based on her six years of experience managing the Pinellas County Brownfield Program, Teri Hasbrouck, CPM, has also been selected as Task Manager for Grant Support/Reporting and Program Management. Ms. Hasbrouck has extensive experience in self-performing all grant reporting activities required under the EPA Brownfield Assessment Program, including quarterly reports, financial tracking, community outreach, preparation of Property Profile forms, ACRES data input, the Federal Stimulus Tracking System, preparation of BSRAs, and grant closeout reports. (An EPA audit of Pinellas County’s Brownfield Grants resulted in an excellent rating with the auditor’s comment that the audit submittals were the best they had ever seen.) In addition, Ms. Hasbrouck represented Pinellas County in all negotiations with EPA, FDEP, the Pinellas County Health Department and local municipalities.

**TASK MANAGER–SPATIAL DATA ANALYSIS (GIS/CADD)**

Mr. Mark Seibel will serve as Task Manager for Spatial Data Analysis. Using ECT’s state-of-the-art geographic information system (GIS) and global positioning system (GPS), Mr. Seibel’s team can provide precise, multi-attributed land use and land cover mapping for this project. Utilizing location and testing data, the computer aided design and drafting (CADD) team develops maps and diagrams that result in precise figures that provide a comprehensive visual representation of the location of testing results on properties that will be assessed with brownfield grant funding. These figures can also be generated in poster formats to facilitate public education and involvement.

**A.2 ORGANIZATIONAL CHART**





**A.3 ECT STAFF PROFESSIONAL LICENSES AND CERTIFICATIONS**

**State of Florida**  
Department of State

I certify from the records of this office that ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC is a corporation organized under the laws of Delaware, authorized to transact business in the State of Florida, qualified on February 1, 1989

The document number of this corporation is P22824

I further certify that said corporation has paid all fees due this office through December 31, 2012, that its most recent annual report was filed on March 26, 2012 and its status is active

I further certify that said corporation has not filed a Certificate of Withdrawal

Given under my hand and the Great Seal of Florida, at Tallahassee, the Capital, this the Twenty-Seventh day of March, 2012.

*Ken Detjen*  
Secretary of State

Authenticating ID: #0412A201174-031712 P22824  
 To address, attach this certificate to the following web site or to address below the provisions displayed at <https://file.sunbiz.org/verifyauthver.html>

**State of Florida**  
Board of Professional Engineers  
**Environmental Consulting & Technology, Inc.**

It is authorized under the provisions of Section 471.013, Florida Statutes, to offer engineering services to the public through a Professional Engineer duly licensed under Chapter 471, Florida Statutes.

**Certificate of Authorization**

EXPIRATION: 2/28/2013  
AUDIT NO: 228201302383

CA Lic. No:  
5520

AC# 6178753      STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS      SEQ# L12052900926

DATE	BATCH NUMBER	LICENSE NBR
06/29/2012	118214312	GB42

The GEOLOGIST BUSINESS  
Named below IS CERTIFIED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2014

ENVIRONMENTAL CONDUCT & TECH, INC  
3701 NW 98TH ST  
GAINESVILLE FL 32606

RICK SCOTT GOVERNOR      DISPLAY AS REQUIRED BY LAW      KEN LAWSON SECRETARY

AC# 6163107      STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS      SEQ# L12051401153

DATE	BATCH NUMBER	LICENSE NBR
06/14/2012	118203859	PG1217

The PROFESSIONAL GEOLOGIST  
Named below IS LICENSED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2014

CULDRETH, MARK A  
8221 WEST DRIVE  
WESLEY CHAPEL FL 32544

RICK SCOTT GOVERNOR      DISPLAY AS REQUIRED BY LAW      KEN LAWSON SECRETARY

**State of Florida**  
Board of Professional Engineers  
*Altabis Hylt*  
**Bradley S. Pekas, P.E.**

IS LICENSED AS A PROFESSIONAL ENGINEER UNDER CHAPTER 471, FLORIDA STATUTES  
EXPIRATION: 2/28/2013      P.E. LIC. NO: 45057  
AUDIT NO: 228201314154

AC# 6134620      STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS      SEQ# L12051900431

DATE	BATCH NUMBER	LICENSE NBR
05/19/2012	118087139	PG1407

The PROFESSIONAL GEOLOGIST  
Named below IS LICENSED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2014

PEKAS, BRADLEY S  
9508 WOODRAY DRIVE  
TAMPA FL 33626

RICK SCOTT GOVERNOR      DISPLAY AS REQUIRED BY LAW      KEN LAWSON SECRETARY

The State of Florida  
AND  
THE FLORIDA CENTER FOR PUBLIC MANAGEMENT  
AT THE FLORIDA STATE UNIVERSITY  
HEREBY CONFERS UPON  
**Teri Hasbrouck**  
THE POSITION OF  
**Certified Public Manager**

WITH ALL THE RIGHTS, PRIVILEGES, AND DUTIES THEREIN AND AFFILIATIONS, IN EXTENSION  
WHEREBY SHE IS CALLED TO HER NAME AND WITH THE RESUME OF THE OFFICE HEREBY GRANTED  
THE FLORIDA STATE UNIVERSITY  
September 2009

*Charmelle*      *TK Withersell*  
SECRETARY      PRESIDENT  
*Charmelle*      *TK Withersell*  
SECRETARY      PRESIDENT

**State of Florida**  
Board of Professional Engineers  
*Altabis Hylt*  
**Barry Douglas Westmark, P.E.**

IS LICENSED AS A PROFESSIONAL ENGINEER UNDER CHAPTER 471, FLORIDA STATUTES  
EXPIRATION: 2/28/2013      P.E. LIC. NO: 48233  
AUDIT NO: 228201327115

AC# 6108952      STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS      SEQ# L12042401423

DATE	BATCH NUMBER	LICENSE NBR
04/24/2012	118177686	PG1854

The PROFESSIONAL GEOLOGIST  
Named below IS LICENSED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2014

JOHNSON, MONA PHILLIPS  
8300 55TH ST N  
PINELLAS PARK FL 33701

RICK SCOTT GOVERNOR      DISPLAY AS REQUIRED BY LAW      KEN LAWSON SECRETARY

STATEMENT OF QUALIFICATIONS RFQ CD2012-05  
 PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES  
 EPA BROWNFIELDS ASSESSMENT PROGRAM



**State of Florida**  
 Board of Professional Engineers  
 Article 11, §1  
**Francisco Jose Amram, P.E.**

IS LICENSED AS A PROFESSIONAL ENGINEER UNDER CHAPTER 471, FLORIDA STATUTES  
 EXPIRATION: 2/28/2013 P.E. LIC. NO: 45133  
 AUDIT NO: 228201326954

AC#5886527 STATE OF FLORIDA  
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
 ASBESTOS LICENSING UNIT SEQ#L1111502155

DATE	BATCH NUMBER	LICENSE NBR	TITLE
11/15/2011	110185139	2A0000131	

The ASBESTOS BUSINESS ORGANIZATION  
 Named below IS LICENSED  
 Under the provisions of Chapter 469, FS.  
 Expiration date: NOV 30, 2013

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC  
 MICHAEL C. DUVAL  
 3701 HW 90TH STREET  
 GAINESVILLE FL 32606-5004

RICK SCOTT GOVERNOR KEN LANGSON SECRETARY  
 DISPLAY AS REQUIRED BY LAW

AC# 6279894 STATE OF FLORIDA  
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
 BOARD OF PROFESSIONAL GEOLOGISTS SEQ#L12081701062

DATE	BATCH NUMBER	LICENSE NBR
08/17/2011	1127009154	PG1596

The PROFESSIONAL GEOLOGIST  
 Named below IS LICENSED  
 Under the provisions of Chapter 492, FS.  
 Expiration date: JUL 31, 2014

DUVAL, MICHAEL C.  
 1712 CLYDEDALE DRIVE  
 LOKAHATCHER FL 33470

RICK SCOTT GOVERNOR KEN LANGSON SECRETARY  
 DISPLAY AS REQUIRED BY LAW

**American Institute of Professional Geologists**  
 12000 Washington St., Suite 285, Thornton, CO 80241-3134  
 (303) 412-6205 • Fax (303) 253-9220  
 aipg@aipg.org • www.aipg.org

Marc D. Florian, CPG-07785  
 Valid through 12/31/2012

Barbara H. Murphy  
 Barbara H. Murphy, CPG  
 President AIPG 2012

AIPG 49<sup>th</sup> Annual Meeting – Rapid City, South Dakota  
 September 22-25, 2012

**AICP**

DARREN L. STOWE

HAS QUALIFIED AS A  
 MEMBER  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1990  
 (with 100 hours of continuing education)

*Signature of Darren L. Stowe*  
 President

affirms that

**Julia C Bradley**

has applied for and qualified as a Certified Safety Professional® in Comprehensive Practice

**Certified Safety Professional®**  
 in Comprehensive Practice

has been found to be in good standing and is eligible to use the designation

*Signature of John D. Swait*  
 President  
 1988  
 CSF No. 1597

This certifies that

**Mark Seibel**

has met the minimum standards for ethical conduct and professional practice as established by the GIS Certification Institute for recognition as a

**Certified Geographic Information Systems (GIS) Professional (GISP)**

and is therefore entitled to all the rights and privileges thereunder.

This grant of certification shall expire on its demand unless an appeal is made within 30 days of the date of the award. If no appeal is made, the certification shall remain in full force and effect.

Certification Number 000000000 Date of Initial Certification 06/28/2008

*Signature of David A. B. (Director)*  
 David A. B. GISP  
 GISP President

*Signature of Heidi Wilson (Executive Director)*  
 Heidi Wilson GISP  
 GISP Executive Director

**ABIH**  
 american board of industrial hygiene®

organized to improve the practice of industrial hygiene  
 proclaims that

**John C. Smyth**

having met all requirements through education, experience and examination, is hereby certified in the

**COMPREHENSIVE PRACTICE  
 of  
 INDUSTRIAL HYGIENE**

and has the right to use the designations

**CERTIFIED INDUSTRIAL HYGIENIST**

**CIH**

Certificate Number: 6048 CP  
 Awarded: July 7, 1993  
 Expiration Date: June 3, 2015

*Signature of John C. Smyth*  
 John C. Smyth  
 CIH

*Signature of John C. Smyth*  
 John C. Smyth  
 Executive Director ABIH



## **B. PAST PERFORMANCE FOR SIMILAR SCOPE OF WORK**

ECT's professional capabilities include a comprehensive range of consulting service areas focused on the environmental needs of its private- and public-sector clients. ECT has been working on the funding and implementation of EPA grants for the past 15 years, including the St. Petersburg 1997 assessment grant; one of the first pilot grants. The scopes of these assignments have ranged from Brownfield Assessment Grants of \$200,000 to agency response allocations of more than \$300 million. With regard to EPA Brownfield Assessment and Cleanup Grants specifically, ECT offers experience in nearly two-dozen local communities across the United States.

In addition to its extensive work within Florida, ECT has also assisted communities elsewhere across the United States in the implementation of EPA Brownfield Assessment, Cleanup, and RLF grants; representative examples of which are provided in the following paragraphs. Detailed project profiles are provided on the following pages.

The Gaines Street Corridor (Corridor) is in one of the oldest sections of Tallahassee and is characterized by historic railroad corridors and spurs, historic industrial uses, petroleum distribution centers, chemical warehousing and light industry. The City of Tallahassee envisions plans for redevelopment and economic revitalization along the Corridor. The City designated the Corridor as a Brownfield and subsequently applied for and was awarded an assessment grant and a cleanup grant from the U.S. Environmental Protection Agency (EPA).

The City of Tallahassee awarded ECT a contract to conduct Phase I and II environmental site assessments (ESAs) under the Brownfield assessment grant, which included establishing the existence of recognized environmental conditions (RECs), preparation of site-specific quality assurance project plans (QAPPs) and health and safety plans, providing programmatic support, installation of monitoring wells, collection of soil and groundwater samples, and the completion of contamination and risk assessments to determine the extent of the contamination and the risk of exposure to site users.

ECT conducted Phase I and Phase II ESAs on the following sites within the Corridor:

#### Art Alley

ECT conducted a Phase I on the Art Alley site and identified several onsite RECs: soils impacted with metals, organic compounds, and pesticides/herbicides. Additionally, an underground storage tank (UST) was located onsite. ECT conducted the Phase II at the site, emptying the UST's contents into drums for proper disposal, removing the UST for proper disposal, and collecting soil samples from the UST area and other selected areas along Art Alley. The soil analytical data did not report exceedences above the soil cleanup target levels (SCTLs) of any tested parameter.

#### Warehouse Property

During the Phase I of the Warehouse Property, ECT identified two onsite RECs: soil and groundwater contamination from discharges related to a former fuel distributor and soil impacts from historical use of arsenical herbicides. ECT conducted a Phase II ESA, including soil and groundwater sampling, and with the results, was able to recommend removal of arsenic-impacted soil to facilitate the City's redevelopment of the site as a parking lot.

#### Arts Exchange Property

ECT also conducted a Phase I on the Arts Exchange Property. The Phase I

**Client:** City of Tallahassee

**Start Date:** November 2008

**End Date:** Ongoing



#### **Key Highlights**

- Phase I and II site assessments
- Underground storage tank removal
- Quality assurance project plan
- Site-specific health and safety plan
- Direct push technology
- Programmatic support
- Soil and groundwater sampling
- Community participation/stakeholder involvement

identified three onsite RECs: potential soil and groundwater contamination from a former oil house, soils impacted by arsenical herbicides, and organochlorine pesticides detected by previous assessments. ECT conducted a Phase II ESA which included soil and groundwater sampling. The groundwater analytical results showed no exceedences of any tested parameters above groundwater cleanup target levels. The soil sample results showed exceedences of benzo(a)pyrene and arsenic above the SCTLs. However, ECT does not believe either exceedence will preclude redevelopment of the property. ECT recommended risk-based corrective actions in conjunction with engineering and institutional controls to minimize the risk of exposure to users of the property.

As part of the EPA Cleanup Grant, ECT compiled existing arsenic data from sites within the Corridor to evaluate whether it is reasonable to establish whether background concentrations of arsenic exist which are greater than the current residential direct exposure based soil cleanup target levels. ECT is conducting spatial and statistical analyses of the data. Data are being further evaluated based on the stratigraphy of the samples. ECT is proposing that a high background concentration for arsenic is present in the Gaines Street Corridor. The source of the background arsenic is the clayey soils prevalent in the area.

