

**INTER OFFICE MEMORANDUM**

**TO:** Marc D. Dashield, City Administrator

**FROM:** William Nierstedt, Planning Director & Zoning Officer-Division of Planning

**DATE:** October 1, 2007

**RE:** **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO BROWNFIELDS REDEVELOPMENT SOLUTIONS, INC. (BRS) FOR THE MANAGEMENT AND ADMINISTRATION OF THE US ENVIRONMENTAL PROTECTION AGENCY (USEPA) BROWNFIELDS PETROLEUM ASSESSMENT GRANT**

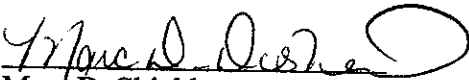
Attached please find a resolution authorizing an non-fair and open contract agreement for professional services with Leah Yasenchak of Brownfield Redevelopment Solutions Inc., to serve as the professional planning consultant to the City of Plainfield Department of Public Works and Urban Development for the management and administration of the US Environmental Protection Agency Brownfields Petroleum Assessment Grant.

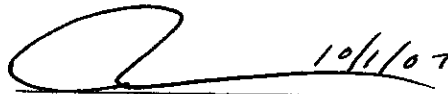
It is the request of this office to have this item heard at the November 19, 2007 City Council Agenda Fixing Session and adopted at the November 21, 2007 City Council Regular Meeting.

Thank you for your time and cooperation regarding this matter. Please do not hesitate to contact me at extension 3664 with any comments or revisions.

Approved for placement on  
City Council Agenda

I have reviewed the accompanying  
resolution and attest to its accuracy and viability

  
Marc D. Shield  
City Administrator

  
Jennifer Wenson-Maier  
Director of Public Works & Urban Development

**RESOLUTION AUTHORIZING THE AWARD OF A  
NON-FAIR AND OPEN CONTRACT TO  
BROWNFIELDS REDEVELOPMENT SOLUTIONS, INC. (BRS)  
FOR THE MANAGEMENT AND ADMINISTRATION OF THE  
US ENVIRONMENTAL PROTECTION AGENCY (USEPA)  
BROWNFIELDS PETROLEUM ASSESSMENT GRANT**

**WHEREAS**, the City of Plainfield has a need to acquire a representative to serve as the Brownfield Consultant to provide for the management and administration of the USEPA Brownfields Petroleum Assessment Grant as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

**WHEREAS**, the Craig Smith has determined and certified in writing that the value of the acquisition will not exceed \$9,000; and

**WHEREAS**, the anticipated term of this contract is one (1) year beginning November 1, 2007 and terminating October 31, 2008; and may not be without further authorization of the City Council of the City of Plainfield; and

**WHEREAS**, BRS, Inc. has submitted a proposal dated September 27, 2007 indicating they will provide the management and administration of the USEPA Brownfields Petroleum Assessment Grant with Leah Yasenchak PP, AICP as representative for the \$9,000.00; and

**WHEREAS**, BRS, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that BRS, Inc. has not made any reportable contributions to a political or candidate committee in the City of Plainfield, County of Union in the previous one year, and that the contract will prohibit the BRS, Inc. from making any reportable contributions through the term of the contract, and

**WHEREAS**, sufficient funding is available through G-02-41-791-306-432, as evidenced by the annexed certification of the Chief Financial Officer of the City of Plainfield; Now, therefore,

**BE IT RESOLVED**, that the City Council of the City of Plainfield, hereby authorizes the Mayor and City Clerk to execute a contract with BRS, Inc. as described herein; be it,


**FURTHER RESOLVED**, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution in the Office of the City Clerk.

Adopted by the City Council

November 21, 2007

Approved as to form

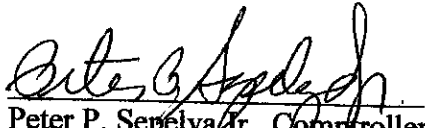
\_\_\_\_\_  
Laddie Wyatt, City Clerk

  
Daniel A. Williamson  
Corporation Counsel

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Peter P. Sepelya Jr., Acting Chief Financial Officer of the City of Plainfield, do hereby certify that funds are available from the City of Plainfield Municipal Budget Code G-02-41-791-306-432 in an amount not to exceed \$9,000.00 for a professional services contract with Brownfield Redevelopment Solutions, Inc., 10 Acpoan Place Manasquan, New Jersey 08736 for the management and administration of the USEPA Petroleum Assessment Grant. This total is certified based on the contingency of the passage of the FY 2008 Municipal Budget.