#### **Cascades Park Environmental Remediation**

The Cascades Park site is located in downtown Tallahassee near the Governor's office. The Park is a former manufactured gas plant site and is under EPA CERCLA remediation cleanup order. The City is also under a Florida Department of Environmental Protection (FDEP) Consent Order to remediate the non-CERCLA areas of concern. The City has also designated the Cascades Park Site, along with other surrounding areas, as a Brownfield site. The City has currently invested about \$10 million for the environmental remediation of the site.

ECT services have included regulatory interactions (FDEP, EPA, U.S. Army Corps of Engineers, City of Tallahassee, and Leon County); public meetings; global RBCA and institution controls; Brownfield development; and grant application preparation.

## Orange County, Florida Brownfields Program

Orange County government will use U.S. Environmental Protection Agency (EPA) Brownfield Assessment Grant funding as a component in their strategy to revitalize the low-income neighborhoods of the Pine Hills community. In coordination with the County's Comprehensive Policy Plan, the County's goal is to utilize the EPA Assessment Grant funds to identify brownfield sites that exhibit redevelopment potential; quantify their associated risk to human health, safety, and the environment; and position them to move forward through the remediation and redevelopment process. The focus area of the County's community-wide assessment grant funding will be the Pine Hills community. Orange County plans to focus the activities of this grant funding on the major transportation corridors of Highway 50, Silver Star Road, and Pine Hills Road. Brownfield properties along these key commercial corridors will be assessed through Phase I and Phase II environmental site assessments (ESAs).

ECT was the sole awardee selected by Orange County in 2011 to assist with the successful implementation of a \$200,000 Petroleum Assessment Grant and a \$200,000 Hazardous Substance Grant. Throughout the next 2 years, ECT will complete the following tasks associated with this grant:

- **Task 1—Project Management and Reporting:** This task consists of quarterly and annual reporting, annual projections, final performance reporting, ACRES/property profile forms, contractor procurement, and a kick-off meeting.
- **Task 2—Public Involvement/Engagement:** This task consists of outreach, project updates and other public information, and community health monitoring.
- **Task 3—Assessment of Targeted Properties:** This task consists of site inventory and prioritization, candidate site eligibility, Phase I/II ESAs, site-specific quality assurance project plans, and health and safety plans.
- **Task 4—Cleanup Planning and Institutional Controls:** This task consists of analysis of brownfield cleanup alternatives (ABCAs).

ECT has worked closely with Environmental Protection Division (EPD) to develop various community outreach products including articles for the community newspaper and a physical and virtual grant Informational Record. ECT prepared a hard-copy Informational Record to the branch of the Orange County Library and has provided a "virtual" Informational Record through the design and implementation of a website where all grant documents are accessible with the click of a mouse.

ECT has facilitated discussions between the Orange County Health Department (OCHD) and the EPD to utilize grant funding for a very unique and important health initiative in the low-income Pine Hills Community. The health monitoring portion of the grant will be used to fund asthma triggers assessments at five local Head Start childcare centers.

**Client:** Orange County,  
Florida

**Start Date:** March 2012

**End Date:** Ongoing



### Key Highlights

- Phase I and II site assessments
- Quality assurance project plan
- Site-specific health and safety plan
- Programmatic support
- Community participation/stakeholder involvement
- Public health monitoring



treatment system consisted of sand beds followed by activated carbon. During the next phase, excavation of the westernmost stormwater basin, a total of 5,700 tons of soil contaminated with petroleum and coal tar residues were transported and disposed of at an approved landfill. Over 9 million gallons of contaminated groundwater was treated onsite by sand filtration and activated carbon prior to disposal in the city's WWTP.

Under Task 7, the RAP for the next phase called for the excavation of petroleum- and coal tar-contaminated soils followed by onsite thermal treatment. Contaminated groundwater at the site was treated by sand filtration and activated carbon system. A National Pollutant Discharge Elimination System permit was prepared and obtained for discharging a portion of the treated effluent to Sweetwater Branch and subsequently to Paynes Prairie. Additional effluent discharged to the City's WWTP.

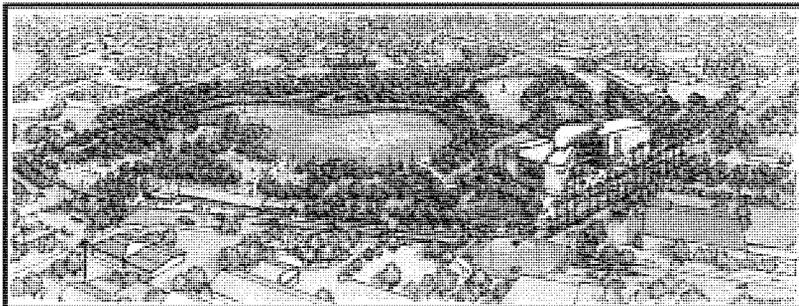
ECT subsequently initiated a pilot scale test to evaluate the effectiveness of a thermal treatment system. The pilot testing failed due to the extremely high BTU content of the contaminated soil. The treatment method proposed in the RFP was modified to include excavation and hauling to an approved landfill.

ECT is currently completing remediation at the Poole Roofing area and to the south of Depot Avenue. The area being remediated has been excavated to a depth of 50 feet. The remediation area is dewatered through 106 wells surrounding the area at a pumping rate of 300 gallons per minute (>432,000 gallons per day). An additional dewatering pump has also been installed to remove excess seepage from a sump constructed in the main excavation area. Water recovered from the dewatering system is processed through sand filters and activated carbon prior to discharge to Sweetwater Branch. Contaminated soils removed from the site are transported to an approved landfill for disposal.

ECT is also providing final engineering designs for the Depot Avenue reconstruction and construction oversight during the final remediation and restoration phases. The ultimate goal for the site is remediation, restoration, and conversion into a park that will treat stormwater and also provide a recreation hub to help revitalize the city's east side.



Contamination assessment



Artist's Concept of Completed Site

ECT is also providing final engineering designs for the Depot Avenue reconstruction and construction oversight during the final remediation and restoration phases. The ultimate goal for the site is remediation, restoration, and conversion into a park that will treat stormwater and also provide a recreation hub to help revitalize the city's east side.

### **Water Resources**

As an integral part of the site restoration, ECT was tasked to design a regional stormwater park. ECT engineers performed a thorough inventory of downtown Gainesville to determine potential offsite areas for inclusion in the regional treatment system. Upon completion of the inventory ECT engineers developed a basin plan and model using EPA SWMM. The results of this plan demonstrated that the park would have the capacity to treat runoff from approximately 89 acres of downtown Gainesville, with runoff from 47 acres flowing to the park through the storm sewer system and runoff from the remaining 42 acres re-routed from the adjacent Sweetwater Branch Creek.

The park itself will consist of a treatment train approach. The first step in the treatment train will be pretreatment provide by a 10- by 16-foot second generation baffle box. The second step in the treatment train process will be performed by two wet detention ponds in series. These wetland ponds are connected by a braided wetland stream that will provide additional water quality treatment. These ponds will be lined to prevent potential groundwater contamination from entering the ponds. Lastly, the water will flow through a preserved onsite wetland for the final step in the treatment train. \$294,362 (to date).

## City of St. Petersburg Brownfields Program

In April 1997, the U.S. Environmental Protection Agency Region 4 selected the City of St. Petersburg for a regional brownfields pilot. The city's objective was to implement a number of activities to support a demonstration site project in the federal enterprise zone. The enterprise zone overlaps the business retention target area, which is west of the City's central business district. The City worked with the brownfields working group and its teams (plan action, community strategies, finance, and regulatory) to build a community base of understanding, resources, and support for the brownfields redevelopment project. Ultimately, the City anticipated that its revitalization efforts would create jobs and stimulate economic development.

The City selected ECT as their environmental consultant for the brownfields pilot program. A brownfields site inventory was completed in 1998 and ECT completed more than 20 Phase I and II due diligence environmental site assessments. Additional services provided by ECT under this contract included remedial design, risk assessments, asbestos and lead-based paint surveys and abatement, and participation in public meetings. Two examples of the sites are discussed in the following paragraphs.

### Atherton Oil Facility

ECT was contracted to complete an asbestos survey and closure of storage tank systems at the former Atherton Oil facility, located within the brownfield area of the St. Petersburg. The onsite structure was razed after completion of the asbestos survey. As part of the storage tank closure, four 10,000-gallon underground storage tanks (USTs) were removed from the west side of 26<sup>th</sup> Street South, and one 500-gallon and three 1,000-gallon USTs were removed from the east side of 26<sup>th</sup> Street South. In addition, five aboveground storage tanks (ASTs) including one 24,000-gallon, three 20,000-gallon, and one 18,000-gallon AST were removed from the facility.

### Former Taxi Fleet Site

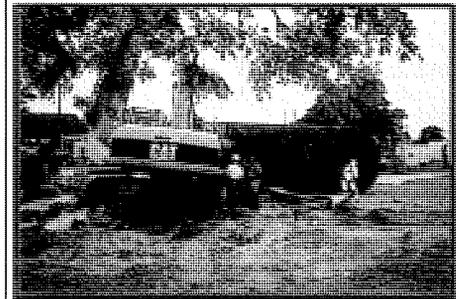
ECT completed a site inspection of the former taxi fleet property in March 2001. A heating oil tank, 55-gallon drums, and an oil tank were observed in the shed. Staining was apparent on the pavement in the area of the shed and the work bays. The interior of the building was not accessible during the initial site visit; therefore, all observations were from off of the property

The scope of work for the Phase II environmental site assessment of this brownfield parcel included the preparation of a quality assurance project plan (QAPP) as required by EPA. After permission was obtained to access the site, groundwater monitoring wells were installed. Based on the analytical results for the groundwater samples collected from the site, ECT recommended that the null hypothesis proposed in the QAPP be accepted. The null hypothesis is "the site is contaminated." The decision that the site is contaminated is statistically valid and may be used by planners and decision makers.

**Client: City of St. Petersburg**

**Start Date: August 1998**

**End Date: December 2002**



### **Key Highlights**

- Brownfield pilot project
- Phase I and II site assessments
- Risk assessments
- Remedial design
- Asbestos
- Lead-based paint
- Public presentation

ECT was contracted by the Pinellas County Economic Development Department to complete Phase I environmental site assessments (ESAs) on properties for the Pinellas County Community Development Department Dansville acquisition program—two such properties were the Gooden Crossing and Korkis properties. ECT conducted site visits to the subject properties to record any evidence of possible release of hazardous materials and/ or petroleum products. ECT also conducted drive-by observations of adjacent properties and the site vicinity. ECT conducted interviews with individuals familiar with the site and adjacent areas.

During the Gooden Crossing Phase I ESA, suspect recognized environmental conditions were identified, consisting of a concrete pad and a possible vent pipe located on the eastern side of the building and the location of former gasoline station on an adjacent property. No records were available as to the prior uses of the property and through the interview process a life-long resident to the area suggested that the property may have been a gasoline station in the 1950s. Based on this information, ECT recommended a Phase II be conducted.

ECT completed a site-specific quality assurance project plan for the Gooden Crossing property, which was approved by the U.S. Environmental Protection Agency Region 4 and Pinellas County Economic Development. A health and safety plan was also completed. The objective of the Phase II ESA was to assess the presence/absence of potential contaminants in the area of identified concern by performing soil and groundwater sampling and analysis.

The results of the analysis of soil samples collected during the Phase II ESA detected arsenic, lead, chromium and cadmium; however, none of the concentrations detected exceeded either the residential or industrial soil cleanup target levels. The groundwater samples collected for analysis did contain low levels of acenaphthylene, anthracene, fluorene, petroleum range organics, chromium, and lead; however, none of the concentrations were above the groundwater cleanup target levels. Given that the soil and groundwater impacts did not exceed the cleanup target levels, ECT recommended no additional assessment activities.

In addition to assessment activities, ECT was contracted by the Community Development Department to provide grant closeout reporting for three cleanup grants that targeted historic landfills in the Dansville community. Subsequent to assessment activities, Pinellas County entered into Brownfield Site Rehabilitation Agreements (BSRAs) with the Florida Department of Environmental Protection (FDEP) for the historic landfill sites. Currently, ECT is conducting post-remedial soil and groundwater testing, according to the BSRA schedule, for the three historic landfills. During negotiations with FDEP, ECT is also advising County staff on site closure options and institutional controls for the three sites.

**Client:** Pinellas County  
Economic  
Development and  
Community  
Development  
Depts.

**Start Date:** December 2007

**End Date:** Ongoing



**PINELLAS  
COUNTY**

ECONOMIC DEVELOPMENT  
WWW.PCED.ORG



## **Key Highlights**

- Phase I and II site assessments
- Quality assurance project plan
- Health and safety plan
- Soil and groundwater sampling
- Grant closeout reporting
- Post remedial site assessment

## Brownfield Redevelopment for City of Ypsilanti, Michigan

ECT has been involved with Water Street Redevelopment Project for the past 11 years. The project began in 1998-99, with a U.S. Environmental Protection Agency (EPA) Site Assessment Grant in which 38 downtown parcels on 39 acres were assessed in preparation for land assembly by the City of Ypsilanti (City). Financing initially came through bond proceeds that will be repaid through tax increment financing revenues to be captured upon completion of the project. A portion of the structures on the 37 acres were demolished under ECT's oversight using EPA and Clean Michigan Initiative grant funding.

Currently, the City has a \$409,000 federal Department of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP) Grant, three EPA Brownfield Cleanup Grants of \$200,000 each for the demolition of 19 remaining buildings (ranging in size from single family houses to facilities over 200,000 square feet in area), and a \$300,000 EPA Revolving Loan Fund subgrant from the Downriver Community Conference. ECT prepared the HUD environmental submittals for the NSP Grant requirements and has worked with the City of Ypsilanti to prepare the State Historic Preservation Office and Section 106 submittals.

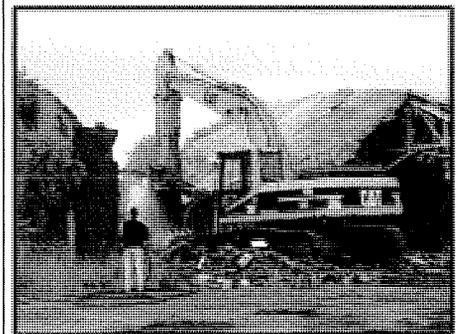
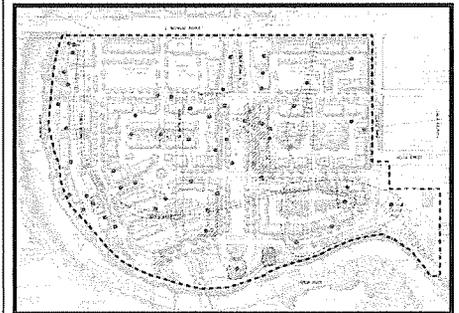
ECT prepared the bid specifications for the demolition work, conducted bidder interviews, supported the City in contractor procurement, and assisted the selected contractor with HUD Section 3 compliance, including aiding the County and the contractor in documentation of compliance with Davis-Bacon and County wage requirements.

ECT managed the five grants along with the asbestos and universal waste sampling and abatement, and demolition of the 19 buildings, and completed the project within the parameters of the available grant funding.

**Client:** City of Ypsilanti

**Start Date:** January 1999

**End Date:** Ongoing



### Key Highlights

- EPA brownfield assessment grant
- Risk assessments
- Remediation design (site, building inventories)
- Grant assistance and administration
- Demolition/remediation plans/specs
- Contractor oversight
- Secured a potential developer
- Public information meetings
- Waterfront redevelopment grant application
- Design charrette

## USEPA Brownfield Assessment and Revolving Loan Fund Grants in Genesee County, Michigan

ECT is currently completing cleanup planning activities involving over 100 acres of historically industrialized land located along an enclosed (channelized) section of the Flint River in downtown Flint, Michigan funded by the Genesee County Land Bank Authority's (GCLBA's) USEPA Brownfields Revolving Loan Fund (RLF) Grant. In this capacity, ECT is designing multiple "demonstration" projects for practical application of low impact/low energy remediation technologies such as in situ multi-contaminant bioremediation of soil and groundwater. These projects are intended to advance several innovative technologies (thus far, demonstrated at only the laboratory or bench scale) into full-scale field applications that the USEPA will ultimately include as part of its Technology Transfer Program, where the lessons learned can be made readily available to both regulators and the regulated community. The project is being designed to offer environmental training elements to Kettering University, University of Michigan-Flint and Mott Community College students. ECT recently assisted the GCLBA in obtaining USEPA approval to provide an additional subgrant for demonstrating the applicability of select technologies, including an approach to accelerate the treatment of soils and groundwater contaminated with non-aqueous phase liquids, which has typically been a driver in the duration (and associated costs) of many environmental cleanups.

ECT is also assisting the City of Flint in the development of a master plan to identify and prioritize funding sources and in the completion of funding applications that will compliment the planned reuses of the site. To date, ECT has successfully assisted the City and the GCLBA by convincing the USEPA of the importance of this project to the well-being of the community, which resulted in the conversion of the County's \$2 million Brownfields RLF loan to a \$2 million grant for contaminant cleanup. This initial investment in the project enabled the City to leverage additional funding sources to the project, including a \$375,000 phytoremediation grant from the U. S. Forest Service. ECT is currently implementing the technical activities associated with both the RLF and the phytoremediation grants. It is expected that additional funding will be leveraged to daylight the river, purchase property within and adjacent to the site, restore natural habitats, innovatively manage stormwater and contaminated groundwater, improve recreational opportunities, and provide training for "green" jobs associated with cleanup and site restoration at the site.

### Key Highlights

- Development of a Conceptual Site Model
- Remediation and Redevelopment Planning
- Community Outreach Activities
- Analysis of Funding Alternatives and Grant Procurement
- Assistance in Preparation of Prospective Purchaser Agreement
- Remediation Design and Implementation

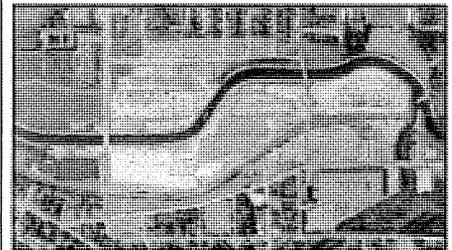
**Client:** Genesee County Land  
Bank Authority

**Start Date:** March 2010

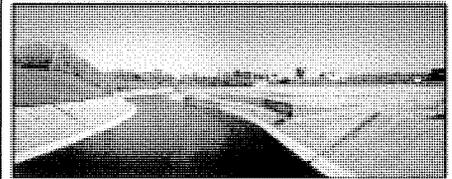
**End Date:** Ongoing



Past



Present



Future

## USEPA Brownfield Assessment Grant in Benton Harbor, Michigan

Working on behalf of the City of Benton Harbor's Brownfield Redevelopment Authority (City), ECT has secured nearly \$1 million in State and Federal environmental grants over the course of the past three years. Included among these was the award of \$300,000 in Brownfield Assessment grants from the USEPA, which is enabling the City to inventory existing and potentially contaminated sites, conduct Phase I/II Environmental Site Assessments, Brownfield and Remediation Planning, and Community Outreach activities. The goal of these efforts is to enable the City to effectively market sites for redevelopment, while concurrently creating jobs and income, protecting and enhancing green spaces, and further positioning the City for other sources of funding aimed at facilitating its Brownfield redevelopment initiative.

ECT's responsibilities have included preparing the grant application, narrative, and budget itemization, coordinating between local Planning Department and USEPA Program personnel, and preparing the Work Plans requisite to the USEPA's issuance of a Cooperative Agreement.

Recognizing that the development of a Brownfield database would be a key component of the USEPA grant, ECT committed in the City's application to facilitate a number of unique opportunities for the City to involve and educate its residents with regard to Brownfield issues. These included a series of public outreach events designed to enhance educational opportunities in the brownfield arena, and to help ensure diverse participation from among the community. These types of public outreach activities have long been a mainstay of ECT's community involvement plans, and ECT's efforts in this regard have been featured at numerous State and national Brownfield conferences, including the USEPA's 2010 Region 4 Grantees Workshop held in Jacksonville, Florida.

**Client:** Benton Harbor  
Brownfield  
Redevelopment  
Authority

**Start Date:** January 2009

**End Date:** Ongoing



### Key Highlights

- Grant application preparation
- Community Outreach Activities
- Analysis of Funding Alternatives and Grant Procurement



## **C. WILLINGNESS TO MEET TIME AND BUDGET PROJECT CONTROL AND ADMINISTRATION**

ECT believes the key to professional success is a strong program of project management, accountability, and control coupled with high technical achievement and a strong corporate quality program. Responsive project management is the most important element in attaining professional quality in a timely manner and in successfully meeting the challenge of major, multidisciplinary projects. ECT's management program is designed to optimize technical quality control while maintaining flexibility to meet changing project needs.

ECT maintains a computerized job cost accounting and progress tracking system for project control in four major areas – technical achievement, communications, budget, and scheduling. This standardized project reporting system is supported by a well-defined system of responsibility and accountability. Project managers are provided weekly and monthly status reports summarizing data on cost, schedule, and technical status for each project. Thus, the project manager has timely information to assess the project's progress and to determine which areas require management control.

The project control system not only provides for effective internal budget and process control, but also provides the client with timely, accurate information for external monitoring and accountability. At any time during the project performance, clients may have access to and/or audit ECT's information system to verify project costs.

### **C.1 BUDGETARY AND COST CONTROL SYSTEM**

ECT uses the BST Enterprise<sup>®</sup> management information system for project control. The system functions as a unit of a computerized accounting package, designed to interact and use all other information provided by the accounting system, such as timesheet entry, accounts payable, operating supplies, and subcontractor costs.

Specific reports tailored to comparing budget versus actual costs are provided to management personnel, thus flagging variances. If a significant variance occurs, the project manager must submit a written report to company management detailing the reasons for the problem and outlining any corrective actions to be taken. The cost control system is designed for hands on, up-to-date information retrieval by project managers. It is a system where managers can obtain current project cost information at any given time.

### **C.2 QUALITY ASSURANCE/QUALITY CONTROL**

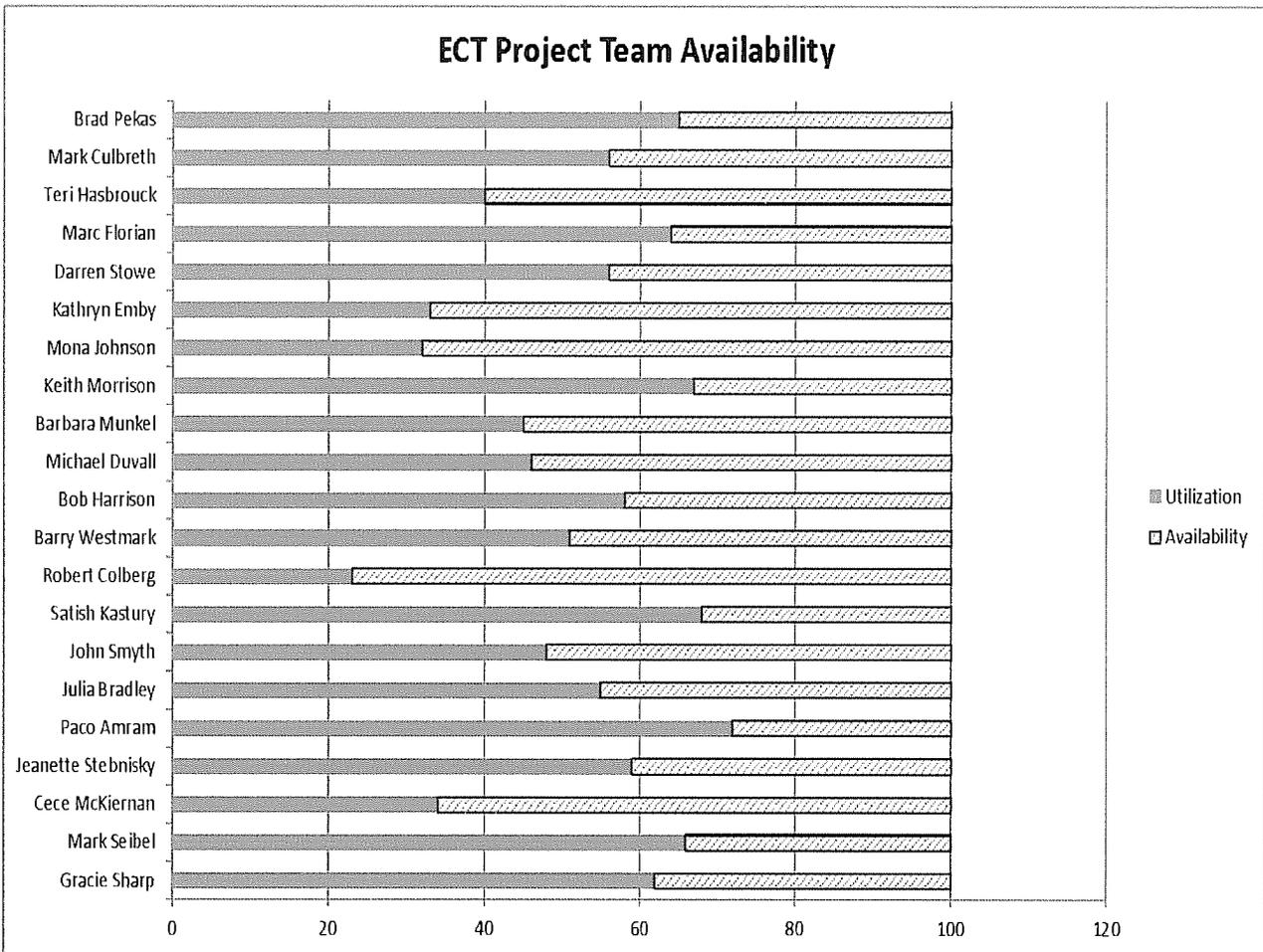
ECT is committed to providing our clients with high-quality environmental, scientific, and engineering services. To achieve this corporate goal, ECT has established and maintains an active Corporate Quality Program (CQP). ECT's established CQP defines the policies and procedures for controlling the quality of all facets of ECT's technical work including field data collection, field survey methods, data analyses, and project deliverables, as well as efforts performed by subcontractors and communications and confidentiality requirements. ECT has assigned Dave Krauss to this project to ensure all quality objectives are achieved.



## D. RECENT, CURRENT AND PROJECTED WORKLOADS

ECT presented the primary individuals to provide services on the organization chart (Figure 1). These personnel are listed in the following table. Estimates of their total hours available for the project during the period of October 2012 to October 2015 are provided. The availability of these personnel is more than sufficient to complete tasks assigned under this contract. If additional hours are needed, ECT has adequate backup staff located in six other Florida offices.

FIGURE 2. CURRENT AND PROJECTED WORKLOADS





## E. ECT UNDERSTANDS THE SCOPE OF WORK

As a firm, ECT has a deep understanding of the transactional, regulatory, financial, planning, and construction related aspects of Brownfield redevelopment; as well as over two decades of experience with Superfund, Resource Conservation and Recovery Act (RCRA), the Clean Water Act, and Florida's various cleanup programs. In addition to their technical backgrounds, many senior staff are also members of ECT's *Brownfields Interaction Team*, where their backgrounds in State and local government, real estate, economic development, finance, law, public relations, and marketing are used to help borrowers and lenders work through complicated questions related to acquisition, redevelopment, cleanup, job creation and construction, and to help local units of government reposition, assemble, and market sites for interest by developers and other end users. As a group, this team is experienced at helping public- and private-sector clients take advantage of the incentive-based approach to site development, and has helped clients obtain and leverage hundreds of millions of dollars in tax increment financing, tax credits, job bonus refunds, and grant and loan funding.