Date: 10-10-07

  
Peter P. Sepelya Jr., Comptroller



September 27, 2007

Ms. Jennifer Wenson-Maier  
City of Plainfield  
Director of Public Works and Urban Development  
515 Watchung Avenue  
Plainfield, New Jersey 07060

**RE: *Proposal to Provide Oversight in Support of USEPA Petroleum Assessment Grant  
Plainfield, New Jersey***

Dear Ms. Wenson-Maier:

Brownfield Environmental Solutions, Inc. (BRS) is pleased to submit this proposal to provide professional environmental planning services supplemental to our existing contract to provide oversight, and management in support of the implementation of Plainfield's USEPA Petroleum Assessment Grant. BRS will ensure that the grant is implemented in line with sound environmental and land use planning, commensurate with existing planning documents. BRS Inc is a planning firm, not an engineering firm. This ensures no conflict of interest arises in the oversight of the companies performing the engineering work. In addition, BRS's planning expertise provides the ability to certify and seal land use and site plans as required in the implementation of the brownfield grant.

**SCOPE OF WORK**

Work to be completed under this agreement includes continuation of existing activities conducted under our prior contract to include the following:

**TASK 1: ENVIRONMENTAL PLANNING AND MANAGEMENT**

- Review existing land use plans and information on eligible petroleum sites to assist Plainfield in identifying high priority eligible sites for assessment purposes;
- Develop Requests for Proposals (RFPs) or scopes of work for environmental engineering/consulting firms to perform pre-remedial assessments and remediation activities, as required.

**TASK 2: ENVIRONMENTAL ENGINEERING COORDINATION AND OVERSIGHT TO ENSURE COMPLIANCE WITH EPA WORKPLAN AND REGULATORY REQUIREMENTS**

- Develop investigation plans in accordance with the approved land use plan and with a sensitivity to the proposed site plans;
- Coordinate, oversee and manage contracted environmental engineering/consulting firms performing pre-remedial assessments and remediation activities in accordance with developed plans;



- Review and provide comments on draft Preliminary Assessment and Site Investigation reports developed by the selected engineering/consulting firms.

**TASK 3: GRANT PLANNING, MANAGEMENT AND REGULATORY LIAISON WORK**

- Prepare and submit applications to enter sites into NJDEP's Voluntary Cleanup Program;
- Serve as a liaison between the USEPA, NJDEP and various other Federal, State and local agencies as necessary to further the City's brownfield redevelopment objectives;
- Manage and implement the City's US Environmental Protection Agency (USEPA) petroleum assessment grant including preparation and submission of site profile forms, quarterly reports and other grant reporting requirements; and
- Other grant support related activities as mutually agreed upon.

**SCHEDULE**

The performance period for this contract shall be for a period of one year from the date of execution.

**COST ESTIMATE**

The detailed cost proposal is attached.

If this proposal is acceptable, please sign below and return one copy. If you have any questions, please call.

Very Truly Yours,

Leah B. Yasenachak  
Brownfield Redevelopment Solutions, Inc.

Cc: April Stefel, CLA



**BRS**  
Brownfield  
Redevelopment  
Solutions, Inc.

[njbrownfield.com](http://njbrownfield.com)

City of Plainfield  
Oversight for USEPA Hazardous Substances Grant  
September 27, 2007

**AUTHORIZATION:**

**Proposal to Provide Oversight in Support of USEPA Petroleum Assessment Grant  
Plainfield, New Jersey  
September 24, 2007**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Brownfield Redevelopment Solutions, Inc.  
Project Cost Proposal  
For  
Oversight for USEPA Petroleum Grant  
Plainfield, New Jersey**

| <b><u>Task</u></b>  | <b><u>Cost</u></b> |
|---|--------------------|
| Labor: \$90 / hour, 90 hours estimated  | \$8,100            |
| Materials: Will be invoiced for actual cost of any materials such as large volume duplicating, postage, travel costs, etc., | <u>\$ 800</u>      |
| <b>Total cost for one year period:</b>  | <b>\$ 9,000</b>    |

**Cost Estimate Assumptions and Conditions:**

1. This project period is for one year. Activities conducted beyond the total contracted man-hours will constitute a contractual out of scope. The City of Plainfield will only be invoiced for actual hours worked.
2. BRS's hourly rate will remain the same for performance period of the contract and will not be subject to increase during this time.
3. This Agreement may be modified with the mutual consent of both parties. All modifications must be made in writing and must be signed by authorized representatives of the City of Plainfield and BRS.
4. The obligation to provide services under this Agreement may be terminated by either party upon five days written notice. In the event of termination, BRS will be paid for all services rendered and reimbursable expenses incurred to the date of the termination.
5. BRS shall be entitled to use, for promotional purposes, the City of Plainfield's name, a general description of the services performed, and a general description of the project, unless requested by the City of Plainfield not to do so.
6. BRS will generate project invoices on a monthly basis. Payment is due upon receipt of invoice. Invoices past due for 45 days or more may be subject to a 5% finance charge.