Since 1995 and the inception of the EPA Brownfields Program, ECT has been making a difference in communities throughout Florida and elsewhere by assisting local units of government in assessing their underutilized areas, guiding local governments through regulatory agency requirements, participating in public outreach programs, and developing risk-based corrective actions to support redevelopment and job creation activities. This should be an important consideration in the City's selection process because successful Brownfield redevelopment programs that begin with EPA Assessment Grant funds require consultants who understand and are experienced with EPA procedures, who routinely identify and prioritize potential Brownfield sites, complete site assessment activities on environmentally challenged properties, and who can assist the community through various outreach programs to understand the impact Brownfield redevelopment can have on job creation and taxable investment. ECT's Brownfield Interaction Team is experienced in assisting both rural and urban communities in each of these areas. In fact, more than 50 percent of ECT's project distribution pertains to preliminary assessments, site inspections, remedial investigations/feasibility studies and design, preparation of health and safety plans (HASPs) and quality assurance project plans, data management, risk assessments, and other areas considered relevant to the City's RFQ, including:

- Assisting with all grant activities to ensure compliance with EPA and Florida Department of Environmental (FDEP) requirements while achieving the City's objectives.
- Serving as a technical liaison between the City, the Hernando County Health Department, the EPA and the FDEP.
- Negotiating assessment requirements on the City's behalf with EPA and FDEP.
- Communicating progress regularly to the City, EPA and FDEP.
- Participating in public involvement activities as directed by the City.
- Assisting in the development of an inventory of potential Brownfield properties within the designated target areas.
- Preparing Property Profile forms for sites designated for assessment activity.
- Performing and completing Phase I and Phase II ESAs at designated sites.
- Providing management and technical oversight as needed.
- Coordinate, manage and schedule sub-consultants as needed in order to complete Phase I



and Phase II ESAs quickly.

- Preparing a Quality Management Plan (QMP) as required.
- Preparing Quality Assurance Project Plans (QAPPs) according to EPA Region 4 Generic QAPP and Site Specific QAPP Addendum Instructional, dated June 10, 2010, or later, for sites that require Phase II ESAs.
- Preparing an Environmental Health and Safety Plan (HASP) when a Phase II ESA will be performed.
- Assisting with preparing and negotiating Brownfield Site Rehabilitation Agreements (BSRA) as needed.
- Conducting or overseeing site-specific risk assessments as needed for designated sites where Phase II ESAs have been completed.
- Developing integrated cleanup and redevelopment plans as needed for designated sites using risk-based corrective action.
- Preparing monthly reports documenting activities and preparing quarterly reports to be submitted to EPA and reports as required by FDEP.
- Preparing all necessary reporting forms to be submitted to the EPA on behalf of the City.
- Provide other services and duties that might be required for a successful program but that might not have been anticipated within this RFQ.
- Completing and distributing a final closeout report summarizing all grant activities.

The following list of EPA-funded brownfield initiatives demonstrate ECT's qualifications and experience with regard to the above and reflect the involvement of one or more of the personnel identified in the organizational chart:

**Orange County**, EPA Assessment Grant  
**City of Gainesville**, EPA Assessment  
**City of St. Marks**, EPA Assessment Grant  
**City of Tallahassee**, EPA Assessment and Cleanup Grants  
**Pinellas County**, EPA Assessment Grant  
**Volusia County**, EPA Assessment and Cleanup Grants  
**City of St. Petersburg**, EPA Assessment Grant  
**City of Cocoa**, EPA Assessment Grant  
**Sarasota/Manatee MPO**, Brownfield Assessment Grant  
**Central Florida Regional Planning Council**, EPA Brownfield Revolving Loan Fund  
**Wayne County**, EPA Assessment Grants  
**Washtenaw County**, EPA Brownfield Revolving Loan Fund  
**City of Benton Harbor**, EPA Assessment Grants  
**City of Detroit**, EPA Cleanup Grant  
**City of Flint**, EPA Assessment Grants, EPA Job Training Grant  
**City of Ypsilanti**, EPA Assessment Grants  
**Delta County**, EPA Assessment Grants  
**Downriver Community Conference**, EPA Brownfield Revolving Loan Fund  
**Genesee County Land Bank Authority**, EPA Assessment, Cleanup and RLF Grants  
**Leelanau County**, EPA Assessment Grants



## **E.1 TECHNICAL METHODOLOGY, IMPLEMENTATION PLANS, AND SCHEDULE**

The work to be performed under the City's Assessment Grant will consist of the following tasks:

1. Outreach and Public Involvement
2. Project Management and Reporting
3. Further Inventory of Brownfield Sites
4. Phase I and Phase II ESAs
5. Remediation/Reuse Planning
6. Public Health Monitoring Planning
7. Grant Close-out Report

ECT takes a very practical and organized approach for each Brownfield Assessment grant client. Where possible, ECT provides a unique and tailored approach to implementing grant activities, such as the Health Monitoring Plan. However, overall, ECT follows the implementation plan provided below as closely as possible. This approach allows our clients to closely track grant funding requirements and success and to be able to readily identify targets and milestones. A narrative describing ECT's technical methodology for accomplishing each of these tasks has been provided below, together with an overview of anticipated deliverables and corresponding schedules.

### **TASK 1 - OUTREACH AND PUBLIC INVOLVEMENT**

This task includes activities that will continue to enhance the community involvement efforts to keep citizens informed and involved with the City's EPA Assessment Grant activities. ECT will facilitate outreach efforts to educate local decision-makers and staff at all of the local councils, commissions, economic development departments, CRA Boards and other important stakeholders. The City, with its partnering stakeholders, will continue to actively engage in efforts designed to build and strengthen its Brownfield assessment and redevelopment program through a proactive public involvement process that provides complete information, timely public notice and full public access to key decisions and documents which supports early and continuing involvement of the public in Brownfield redevelopment issues, including a free website that provides information to the public at the click of a mouse. Pertinent project information will be distributed via mailings, press releases, newsletters, and at various meetings and public forums. In addition, the City will continue to utilize the Florida Brownfield Redevelopment Act administration notification process as outlined in Florida Statute 376.80, with regard to the designation of Brownfield areas. It is anticipated that meetings will be associated with site-specific activities for each Task authorized in this grant, with ECT efforts to include:

- Preparation of meeting materials;
- Set up and notice of public meetings;
- Presentation and explanation of the Assessment Grant and Brownfield program to potential developers, neighborhood representatives, local government staff and representatives, and other affected parties;
- Preparation of printed program materials;
- Development of an easy-to-use website; and
- Participation in meetings, such as City Council and committees, Chamber of Commerce, neighborhood meetings, etc., to discuss the Assessment Grant goals.



### SCHEDULE OF PLANNED ACTIVITIES

Activities	Deliverables	To Be Completed By:
Grant Award Kick-Off Meeting.	Definition of roles and assistance.	Within 30 days of contract award.
Community involvement.	Completed informational documents, public notices, and reports.	Ongoing, from date of Grant Award Kick-Off Meeting.
Conduct Brownfield workshop and informational meetings.	Meeting minutes, and documentation of questions and responses from members of the general public.	First meeting within the first quarter of contract award. Workshop to be coordinated with stakeholder groups, and subsequent meeting(s) when significant decisions are made, work is completed and information is available.

### TASK 2 - PROJECT MANAGEMENT AND REPORTING

Grant administration will be the primary responsibility of ECT's Project Manager. Teri Hasbrouck will prepare quarterly reports for EPA for quarters ending March 31, June 30, September 30, and December 31 of each year. The reports will describe progress on each defined Task in the City's Work Plan and additional information as required in the Terms & Conditions of its Cooperative Agreement with the EPA. ECT will also prepare annual financial reports on the program for the City and EPA. This task also includes general communication with EPA about the grant.

### SCHEDULE OF PLANNED ACTIVITIES

Activities	Deliverables	To Be Completed By:
Prepare reports; submit property profile forms.	Monthly and quarterly reports, Annual Audit reports, Final reports, Property Profile forms, ACRES reporting.	First Quarter due by January 30, 2013 and ongoing thereafter.
QMP preparation, if required by EPA or FDEP.	• QMP, as completed.	• 21 days from receipt of task assignment.

### TASK 3 – FURTHER INVENTORY OF BROWNFIELD SITES

ECT will conduct the further development of an inventory of potential Brownfield properties with a focus on the CRA, Good Neighbor Trail and South Brooksville. ECT will work with the City to prioritize the properties identified in the final inventory.

### SCHEDULE OF PLANNED ACTIVITIES

Activities	Deliverables	To Be Completed By:
Utilize all resources (such as Federal, State and county regulatory lists of USTs, LUSTs, EPA RCRA sites, LEPC lists, dry cleaning facilities etc.) to add to the list of potential Brownfield sites.	Final inventory of Brownfield sites.	Within 10 business days of receiving comments from the City.



**TASK 4 - PHASE I AND PHASE II ESAs**

Funds allocated to this task will be used for a qualified consultant or consultants selected by the City (in compliance with the applicable Federal procurement rules) to perform Phase I and Phase II ESAs. ESAs will be completed based on the City's prioritization of its identified Brownfield properties.

The budget for this task will include Phase I ESAs and Phase II ESAs at costs proportionate to the number and complexity of sites selected for assessment. The final number of each of these work deliverables will depend on the number of sites screened, negotiated costs and funds available.

**SCHEDULE OF PLANNED ACTIVITIES**

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By:</b>
Conduct Phase I ESAs at top priority sites as determined by inventory efforts.	<ul style="list-style-type: none"> <li>Completed Phase I ESAs.</li> <li>ACRES database updates and Property Profile forms.</li> </ul>	ECT's estimated date for completion of each Phase I ESA is 25 days from receipt of authorization to proceed. Multiple/concurrent site assignments will not affect schedule.
Generic QAPP preparation, pre-QAPP conference call w/EPA.	<ul style="list-style-type: none"> <li>Generic QAPP, as completed.</li> </ul>	<ul style="list-style-type: none"> <li>21 days from receipt of task assignment.</li> </ul>
Obtain ESA and NHPA Clearances, as appropriate, Prepare field sampling and analysis (work) plan(s), as requested. <ul style="list-style-type: none"> <li>Draft</li> <li>Final, as needed to incorporate EPA comments</li> </ul>	<ul style="list-style-type: none"> <li>Draft first site-specific plan(s) to EPA.</li> <li>Final first site-specific plan(s) to EPA.</li> </ul>	<ul style="list-style-type: none"> <li>14 days from receipt of task assignment.</li> <li>Within 10 business days of receiving comments from EPA on draft plan(s).</li> </ul>
Prepare site-specific QAPPs for properties requiring a Phase II.	<ul style="list-style-type: none"> <li>Site-specific QAPP to EPA.</li> </ul>	Concurrent with submittal of site specific field sampling and analysis.
Prepare HASP Plans.	<ul style="list-style-type: none"> <li>Site specific HASP plan(s).</li> </ul>	Concurrent with submittal of site specific field sampling and analysis (work) plan(s).
Prepare Risk Assessment Reports.	<ul style="list-style-type: none"> <li>Site specific Risk Assessment Report(s).</li> </ul>	Concurrent with submittal of site specific field sampling and analysis (work) plan(s).



Activities	Deliverables	To Be Completed By:
Conduct Phase II ESAs at top priority sites where the Phase I has indicated further investigation.	<ul style="list-style-type: none"> <li>Completed Phase II ESAs.</li> <li>Completed Phase II report(s).</li> <li>ACRES database updates.</li> </ul>	<ul style="list-style-type: none"> <li>Estimated 14 to 21 days from receipt of authorization to proceed.</li> <li>Estimated 15 to 30 days from completion of Phase II field activities.</li> </ul>

**TASK 5 - REMEDIATION/REUSE PLANNING**

Analyses of Brownfield Cleanup Alternatives (ABCAs); which serve as the framework for RAPs, and Reuse Plans), establishing site-specific detailed cleanup methods and cleanup goals, will be prepared under this task as a tool to expedite redevelopment.

**SCHEDULE OF PLANNED ACTIVITIES**

Activities	Deliverables	To Be Completed By:
Prepare ABCAs on top priority sites where redevelopment is pending and where the completion of such under the grant will facilitate the redevelopment.	<ul style="list-style-type: none"> <li>Completed ABCA(s).</li> <li>Public outreach materials.</li> </ul>	As needed.
Develop Reuse Plans where redevelopment is pending or the City has determined that the site is a high priority for redevelopment. Where appropriate, develop RAP(s) required under the FDEP Brownfields Program.	<ul style="list-style-type: none"> <li>Completed Brownfield Reuse Plan(s) and RAP(s) as budget allows.</li> <li>Public outreach materials.</li> </ul>	As needed.

**TASK 6 – PUBLIC HEALTH MONITORING PLANNING**

This task includes general communication with the Hernando County Health Department and other entities to develop a public health monitoring effort to address local environmental issues as well as potential impacts from soil and/or groundwater contamination. Specific initiatives may include residential lead-based paint screening for low-income and minority households, asthma initiatives or other efforts and assessments currently being conducted by the health department. In addition, the plan may also address physical activity, obesity, and environmental quality as it relates to the Healthy People 2020 objectives, national health goals of the Department of Health and Human Services.

**SCHEDULE OF PLANNED ACTIVITIES**

Activities	Deliverables	To Be Completed By:
Prepare and implement Public Health Monitoring Plan to potentially address lead-based paint, asbestos, soil and/or groundwater contamination, and the Healthy People 2020 objectives.	<ul style="list-style-type: none"> <li>Completed Public Health Monitoring Plan.</li> <li>Meetings, proceedings, and community updates.</li> </ul>	In parallel with the assessment activities, completed by the end of the grant.



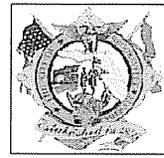
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**TASK 7 – GRANT CLOSE-OUT REPORT**

This task includes the preparation of a final grant closeout report including final DBE Reports, final lobbying and litigation certification, final progress report, final property profile forms (previously entered into ACRES), a summary of all Phase I and Phase II activities, and a final financial status report detailing grant expenditures throughout the grant period.

**SCHEDULE OF PLANNED ACTIVITIES**

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By:</b>
Prepare final grant closeout report.	• Completed grant closeout report.	No later than 90 days after the end of the cooperative agreement period of performance.



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## F. COMPLETENESS OF SUBMITTAL

ECT has made every effort to organize this Statement of Qualifications (SOQ) and include the information described in the City's RFQ, to facilitate the review process of this document. ECT is please to submit this SOQ with seven (7) bound copies expressing our interest in, knowledge of and willingness to provide Professional Environmental Consulting Services for the EPA Brownfields Assessment Program to assist with the management and/or execution of the City's Assessment Grant. Additional information pertaining to previous project experience, client contacts and detailed resumes of ECT personnel may be requested by contacting the Project Manager or Project Director.

## G. VOLUME OF WORK DONE FOR THE CITY

ECT is not currently and has not previously provided Environmental or Engineering Consulting Services in the past to the City of Brooksville.

## H. LOCATION OF ECT OFFICE

The principal office responsible for implementation of the work included in the City's RFQ is identified as follows:

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**  
1408 North Westshore Boulevard., Suite 115  
Tampa, Florida 33607  
Phone 813-289-9338  
Fax 813-289-9388  
[www.ectinc.com](http://www.ectinc.com)

The Tampa office is located on Westshore Drive less than five minutes from I-275 and 50 miles from the City's office location.



## I. FIRM IS A CERTIFIED MINORITY BUSINESS ENTERPRISE

### MINORITY BUSINESS STATUS AND PARTNERING SUBCONTRACTORS

ECT does not qualify as a small or minority business under this proposed project. However, to demonstrate its support of local business, together with the Federal government's goal of supporting disadvantaged business enterprises with Federal funds, ECT has sought opportunities to include qualified Small Business Enterprise (SBE/MBE) partnering subcontractors among its project team, on a task-specific basis.

Included among the minority businesses are Millennium Laboratories, Inc. and Ambient Technologies, Inc., of which the qualifications of both are described with other potential contractors below.

#### I.1 SUBCONSULTANTS

In addition to ECT's key personnel, ECT has assembled a team of subcontractors to support its efforts in providing the City with the required services. A brief summary of the role of each of these subcontractors, together with their corresponding minority business status, is provided below:

##### MILLENNIUM LABORATORIES—LABORATORY SERVICES

Millennium Laboratories, Inc. opened its doors in 2003, and received its NELAC accreditation from the Florida Department of Health that same year. The company's three principal stockholders hold degrees in chemistry, and are included in the staff of nine chemists and analysts. They are fully certified to perform analyses on wastewater, groundwater, surface water, liquid and solid wastes, soils, and sediments for a wide range of analytes. Their clients include industry, governmental agencies, and environmental engineering and consulting firms throughout Florida. They have provided analytical laboratory services to ECT since their inception, including the analysis of hundreds of samples from projects at Brownfield sites throughout Florida.



Millennium Laboratories, Inc. is a certified woman-owned small business enterprise (WMBE and SBE), providing their clients with analytical services of uncompromised quality, at a reasonable cost, and with exceptional customer service. With their staff's combined 100+ years of environmental laboratory experience, their commitment is to provide high quality data in a timely fashion with a level of service that exceeds expectations. (Millennium's minority business certification is provided at the end of this section.)

##### ACCUTEST LABORATORIES—LABORATORY SERVICES

Accutest Labs is a nationwide environmental testing laboratory that has successfully delivered defensible data for over 50 years. Founded in 1956, Accutest is the nation's third largest environmental testing laboratory combining advanced technology and experienced personnel to deliver excellence performance. Their commitment is to provide their clients with appropriate test methods that meet the most stringent quality standards in the environmental testing industry. The Accutest senior management team averages over 15 years experience with the company, which translates





into environmental expertise that clients can rely on. Accutest is a NELAP Accredited laboratory.

### **ASSOCIATED CONSULTING PROFESSIONALS—LEAD-BASED PAINT ASSESSMENTS**

Since 1995, Associated Consulting Professionals (ACP) has provided professional services including lead-based paint testing, lead risk assessments, lead clearance, and lead abatement/stabilization. ACP is certified by the EPA as a Lead Risk Assessor (FL-R-4850-2), Lead Supervisor (FL-S-4850-3), and as a Lead-based Paint Firm (FL-1726-2). ACP uses Schneider Laboratories, an EPA Certified Lab, for all of their sample analyses.



### **DRIGGERS ENGINEERING SERVICES, INC.—GEOTECHNICAL**

Driggers Engineering Services (DESI) is a Florida corporation established to provide geotechnical engineering, construction inspection and materials testing services. Founded in 1982, DESI is a locally-owned and managed professional services organization. They presently maintain a staff of approximately 37 personnel including professional engineers, geologists, technicians, field exploration crews and administrative assistants who are prepared to serve their client base from their office in **Sarasota** County. Their organizational structure has been established with the principal goal of economically and responsively servicing their client needs.



DESI has completed over 12,000 projects, employs their own field personnel, and maintains an extensive inventory of geotechnical exploration equipment, which enables them to control the quality of their subsurface investigations and sampling results. Their drillers follow applicable ASTM and FDOT procedures for geotechnical exploration and are under the supervision of a field exploration manager.



### **PREFERRED DRILLING SOLUTIONS, INC.—DRILLING SERVICES**

Preferred Drilling Solutions (PDS) has extensive experience with prime contractors who perform environmental projects for FDEP, private property owners/developers and at military/Federal facilities. PDS has attracted and trained some of the best crews in the industry. Long term retention of knowledgeable operators and helpers is the cornerstone of their success. They have the proven ability to complete projects from the initial assessment, through the remediation phase of a project. Their staff has in excess of 140 combined years of experience in the drilling business and strives to find cost-effective solutions for their clients. PDS is a licensed State of Florida Water Well Contractor, Pollutant Storage Systems Contractor and General Contractor.

### **AMBIENT TECHNOLOGIES—DRILLING SERVICES**

Ambient Technologies is a State of Florida Certified Minority Owned Business. Ambient is a multi-disciplinary group of companies that provide geophysical, drilling, surveying, and geo-construction support services. They provide support to environmental, engineering, geological, and contracting and construction firms, and offer a staff of geologists, drillers, geophysicists, professional land surveyors, and technicians. Ambient's success is based on their team's years of experience, their responsible and dependable performance, their state of the art equipment, and their corporate integrity. Their depth of experience and knowledge in equipment capabilities and

AMBIENT TECHNOLOGIES, INC.  
and Subsidiaries





up to date technologies enable them to assist their clients in selecting strategy and scope of work to meet all of their clients' project objectives.





**APPENDIX A**  
**RESUMES**

**Education**

M.S., Geology—University of South Florida, 1988

B.S., Geology—University of South Florida, 1983

**Registrations**

Engineering Intern, Michigan  
OSHA 40-hour HAZWOPER training

**Areas of Specialization**

Soil and Groundwater Contamination Assessments; Construction/Installation, Operation, and Maintenance of Remediation Systems; Phase I/II Environmental Site Assessments; Data Analysis and Interpretation; Air Quality Studies

**Project Manager; Phase I and II Environmental Site Assessments (ESAs), Site Assessments, and Remedial Actions, Lowes Home Companies**—Provide Phase I and Phase II ESAs, site assessments, and rapid response remedial actions as needed for numerous facilities in Florida. Worked with Lowes real estate group during redevelopment projects by conducting asbestos and lead-based paint surveys prior to demolition of existing facilities. At one site, prepared permit to allow for development on top of a former landfill and conducted methane monitoring of facility after construction.

**Project Director; Programmatic Support for Brownfields Assessment Grant, City of Tallahassee**—Provided oversight of programmatic support activities of the Brownfields Assessment Grant for the City of Tallahassee. Programmatic support includes assisting in the preparation of MBE/WBE utilization forms and financial reimbursement forms; drafting U.S. Environmental Protection Agency (EPA) Brownfields Cleanup Quarterly Reports and Performance Evaluation Reports for review; drafting and preparing Quarterly Measures reports required by the terms and conditions of the EPA Cleanup Grants, as necessary; and providing data entry of EPA property profile information into the ACRES database as required by grant's terms and conditions.

**Project Manager; Phase I/II ESAs for Brownfield Sites, Pinellas County Economic Development**—Responsible for Phase I/II on the Gooden Crossing and Korkis properties in the Pinellas County brownfields area.

**Project Manager; Brownfield Contractor; City of St. Petersburg**—Worked with the Economic Development Coordinator for the city, providing programmatic support. Participated in community meetings in addition to conducting 19 Phase I ESAs, preparing 17 health and safety plans, quality assurance project plans (QAPPs), and phase II ESAs. Assessments were conducted on a variety of properties, including former residential,

commercial, and industrial properties. Both petroleum and non petroleum sites were assessed.

**Project Manager; Phase I and II ESAs, Federal Deposit Insurance Corporation (FDIC)**—Conducted numerous Phase I and II ESAs of vacant and undeveloped properties and operating facilities throughout Florida. Scope of work was provided by FDIC.

**Project Geologist; Environmental Consulting Services, Tampa International Airport, Hillsborough County Aviation Authority (HCAA)**—Conducted due diligence in the Drew Park area prior to acquisition for airport expansion. Prepared and implemented contamination assessment and remedial actions for numerous isolated contaminated areas within the Drew Park area. Conducted assessment and prepared remedial action plan (RAP) for a chlorinated solvent plume. Represented HCAA in regulatory agency negotiation. Provided oversight of implementation of remedial actions.

**Project Manager; Contamination Assessment and Remediation, Manatee Towne Centre**—Conducted a contamination assessment at a dry cleaning facility operation of the groundwater extraction system to remove dissolved chlorinated solvents and the soil vapor extraction (SVE) system to remove adsorbed solvents in the dewatered zone. To enhance removal of adsorbed hydrocarbons, shutting down of the groundwater recovery pumps was proposed to allow the dewatered zone to resaturate; therefore, allowing for desorption of adsorbed solvents.

**Project Manager; Contamination Assessment and Remedial Actions, Fina Oil and Chemical Company**—Completed a contamination assessment at retail petroleum marketing facility in Tamaroc, Florida. The CAR was approved by Broward County. A RAP consisting of both groundwater extraction and treatment, and soil vacuum extraction was approved by Broward County. The recovery systems were installed according to specifications and operated as outlined in the RAP.

**Project Manager; Tank Closure, IRA, and Contamination Assessment, First Union National Bank**—Excavated and removed three USTs and excessively contaminated soils at a site in Lake Suzy, Florida. The soils were transported offsite for thermal treatment and disposal. The results of the closure assessment indicated the presence of hydrocarbons in the subsurface. A contamination assessment was completed and the CAR approved by FDEP along with a no further action recommendation.

**Project Manager; Tank Closure and IRA, Environmental Waste Management Associates, Inc. (EWMAI)**—Excavated USTs and excessively contaminated soils from former retail petroleum marketing facility in Tampa, Florida. Results of closure assessment indicated that no further actions should be required at the site. The closure assessment and IRA report were submitted to the Environmental Protection Commission of Hillsborough County.

**Project Manager; Tank Closure Assessment, IRA and Contamination Assessment, Fina Oil and Chemical Company**—Excavated and removed six USTs from active retail petroleum marketing facility in Clewiston, Florida. Excessively contaminated soils were removed and thermally treated. A contamination assessment was completed.

**Project Manager; Closure of Existing UST System and Installation of New USTs and Dispensing Equipment, Archbold Biological Station**—Conducted a compliance inspection of existing UST and dispensing systems in Venus, Florida. Designed and installed new petroleum product storage and distribution system in accordance with applicable environmental regulations and building codes. Removed and conducted a closure assessment of former petroleum product storage and distribution system.

**Education**

M.S., Natural Resources Studies  
(Toxicology)—University of  
Arizona, 1993

B.S., Ecology and Evolutionary  
Biology—University of Arizona,  
1991

**Registrations**

Certified Public Manager-Florida  
State University, 2009

**Affiliations**

Member, Florida Brownfield  
Association

Member, National Association of  
Environmental Professionals

Member, Board of Directors  
Tampa Bay Association of  
Environmental Professionals

Florida Local Environmental  
Resource Agencies

**Areas of Specialization**

Project Management, Brownfield  
Cleanups, Federal Grant  
Management Process, Public  
Outreach, Grant Writing, Solid  
Waste Cleanup, Environmental  
Permitting, Linear Facilities  
Studies and Permitting, Threatened  
and Endangered Species, NEPA  
Process and Documents,  
Development Review for  
Environmental Impacts

**Project Manager; Brownfield Services, Central Florida Regional Planning Council (CFRPC)**—Selected to conduct Revolving Loan Fund (RLF) cleanup activities under a \$1 million U.S. Environmental Protection Agency (EPA) Coalition RLF Grant. The CFRPC plans to utilize these grant funds to cleanup properties in Polk County and the communities of North and South Wabash, Wahneta and Eloise, and the cities of Mulberry and Fort Meade, in preparation of redevelopment opportunities in the community. Activities under this contract include the assessment of contaminated properties, execution of Brownfield Site Rehabilitation Agreements (BSRAs), and oversight of cleanup activities by subcontractors.

**Project Manager; Brownfield Services, Sarasota/Manatee Metropolitan Planning Organization**—Selected to conduct Phase I and Phase II environmental site assessments (ESAs) under the \$1 million EPA Coalition Grant. Services include establishing the existence of recognized environmental conditions, preparation of quality assurance project plans, health and safety plans, installation of monitoring wells, collection of soil and groundwater samples, and the completion of contamination and risk assessments to determine the extent of the contamination and the risk of exposure to site users.

**Project Manager; Brownfield Contractor, Pinellas County**—Responsible for managing supplemental, post cleanup, site assessment activities for three historic landfills in a Housing and Urban Development (HUD)-designated revitalization area. Activities include soil and groundwater testing and lateral and vertical delineation and extent of landfill debris. Task assignment includes negotiations with the Florida Department of Environmental Protection (FDEP) for closure of the three sites.

**Project Manager; Brownfield Contractor, Pinellas County**—Responsible for three cleanup grant closeouts,

including final activity report, final financial report, minority business enterprise/woman-owned business enterprise reporting, and ACRES updates according to the terms and conditions of the EPA.

**Senior Scientist; Brownfield Designation and Execution of BSRA, Confidential Client**—Oversight and facilitation of Brownfield site designation for a contaminated former wood preserving facility located in Hillsborough County, Florida. Served as liaison between the client,

County staff, and FDEP. Prepared public hearing notifications, advertisements, and participated in community meetings.

**Senior Scientist; Brownfield Designation, Confidential Client**—Services provided for oversight of Brownfield site designation in the City of Tampa for client with contamination from a chlorinated solvent plume. Provided support and facilitation of application submittal to the City, public notice information, public hearings, and negotiations with FDEP.

**Development Manager; Brownfield Redevelopment Program, Pinellas County**—Responsibilities included public outreach, coordination of technical studies, management of public hearings and meetings, grant applications, grant management and reporting, facilitation of inter-departmental projects, contract management, interface with state and federal regulatory agencies, and coordination with various economic development organizations and governmental agencies.

**Project Manager; Pinellas County HUD Neighborhood Stabilization Program**—Managed the federally-funded program to purchase, remodel, and sell foreclosed homes to income-eligible homebuyers. From the initial grant award, established processes, policies and procedures, and developed a comprehensive and successful program to utilize \$8 million in the first round of federal funding. Conducted or provided oversight for all HUD Environmental Review Record documents for multi- and single-family Neighborhood Stabilization Program property purchases according to the requirements of 24 CFR Part 58. The establishment of this program created a new business model in the Community Development Department. The model was subsequently used by the County for the second round of funding from HUD.

**Program Manager; Remediation, Pinellas County**—Responsible for oversight of three landfill cleanups in Dansville, a disadvantaged, minority neighborhood, and a HUD-designated redevelopment area. Responsibilities included contract oversight, BSRA preparation and negotiations with FDEP.

**Program Manager; Grant Writing and Management, Pinellas County**—Managed two EPA Assessment Grants for Phase I and II ESAs. Applied for and received three EPA Cleanup Grants for historic neighborhood landfills in Dansville. Served as project manager for numerous site and area-wide brownfield designations in Pinellas County (public outreach, public hearings and County Commission resolution).

**Development Proposal Review, Department of Environmental Management, Manatee County**—Reviewed residential and commercial development proposals for impacts to environmental resources such as wetlands, endangered species and trees.

12/3/12



## AGENDA ITEM MEMORANDUM

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER

**FROM:** JANICE L. PETERS, CMC, CITY CLERK

**SUBJECT:** WITHLACOOCHEE REGIONAL PLANNING COUNCIL -  
COUNCIL REPRESENTATIVE MEMBER

**DATE:** NOVEMBER 27, 2012

The Withlacoochee Regional Planning Council (WRPC) annually requests one elected official from among the municipalities in a county to serve as the municipal representative on the board for a one year term. Joe Johnston is the current representative for Hernando County municipalities and his term expires December 12, 2012. The WRPC Board meets on the 3<sup>rd</sup> Thursday of each month at 7:00 pm at the Board Office in Ocala (Executive Committee Meetings begin at 6:00 pm immediately preceding, when necessary).

They have requested the new appointment for WRPC be designated prior to their annual meeting on December 13<sup>th</sup>. Their request is attached.

The City of Weeki Wachee in the past has relinquished this appointment to the City of Brooksville to co-represent them. Staff has contacted them and is awaiting a response.

**FINANCIAL IMPACT:** No budgetary impact other than travel reimbursement costs for the monthly meetings.

**LEGAL IMPACT:** No legal impact, as long as the only other municipality in the County is in agreement for the City to serve as the representative on the Board.

**STAFF RECOMMENDATION:** Staff recommends Council appointment of a Municipal Representative to serve on the WRPC board pending approval of the City of Weeki Wachee for co-representation.

**ATTACHMENT:** Letter from WRPC dated November 5, 2012

MICHAEL R. MOEHLMAN  
EXECUTIVE DIRECTOR

1241 S.W. 10<sup>TH</sup> Street  
OCALA, FLORIDA 34471-0323

Telephone 352-732-1315  
FAX 352-732-1319  
email: mailbox@wrpc.cc  
Http://www.wrpc.cc



OFFICERS

DENNIS DAMATO  
CHAIR

MARTHA HANSON  
VICE-CHAIR

JAMES ADKINS  
SECRETARY

November 5, 2012

The Honorable Mayor Joseph E. Johnston III  
City of Brooksville  
201 Howell Avenue  
Brooksville, FL 34601-2041

Dear Mayor Johnston:

It is necessary for municipal officials within your County to select one elected official to represent the municipalities of your county on the **Withlacoochee Regional Planning Council** for a term beginning December 13, 2012 and ending on December 11, 2013.

**Your current representative is Councilman Joseph E. Johnston III of Brooksville.**

**You need to contact other municipalities and towns in your County to select a representative for the coming year.** An appointment needs to be made as soon as possible, as new appointments are eligible to be sworn in at the December 13, 2012 Annual Meeting.

When you have agreed on an individual, please send the name of your representative.

If you have any further questions, please contact me.

Sincerely,

Michael R. Moehlman  
Executive Director

MRM:gr

cc: City of Weeki Wachee

Resolution NO. I-1  
12/3/12



**AGENDA ITEM  
MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCILMEN  
**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER  
**FROM:** TIMOTHY MOSSGROVE, FIRE CHIEF  
**SUBJECT:** RESOLUTION NO. 2012-16 – COLLECTION OF NON-AD VALOREM FIRE ASSESSMENT  
**DATE:** NOVEMBER 20, 2012

*[Handwritten signature: T. Jennene Norman-Vacha]*  
*[Handwritten signature: Timothy Mossgrove]*

**GENERAL SUMMARY/BACKGROUND:** Attached for consideration is Resolution No. 2012-16 which provides for the intent to use the statutory uniform method of collecting non-ad valorem assessments for fire assessments for the fiscal year 2013 -2014 commencing October 1, 2013. Under section 46-167 of the Code of Ordinances the City of Brooksville is authorized to levy non-ad valorem special assessments to fund all or any portion for fire protection. Ordinance No. 830 adopted July 2, 2012 determined levying non-ad valorem assessments serve a benefit of the public health, welfare and safety. The public hearing has been properly noticed as required by Ordinance No. 830 and has been published every Friday in November on the previous dates of 9, 16, 23, 30.

To collect the non-ad valorem special assessments the most effective way is to collect these assessments through the same method of collecting ad valorem taxes through the property appraiser and tax collector as provided for in section 197.3632, Fla. Statute. The current interlocal agreements with the Hernando County Property Appraiser's Office and the Hernando County Tax Collector's office are being reviewed and updated to reflect current ordinance adoption and will be presented for Council consideration at a future meeting.

*JA*

**BUDGET IMPACT:** The proposed Resolution No. 2012-16 provides for imposition and collection of fire service assessments in such amounts as determined by City Council during the annual budget adoption process. The balance of the fire department budget will be funded through other legally available revenues of the City.

**LEGAL REVIEW:** The City possesses home rule authority for the levy and collection of special assessments and has considerable latitude with respect to adopting an apportionment method which provides the best fit in terms of cost and implementation, not only with respect to affected landowners but also to the staff and officials charged with maintenance of the assessment program from year to year.

**STAFF RECOMMENDATION:** Staff recommends adoption of Resolution No. 2012-16.

**ATTACHMENTS:** Resolution No. 2012-16

RESOLUTION NO. 2012-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, DECLARING THE INTENT TO USE THE STATUTORY UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS FOR FIRE ASSESSMENT FOR THE FISCAL YEAR 2013-2014; STATING THE NEED FOR THE LEVY OF SUCH ASSESSMENTS; DESCRIBING THE AREA SUBJECT TO THE LEVY OF SUCH ASSESSMENTS; PROVIDING FOR SERVICE BY MAIL OF COPIES HEREOF TO THE HERNANDO COUNTY PROPERTY APPRAISER, THE HERNANDO COUNTY TAX COLLECTOR, AND THE STATE OF FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR CONFLICT AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City of Brooksville is authorized, pursuant to section 46-167 of the Code of Ordinances of the City of Brooksville, to levy non-ad valorem special assessments to fund all or any portion of the cost for the provision of fire prevention, protection and related services which convey a benefit to property; and,

**WHEREAS**, the City Council of the City of Brooksville, pursuant to Ordinance No. 830 adopted July 2, 2012, determined that levying a non-ad valorem assessment is necessary to fund the provision of fire prevention, protection and related services for the benefit of the public health, welfare and safety; and

**WHEREAS**, the costs for those fire prevention, protection, and related services, which confer a benefit upon property, shall serve as the basis for establishing rate of non-ad valorem special assessments; and,

**WHEREAS**, the City Council has determined the most effective method for the collection of such special assessments is the uniform method of collection of non-ad valorem assessments along with ad valorem taxes through the property appraiser and tax collector, as provided for in Section 197.3632, Fla. Stat.; and,

**NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BOARD OF THE BROOKSVILLE FIRE DISTRICT THAT:**

**Section 1. Incorporation of Recitals.** The aforementioned "Whereas" clauses are incorporated herein as if set forth in *haec verba*.

**Section 2. Need for Levy of Non Ad Valorem Special Assessments.** The City Council has determined a need to levy non-ad valorem special assessments to fund all or any portion of the cost of the provision of fire prevention and protection services which confer a benefit to property.

**Section 3. Area of Real Property Subject to Levy.** The lands subject to levy of the non-ad valorem special assessment by the City Council to fund its activities and services is the entire incorporated area of the City of Brooksville, Florida. The description of the City limits of the City of Brooksville, as amended from time to time, is maintained in the office of the City Clerk and is available to the public for inspection.

**Section 4. Intent to Use Uniform Collection Method.** The City of Brooksville intends to collect its non-ad valorem assessments through the uniform method of collection established in Section 197.3632, Fla. Stat., pursuant to interlocal agreements with the Hernando County Tax Collector and the Hernando County Property Appraiser for FY2013/14.

**Section 5. Distribution of Resolution.** Upon adoption by City Council, copies of this Resolution shall be mailed, by United States Mail, to the Hernando County Property Appraiser, the Hernando County Tax Collector and the State of Florida Department of Revenue.

**Section 6. Conflict.** Any resolution or policy of the City of Brooksville or any portion thereof, in conflict with the provisions of this Resolution, is hereby repealed to the extent of such conflict.

**Section 7. Severability.** In the event that any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Resolution, which shall remain in full force and effect.

**Section 8. Effective Date.** This resolution shall be effective upon adoption by the City Council of the City of Brooksville, Florida.

**Section 9. ADOPTED** in regular session this 3<sup>rd</sup> day of December, 2012, A.D.

**CITY OF BROOKSVILLE**

By: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Janice L. Peters, CMC, City Clerk

APPROVED AS TO FORM FOR THE RELIANCE  
OF THE CITY OF BROOKSVILLE ONLY:

  
\_\_\_\_\_  
Thomas S. Hogan, Jr., The Hogan Law Firm, LLC  
City Attorney

VOTE OF THE GOVERNING BOARD

Bradburn \_\_\_\_\_  
Bernardini \_\_\_\_\_  
Burnett \_\_\_\_\_  
Hohn \_\_\_\_\_  
Johnston \_\_\_\_\_

**CORRESPONDENCE-TO-NOTE**  
**REGULAR COUNCIL MEETING – December 3, 2012**

1.     **TYPE:**                     Letter  
       **DATED:**               November 4, 2012  
       **RECEIVED FROM:**   Hernando County School Board  
       **ADDRESSED TO:**     City Manager  
       **SUBJECT:**            2012-2013 Hernando County School District's Tentative Five Year  
                                  Work Plan
  
2.     **TYPE:**                     Letter  
       **DATED:**               November 5, 2012  
       **RECEIVED FROM:**   Firefighters' Pension Trust Fund Board of Trustees  
       **ADDRESSED TO:**     City Council & City Manager  
       **SUBJECT:**            Annual Report of Investment Activity
  
3.     **TYPE:**                     Letter  
       **DATED:**               November 13, 2012  
       **RECEIVED FROM:**   Board of County Commissioners  
       **ADDRESSED TO:**     Department of Environmental Protection  
       **SUBJECT:**            Chinsegut Hill Manor House Property



Facilities Department  
Hernando County School Board  
8016 Mobley Road  
Brooksville, FL 34601  
Ph: 352 797-7050 Fax: 352 797-7150

November 4, 2012

T. Jennene Norman-Vacha, City Manager  
City of Brooksville  
201 Howell Avenue  
Brooksville, Florida 34601

Re: 2012-2013 Hernando County School District's Tentative Five Year Work Plan

Dear Mr. Geiger,

Per the City, County and School District Interlocal Agreement of School Concurrency, I have attached a copy of the 2012-2013 Tentative Five Year Work Plan for inclusion in the City and the County Capital Improvement Element (CIE) of their respective Growth Management Plans.

The School District Budget was adopted by the School Board on September 18, 2012; the Work Plan was submitted to the State Department of Education on October 8, 2012 for approval.

Please let me know if you have any questions or need further information.

Sincerely,

J. Lisle Bozeman  
Manager of Planning and Grant Development  
Hernando County School Board  
8016 Mobley Road  
Brooksville, Florida 34601

Cc: Bill Gieger, City of Brooksville Community Development Director  
Iris McNeal, Secretary to the Hernando County School Board and General Counsel  
Bryan A. Blavatt, Superintendent of Hernando County Schools  
Roland Bavato, Director of Facilities, Hernando County Schools

**INTRODUCTION**

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.  
 If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.  
 If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

**Summary of revenue/expenditures available for new construction and remodeling projects only.**

	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	Five Year Total
Total Revenues	\$35,913,559	\$22,606,110	\$16,114,030	\$13,000,271	\$13,516,552	\$101,150,522
Total Project Costs	\$7,725,800	\$1,310,000	\$1,522,110	\$1,609,304	\$1,918,233	\$14,085,447
Difference (Remaining Funds)	\$28,187,759	\$21,296,110	\$14,591,920	\$11,390,967	\$11,598,319	\$87,065,075

District HERNANDO COUNTY SCHOOL DISTRICT

Fiscal Year Range

**CERTIFICATION**

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

**Date of School Board Adoption** 9/18/2012  
**Work Plan Submittal Date** 10/8/2012  
**DISTRICT SUPERINTENDENT** Bryan A. Blavatt  
**CHIEF FINANCIAL OFFICER** Desiree Henegar  
**DISTRICT POINT-OF-CONTACT PERSON** J, Lisle Bozeman  
**JOB TITLE** Manager of Planning & Grant Development  
**PHONE NUMBER** 352-797-7050  
**E-MAIL ADDRESS** bozeman\_j@hcsb.k12.fl.us

# Expenditures

## Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
HVAC	\$188,185	\$236,766	\$236,766	\$236,766	\$236,766	\$1,135,249
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO ADMINISTRATIVE SUPPORT, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
Flooring	\$92,689	\$100,000	\$100,000	\$100,000	\$100,000	\$492,689
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
Roofing	\$100,000	\$58,130	\$58,130	\$58,130	\$58,130	\$332,520
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, DISTRICT MAINTENANCE/PLANT OPERATIONS, DISTRICT TRANSPORTATION, DISTRICT WAREHOUSE, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HEART LITERACY/RSVP, HERNANDO ADMINISTRATIVE SUPPORT, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, TRANSPORTATION 2, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
Safety to Life	\$373,076	\$328,435	\$328,435	\$328,435	\$328,435	\$1,686,816
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
Fencing	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
Parking	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Electrical	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fire Alarm	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Telephone/Intercom System	\$0	\$0	\$0	\$0	\$0	\$0

Locations:	No Locations for this expenditure.					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$53,408	\$50,000	\$50,000	\$50,000	\$50,000	\$253,408
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
Maintenance/Repair	\$589,749	\$599,085	\$599,085	\$599,085	\$599,085	\$2,986,089
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, Weeki Wachee High School, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY, Winding Waters K-8					
<b>Sub Total:</b>	<b>\$1,417,107</b>	<b>\$1,392,416</b>	<b>\$1,392,416</b>	<b>\$1,392,416</b>	<b>\$1,392,416</b>	<b>\$6,986,771</b>

PECO Maintenance Expenditures	\$0	\$937,416	\$1,149,526	\$1,236,720	\$1,545,649	\$4,869,311
<b>1.50 Mill Sub Total:</b>	<b>\$5,248,902</b>	<b>\$5,717,584</b>	<b>\$5,293,364</b>	<b>\$5,118,976</b>	<b>\$4,801,118</b>	<b>\$26,179,944</b>

Other Items	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
Special School Maintenance	\$3,831,795	\$5,262,584	\$5,050,474	\$4,963,280	\$4,954,351	\$24,062,484
Locations:	BROOKSVILLE ELEMENTARY, CENTRAL SENIOR HIGH, CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS, CHOCACHATTI ELEMENTARY, DELORES S PARROTT MIDDLE, DELTONA ELEMENTARY, EASTSIDE ELEMENTARY, Endeavor Academy, EXPLORER K-8, FOX CHAPEL MIDDLE, FRANK W SPRINGSTEAD SENIOR HIGH, HERNANDO ADMINISTRATIVE SUPPORT, HERNANDO SENIOR HIGH, JOHN D FLOYD ELEMENTARY, MOTON ELEMENTARY, NATURE COAST TECHNICAL HIGH, PINE GROVE ELEMENTARY, POWELL MIDDLE, REILY EXCEPTIONAL STUDENT EDUCATION CENTER, SPRING HILL ELEMENTARY, SUNCOAST ELEMENTARY, WEST HERNANDO MIDDLE, WESTSIDE ELEMENTARY					
<b>Total:</b>	<b>\$5,248,902</b>	<b>\$6,655,000</b>	<b>\$6,442,890</b>	<b>\$6,355,696</b>	<b>\$6,346,767</b>	<b>\$31,049,255</b>

**Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation**

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$5,248,902	\$5,717,584	\$5,293,364	\$5,118,976	\$4,801,118	\$26,179,944
Maintenance/Repair Salaries	\$0	\$0	\$0	\$0	\$0	\$0
School Bus Purchases	\$0	\$1,250,000	\$1,250,000	\$1,250,000	\$1,250,000	\$5,000,000
Other Vehicle Purchases	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Equipment	\$221,557	\$134,448	\$134,448	\$134,448	\$150,000	\$774,901
Rent/Lease Payments	\$2,392,961	\$0	\$0	\$0	\$0	\$2,392,961
COP Debt Service	\$4,326,500	\$9,667,168	\$9,667,775	\$9,667,775	\$9,666,588	\$42,995,806
Rent/Lease Relocatables	\$0	\$0	\$0	\$0	\$0	\$0

Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$1,418,205	\$1,418,205	\$1,418,205	\$0	\$0	\$4,254,615
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$810,069	\$328,216	\$328,216	\$328,216	\$328,216	\$2,122,933
Tax Refunds	\$20,085	\$10,000	\$10,000	\$10,000	\$10,000	\$60,085
<b>Local Expenditure Totals:</b>	<b>\$14,438,279</b>	<b>\$18,525,621</b>	<b>\$18,102,008</b>	<b>\$16,509,415</b>	<b>\$16,205,922</b>	<b>\$83,781,245</b>

## Revenue

### 1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2012 - 2013 Actual Value	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
(1) Non-exempt property assessed valuation		\$8,187,644,911	\$8,187,644,911	\$8,187,644,911	\$8,187,644,911	\$8,187,644,911	\$40,938,224,555
(2) The Millege projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$13,755,243	\$13,755,243	\$13,755,243	\$13,755,243	\$13,755,243	\$68,776,215
(4) Value of the portion of the 1.50-Mill ACTUALLY levied	370	\$11,790,209	\$11,790,209	\$11,790,209	\$11,790,209	\$11,790,209	\$58,951,045
(5) Difference of lines (3) and (4)		\$1,965,034	\$1,965,034	\$1,965,034	\$1,965,034	\$1,965,034	\$9,825,170

### PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
PECO New Construction	340	\$0	\$346,613	\$250,383	\$122,612	\$0	\$719,608
PECO Maintenance Expenditures		\$0	\$937,416	\$1,149,526	\$1,236,720	\$1,545,649	\$4,869,311
		\$0	\$1,284,029	\$1,399,909	\$1,359,332	\$1,545,649	\$5,588,919

### CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds

Item	Fund	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$80,456	\$80,456	\$80,456	\$80,456	\$80,456	\$402,280
CO & DS Interest on Undistributed CO	360	\$8,813	\$8,813	\$8,813	\$8,813	\$8,813	\$44,065
		\$89,269	\$89,269	\$89,269	\$89,269	\$89,269	\$446,345

**Fair Share Revenue Source**

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Item	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
Brooksville Elementary Addition (56 student stations) - Quarry Preserve DRI School Planning Agreement - will be re-tested at conditional plat	\$0	\$0	\$0	\$1,052,977	\$0	\$1,052,977
	\$0	\$0	\$0	\$1,052,977	\$0	\$1,052,977

**Sales Surtax Referendum**

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2011 - 2012?

No

**Additional Revenue Source**

Any additional revenue sources

Item	2012 - 2013 Actual Value	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$60,283	\$60,000	\$60,000	\$60,000	\$170,533	\$410,816
Proceeds from 1/2 cent sales surtax authorized by school board	\$7,000,000	\$7,070,000	\$7,140,700	\$7,212,107	\$7,212,107	\$35,634,914
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0

Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$20,000	\$20,200	\$20,402	\$20,606	\$20,606	\$101,814
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$100,000	\$101,000	\$102,010	\$103,030	\$103,030	\$509,070
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Fund Balance Carried Forward</b>	<b>\$37,792,077</b>	<b>\$28,186,490</b>	<b>\$21,294,840</b>	<b>\$14,590,651</b>	<b>\$10,336,720</b>	<b>\$112,200,778</b>
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	(\$6,500,000)	(\$6,532,050)	(\$6,531,775)	(\$6,531,775)	\$0	(\$26,095,600)
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$38,472,360</b>	<b>\$28,905,640</b>	<b>\$22,086,177</b>	<b>\$16,454,619</b>	<b>\$17,842,996</b>	<b>\$123,761,792</b>

**Total Revenue Summary**

Item Name	2012 - 2013 Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$11,790,209	\$11,790,209	\$11,790,209	\$11,790,209	\$11,790,209	\$58,951,045
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$14,438,279)	(\$18,525,621)	(\$18,102,008)	(\$16,509,415)	(\$16,205,922)	(\$83,781,245)
PECO Maintenance Revenue	\$0	\$937,416	\$1,149,526	\$1,236,720	\$1,545,649	\$4,869,311
<b>Available 1.50 Mill for New Construction</b>	<b>(\$2,648,070)</b>	<b>(\$6,735,412)</b>	<b>(\$6,311,799)</b>	<b>(\$4,719,206)</b>	<b>(\$4,415,713)</b>	<b>(\$24,830,200)</b>

Item Name	2012 - 2013 Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Five Year Total
CO & DS Revenue	\$89,269	\$89,269	\$89,269	\$89,269	\$89,269	\$446,345
PECO New Construction Revenue	\$0	\$346,613	\$250,383	\$122,612	\$0	\$719,608
Other/Additional Revenue	\$38,472,360	\$28,905,640	\$22,086,177	\$17,507,596	\$17,842,996	\$124,814,769
<b>Total Additional Revenue</b>	<b>\$38,561,629</b>	<b>\$29,341,522</b>	<b>\$22,425,829</b>	<b>\$17,719,477</b>	<b>\$17,932,265</b>	<b>\$125,980,722</b>

Total Available Revenue    \$35,913,559    \$22,606,110    \$16,114,030    \$13,000,271    \$13,516,552    \$101,150,522

## Project Schedules

### Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Nothing reported for this section.

<b>Planned Cost:</b>						
<b>Student Stations:</b>						
<b>Total Classrooms:</b>						
<b>Gross Sq Ft:</b>						

### Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total	Funded
Roll Forward from Prior Year	SUNCOAST ELEMENTARY	\$1,821	\$0	\$0	\$0	\$0	\$1,821	Yes
Portable Upgrades	Location not specified	\$50,239	\$0	\$0	\$0	\$0	\$50,239	Yes
Special School Maintenance	Location not specified	\$0	\$937,416	\$1,149,526	\$1,236,720	\$1,545,649	\$4,869,311	Yes
Roll Forward from Prior Year - opened 8/10	Weeki Wachee High School	\$19,698	\$0	\$0	\$0	\$0	\$19,698	Yes
Roof Repair and Exterior Renovations	CENTRAL SENIOR HIGH	\$278,677	\$0	\$0	\$0	\$0	\$278,677	Yes
Other District-Wide Projects funded from proceeds other than 1.5 LCIF	Location not specified	\$5,798,194	\$372,584	\$372,584	\$372,584	\$372,584	\$7,288,530	Yes
Roll Forward from Prior Year	Winding Waters K-8	\$1,481,171	\$0	\$0	\$0	\$0	\$1,481,171	Yes
Amphitheater Construction	Location not specified	\$96,000	\$0	\$0	\$0	\$0	\$96,000	Yes
		<b>\$7,725,800</b>	<b>\$1,310,000</b>	<b>\$1,522,110</b>	<b>\$1,609,304</b>	<b>\$1,918,233</b>	<b>\$14,085,447</b>	

**Additional Project Schedules**

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

**Non Funded Growth Management Project Schedules**

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Project Description	2012 - 2013 Actual Budget	2013 - 2014 Projected	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	Total	Funded
New K-8 School L Eastside of county/Hickory Hills	\$0	\$0	\$0	\$0	\$29,146,400	\$29,146,400	No
Westside Addition, Phase II	\$0	\$0	\$0	\$0	\$13,200,000	\$13,200,000	No
	\$0	\$0	\$0	\$0	\$42,346,400	\$42,346,400	

## Tracking

### Capacity Tracking

Location	2012 - 2013 Satis. Stu. Sta.	Actual 2012 - 2013 FISH Capacity	Actual 2011 - 2012 COFTE	# Class Rooms	Actual Average 2012 - 2013 Class Size	Actual 2012 - 2013 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2016 - 2017 COFTE	Projected 2016 - 2017 Utilization	Projected 2016 - 2017 Class Size
HERNANDO SENIOR HIGH	2,008	1,907	1,353	83	16	71.00 %	-120	-6	1,144	64.00 %	15
BROOKSVILLE ELEMENTARY	985	985	760	51	15	77.00 %	-234	-14	824	110.00 %	22
Endeavor Academy	191	191	36	15	2	19.00 %	-145	-8	46	100.00 %	7
WESTSIDE ELEMENTARY	1,030	1,030	578	53	11	56.00 %	-440	-20	587	99.00 %	18
EASTSIDE ELEMENTARY	830	830	528	45	12	64.00 %	-94	-7	528	72.00 %	14
FRANK W SPRINGSTEAD SENIOR HIGH	2,534	2,407	1,775	97	18	74.00 %	-775	-33	1,619	99.00 %	25
FOX CHAPEL MIDDLE	1,296	1,166	684	52	13	59.00 %	-198	-10	609	63.00 %	15
SPRING HILL ELEMENTARY	1,053	1,053	682	52	13	65.00 %	-249	-12	711	88.00 %	18
POWELL MIDDLE	1,200	1,080	1,008	51	20	93.00 %	0	0	852	79.00 %	17
JOHN D FLOYD ELEMENTARY	1,701	1,530	1,152	78	15	75.00 %	-498	-33	1,029	100.00 %	23
DELORES S PARROTT MIDDLE	1,141	1,026	836	51	16	81.00 %	0	0	769	75.00 %	15
CENTRAL SENIOR HIGH	2,438	2,316	1,325	101	13	57.00 %	-150	-5	1,051	49.00 %	11
PINE GROVE ELEMENTARY	1,714	1,714	625	85	7	36.00 %	-594	-31	617	55.00 %	11
WEST HERNANDO MIDDLE	1,494	1,344	955	62	15	71.00 %	-220	-10	777	69.00 %	15
DELTONA ELEMENTARY	1,253	1,253	803	61	13	64.00 %	-262	-13	859	87.00 %	18
MOTON ELEMENTARY	868	868	625	46	14	72.00 %	-270	-14	651	109.00 %	20
SUNCOAST ELEMENTARY	1,144	1,144	938	58	16	82.00 %	-128	-6	961	95.00 %	18
CHOCACHATTI ELEMENTARY	1,037	1,037	925	45	21	89.00 %	-300	-15	911	124.00 %	30
NATURE COAST TECHNICAL HIGH	1,371	1,233	1,296	58	22	105.00 %	0	0	1,205	98.00 %	21
CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS	1,778	1,600	1,623	80	20	101.00 %	-44	-2	1,509	97.00 %	19
DAWN CENTER	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
EXPLORER K-8	2,095	1,885	1,757	95	18	93.00 %	0	0	1,758	93.00 %	19

Weeki Wachee High School	1,615	1,534	929	62	15	61.00 %	0	0	1,242	81.00 %	20
Winding Waters K-8	1,572	1,605	797	74	11	50.00 %	0	0	1,291	80.00 %	17
	<b>32,348</b>	<b>30,738</b>	<b>21,993</b>	<b>1,455</b>	<b>15</b>	<b>71.55 %</b>	<b>-4,721</b>	<b>-239</b>	<b>21,550</b>	<b>82.83 %</b>	<b>18</b>

The COFTE Projected Total (21,550) for 2016 - 2017 must match the Official Forecasted COFTE Total (21,550) for 2016 - 2017 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2016 - 2017		Grade Level Type	Balanced Projected COFTE for 2016 - 2017
Elementary (PK-3)	7,079	Elementary (PK-3)	0
Middle (4-8)	8,188	Middle (4-8)	0
High (9-12)	6,283	High (9-12)	0
	<b>21,550</b>		<b>21,550</b>

**Relocatable Replacement**

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	Year 5 Total
<b>Total Relocatable Replacements:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Charter Schools Tracking**

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2016 - 2017
Gulf Coast Academy	5	LEASE RENT	2003	120	121	15	120
Gulf Coast Middle School	5	LEASE RENT	2013	110	88	15	110
Brooksville Engineering, Science & Technology Academy	6	OTHER	2013	132	88	5	132
	<b>16</b>			<b>362</b>	<b>297</b>		<b>362</b>

**Special Purpose Classrooms Tracking**

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
<b>Total Educational Classrooms:</b>		0	0	0	0	0	0

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
<b>Total Co-Teaching Classrooms:</b>		0	0	0	0	0	0

**Infrastructure Tracking**

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

none needed

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

none

Consistent with Comp Plan? Yes

**Net New Classrooms**

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2011 - 2012 fiscal year.					List the net new classrooms to be added in the 2012 - 2013 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2012 - 2013 should match totals in Section 15A.			
Location	2011 - 2012 # Permanent	2011 - 2012 # Modular	2011 - 2012 # Relocatable	2011 - 2012 Total	2012 - 2013 # Permanent	2012 - 2013 # Modular	2012 - 2013 # Relocatable	2012 - 2013 Total
Elementary (PK-3)	30	0	0	30	0	0	0	0
Middle (4-8)	18	0	0	18	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	<b>48</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Relocatable Student Stations**

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	5 Year Average
BROOKSVILLE ELEMENTARY	234	234	234	0	0	140
Endeavor Academy	70	70	70	70	0	56
WESTSIDE ELEMENTARY	440	440	440	0	0	264

EASTSIDE ELEMENTARY	94	94	94	0	0	56
HERNANDO SENIOR HIGH	120	120	120	0	0	72
SUNCOAST ELEMENTARY	128	128	128	0	0	77
CHOCACHATTI ELEMENTARY	300	300	300	0	0	180
NATURE COAST TECHNICAL HIGH	0	0	0	0	0	0
DELTONA ELEMENTARY	262	262	262	0	0	157
MOTON ELEMENTARY	118	270	270	0	0	132
POWELL MIDDLE	0	0	0	0	0	0
JOHN D FLOYD ELEMENTARY	498	498	498	0	0	299
DELORES S PARROTT MIDDLE	0	0	0	0	0	0
CENTRAL SENIOR HIGH	150	150	150	0	0	90
PINE GROVE ELEMENTARY	594	594	594	0	0	356
WEST HERNANDO MIDDLE	220	220	220	0	0	132
EXPLORER K-8	0	0	0	0	0	0
CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS	44	44	44	0	0	26
FRANK W SPRINGSTEAD SENIOR HIGH	775	775	775	0	0	465
FOX CHAPEL MIDDLE	198	198	198	0	0	119
SPRING HILL ELEMENTARY	249	249	249	0	0	149
DAWN CENTER	0	0	0	0	0	0
Weeki Wachee High School	0	0	0	0	0	0
Winding Waters K-8	0	0	0	0	0	0

<b>Totals for HERNANDO COUNTY SCHOOL DISTRICT</b>						
Total students in relocatables by year.	<b>4,494</b>	<b>4,646</b>	<b>4,646</b>	<b>70</b>	<b>0</b>	<b>2,771</b>
Total number of COFTE students projected by year.	<b>21,831</b>	<b>21,676</b>	<b>21,503</b>	<b>21,501</b>	<b>21,550</b>	<b>21,612</b>
Percent in relocatables by year.	<b>21 %</b>	<b>21 %</b>	<b>22 %</b>	<b>0 %</b>	<b>0 %</b>	<b>13 %</b>

**Leased Facilities Tracking**

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2012 - 2013	FISH Student Stations	Owner	# of Leased Classrooms 2016 - 2017	FISH Student Stations
BROOKSVILLE ELEMENTARY	0	0		0	0
Endeavor Academy	0	0		0	0
WESTSIDE ELEMENTARY	0	0		0	0
EASTSIDE ELEMENTARY	0	0		0	0

HERNANDO SENIOR HIGH	0	0		0	0
JOHN D FLOYD ELEMENTARY	0	0		0	0
DELORES S PARROTT MIDDLE	0	0		0	0
CENTRAL SENIOR HIGH	0	0		0	0
WEST HERNANDO MIDDLE	0	0		0	0
FRANK W SPRINGSTEAD SENIOR HIGH	0	0		0	0
FOX CHAPEL MIDDLE	0	0		0	0
SPRING HILL ELEMENTARY	0	0		0	0
POWELL MIDDLE	0	0		0	0
PINE GROVE ELEMENTARY	0	0		0	0
DELTONA ELEMENTARY	0	0		0	0
MOTON ELEMENTARY	0	0		0	0
SUNCOAST ELEMENTARY	0	0		0	0
CHOCACHATTI ELEMENTARY	0	0		0	0
NATURE COAST TECHNICAL HIGH	0	0		0	0
CHALLENGER K-8 SCHOOL OF SCIENCE AND MATHEMATICS	0	0		0	0
DAWN CENTER	0	0		0	0
EXPLORER K-8	0	0		0	0
Weeki Wachee High School	0	0		0	0
Winding Waters K-8	0	0		0	0
	0	0		0	0

### Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

## Planning

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**Class Size Reduction Planning**

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

Redistricting will be used to maximize permanent capacity to the greatest extent possible. Additional staffing plans are being implemented in order to meet class size reduction.

**School Closure Planning**

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None.

## Long Range Planning

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### Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

### Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

### Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2011 - 2012 FISH Capacity	Actual 2011 - 2012 COFTE	Actual 2011 - 2012 Utilization	Actual 2012 - 2013 / 2021 - 2022 new Student Capacity to be added/removed	Projected 2021 - 2022 COFTE	Projected 2021 - 2022 Utilization
Elementary - District Totals	11,519	11,519	7,262.77	63.05 %	-1,323	13,315	130.59 %
Middle - District Totals	10,705	9,631	8,015.89	83.23 %	-425	5,381	58.45 %
High - District Totals	9,966	9,397	6,678.35	71.07 %	-1,045	6,026	72.15 %
Other - ESE, etc	191	191	36.19	18.85 %	-145	46	100.00 %
	<b>32,381</b>	<b>30,738</b>	<b>21,993.20</b>	<b>71.55 %</b>	<b>-2,938</b>	<b>24,768</b>	<b>89.09 %</b>

**Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.**

Combination schools (K-8) were grouped for computational purposes as PK-3 and 4-8. PK-3 were added in the Elementary totals and 4-8 in the middle school totals. Other (Endeavor School) total was split evenly between Middle and High school and reduced from those categories accordingly.

**Ten-Year Infrastructure Planning**

**Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).**

K-8 Elementary "L"--may require water, sewer, electrical, possible turn lanes and signalization.

**Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).**

None.

**Twenty-Year Maintenance**

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

**Twenty-Year Capacity**

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Project	Location,Community,Quadrant or other general location	2021 - 2022 / 2031 - 2032 Projected Cost
New High School	McKethan Road	\$39,000,000
New K-8 School O	McKethan Road	\$29,146,400
New K-8 School M	US 98 Northside of County/	\$29,146,000
New K-8 School N	I-75 Corridor Eastside of County/Sunrise	\$29,146,000
		<b>\$126,438,400</b>

**Twenty-Year Planned Utilization**

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2011 - 2012 FISH Capacity	Actual 2011 - 2012 COFTE	Actual 2011 - 2012 Utilization	Actual 2012 - 2013 / 2031 - 2032 new Student Capacity to be added/removed	Projected 2031 - 2032 COFTE	Projected 2031 - 2032 Utilization
Elementary - District Totals	11,519	11,519	7,262.77	63.05 %	1,881	15,551	116.05 %

Middle - District Totals	10,705	9,631	8,015.89	83.23 %	1,180	6,029	55.77 %
High - District Totals	9,966	9,397	6,678.35	71.07 %	489	6,763	68.41 %
Other - ESE, etc	191	191	36.19	18.85 %	-145	47	102.17 %
	<b>32,381</b>	<b>30,738</b>	<b>21,993.20</b>	<b>71.55 %</b>	<b>3,405</b>	<b>28,390</b>	<b>83.15 %</b>

**Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.**

No comments to report.

**Twenty-Year Infrastructure Planning**

**Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).**

New transportation and fuel depot for East side of County at I 75&50 corridor. K-8 Elementary and High School at McKethan Road site will require water, sewer, electrical, possible turn lanes and signalization

K-8 Elementary "M"--may require water, sewer, electrical, possible turn lanes and signalization.

K-8 Elementary "N"--may require water, sewer, electrical, possible turn lanes and signalization.

**Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).**

No plans for closure of any schools in the district in school years 2012-13 to 2022-23

# FIREFIGHTERS' PENSION TRUST FUND

## BOARD OF TRUSTEES

85 Veterans Ave, Brooksville, Fl. 34601  
352-540-3840 Fax- 352-544-5462

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November 5, 2012

Honorable Mayor and Council Members  
City of Brooksville  
T.Jennene Norman-Vacha, City Manager  
201 Howell Avenue  
Brooksville, Florida 34601

Re: City of Brooksville Firefighters' Retirement Trust Fund- Annual Report of Investment Activity

Dear Mrs. Norman-Vacha:

In accordance with Section 112.661(15), Florida Statutes, please find enclosed the annual report of investment activity of the City of Brooksville Firefighters' Retirement Trust Fund. This report includes investments in the portfolio as of September 30, 2012., listed by class or type, book value, income earned and market value as of the stated date. This report must also be made available to the public.

Sincerely



**BRADLEY W. SUFFICOOL**  
Secretary

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REGINA ANN MARTIN, CHAIRMAN

WILLIAM C. KAPLAN, CAPTAIN- MEMBER

BRADLEY W. SUFFICOOL, SECRETARY

JOSEPH PECORA, MEMBER

CTN  
12.03.12  
JAV



**SALEM TRUST**

C O M P A N Y

A SUBSIDIARY OF U.S. FIDUCIARY SERVICES, INC.  
801 WARRENVILLE ROAD, SUITE 500  
LISLE, IL 60532

10/26/12

SALEM TRUST COMPANY  
AS CUSTODIAN FOR  
THE CITY OF BROOKSVILLE  
FIREFIGHTERS RETIREMENT TRUST FUND

ACCOUNT 80105288C

FOR THE PERIOD

10/01/11 THROUGH 9/30/12

CITY OF BROOKSVILLE FIREFIGHTERS  
SUSAN MAE MCCRARY  
85 VETERANS AVENUE  
BROOKSVILLE FL 34601

IF YOU HAVE ANY QUESTIONS OR COMMENTS CONCERNING YOUR ACCOUNT, PLEASE CONTACT:  
LYNN SKINNER  
813-301-1504



# SALEM TRUST

C O M P A N Y

A SUBSIDIARY OF U.S. FIDUCIARY SERVICES, INC.  
801 WARRENVILLE ROAD, SUITE 500  
LISLE, IL 60532

ACCOUNT NUMBER  
80105288C

## ASSET SUMMARY AS OF 9/30/12 BROOKSVILLE FIRE CONSOLIDATED

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DESCRIPTION	COST	PERCENT OF COST	MARKET VALUE	PERCENT OF MARKET	YIELD ON MARKET	EST. ANNUAL INCOME
MONEY MARKET FUNDS	152,090.50	3.56	152,090.50	3.11	0.01	10.72
U.S. TREASURY OBLIGATIONS	178,456.12	4.17	186,503.60	3.81	2.66	4,950.00
U.S. GOVERNMENT AGENCIES	606,895.80	14.19	646,766.83	13.22	3.68	23,822.48
CORPORATE & FOREIGN BONDS	955,918.38	22.35	1,039,476.40	21.25	5.17	53,746.75
COMMON EQUITY SECURITIES	1,782,228.03	41.67	2,274,897.83	46.51	2.64	59,946.42
EQUITY MUTUAL FUNDS	601,462.66	14.06	591,681.44	12.10	1.38	8,138.12
<b>TOTAL ASSETS</b>	<b>4,277,051.49</b>	<b>100.00</b>	<b>4,891,416.60</b>	<b>100.00</b>	<b>3.08</b>	<b>150,614.49</b>

ENDING ACCRUAL FOR PERIOD

20,992.29

ENDING MARKET VALUE

4,912,408.89

# Board of County Commissioners

Hernando County



20 N. Main Street, Room 263  
 Brooksville, FL 34601  
 (352) 754-4002  
 Fax: 754-4477  
 www.co.hernando.fl.us

November 13, 2012

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Mr. Al Dougherty  
 Deputy Secretary of Land and Recreation  
 Department of Environmental Protection  
 3900 Commonwealth Blvd.  
 M.S. 44  
 Tallahassee, FL 32399

Re: Chinsegut Hill Manor House Property

Dear Mr. Dougherty;

The Hernando County Board of County Commissioners voted today to proceed with the efforts to acquire a lease for the historic Chinsegut Hill Manor House property of 114 acres. To support this, we have authorized staff to proceed with the negotiation and development of a five-year land lease with renewal clauses. We will require a 60-day due diligence period so that the facilities and site can be inspected. With this information, an operating and conservation plan will be completed for State and County Commission consideration.

We expect these agreements and plans to be considered for County Commission approval during our meeting on January 8, 2013. We would appreciate a prompt response to this proposal so these efforts can proceed immediately.

Sincerely,

Wayne Duke

Chairman, Hernando County Board of County Commissioners

cc: Mr. Scott Woolam, Director of Bureau of Public Land Administration, Florida Department of Environmental Protection  
 Mr. James Leftheris, Division of State Lands, Florida Department of Environmental Protection  
 Mr. Charles Lee, Director of Advocacy, Florida Audubon  
 Mrs. Jan Knowles, President, Friends of Chinsegut Hill  
 Ms. Christie Anderberg, Treasurer, Friends of Chinsegut Hill  
 Ms. Jennene Norman-Vacha, Brooksville City Manager

CIT/AL  
 12.03.12  
 JAW