



**NOTICE OF BROWNFIELDS
FUNDING AVAILABILITY**

**REQUEST FOR ENVIRONMENTAL
PROJECTS**

**PROPOSAL SUBMISSION DEADLINE
DECEMBER 6, 2019 by 5:00 PM CST**

**CITY OF FORT WORTH
CODE COMPLIANCE DEPARTMENT
ENVIRONMENTAL QUALITY DIVISION**

**IN
COOPERATION
WITH**

**ENVIRONMENTAL PROTECTION AGENCY
(EPA)**

BROWNFIELDS REVOLVING LOAN FUND



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For Questions Regarding the Application Process or Project Eligibility, Contact:

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SECTION A: SUMMARY AND OVERVIEW

The City of Fort Worth Code Compliance Department – Environmental Quality Division will be accepting proposals involving public/private partnerships for projects related to, but not limited to, neighborhood revitalization, commercial development, or public space enhancements that are seeking usage of established City of Fort Worth EPA Brownfields Revolving Loan (BRLF) funds. Proposals will be accepted from, both, non-profit and for-profit entities. All projects must meet the regulatory requirements and eligibility criteria established by the U.S. Environmental Protection Agency, as outlined further within this Request for Environmental Projects (RFEP).

Proposals will be due on Friday, December 6, 2019 by 5:00 pm

Additional grant funds are expected to become available over the next 18-24 months. Therefore, project proposals received through this RFEQ will be ranked, and the high-scoring projects that are not immediately awarded funding will continue to be considered for funding as these additional funds become available. In addition, the City anticipates future grant funding sources for Phase I Environmental Site Assessments and Phase II Limited Subsurface Investigations that may be available for eligible environmental projects.

Developers that do not yet have site control for potential projects are encouraged to respond to this RFEQ and submit their Qualifications Documentation and Initial Project Description.

The City's Code Compliance Department – Environmental Quality Division will review these qualifications and notify the high-ranking submittals as additional funds become available.

Applicants who are interested in submitting an Environmental Project proposal are encouraged to attend the following pre-proposal meeting held by the Code Compliance Department – Environmental Quality Division. The session will be located at the City Hall Annex building, 7th floor Conference Room, 908 Monroe St, Fort Worth Texas, 76102, at the following time:

- Tuesday, November 19, 2019 @ 10:30 AM

This session will give prospective proposers the opportunity to ask questions about the funding contemplated under this RFEP and applicable federal and/or city requirements.

All proposals must be submitted through email at brownfields@fortworthtexas.gov or hand delivery to the Code Compliance Environmental Division located on the 7th floor, 908 Monroe Street by 5:00 pm, December 6, 2019. Technical assistance about the application process will be provided at the pre-proposal meeting.

SECTION B: PROCEDURE FOR APPLICATION REVIEW AND CRITERIA FOR APPROVAL

Environmental Proposals will be accepted from interested commercial, residential, and/or neighborhood developers. Proposals will be reviewed by City of Fort Worth Code Compliance Department – Environmental Quality Division staff.

Copies of the proposals will also be provided to the Brownfields Advisory Committee (BFAC), for making funding recommendations for the BRLF Program. The BFAC will meet to consider all BRLF funding proposals.

Following BFAC approval, written agreements will be required for implementation of projects selected for funding. These will consist of formal contracts for successfully selected proposers. Terms of any funding will be negotiated as part of the written agreement and will be consistent with BRLF guidelines and Code Compliance Department – Environmental Quality Division standard policy based on the type of activity under consideration.

Funding recommendations will be made based on the following criteria:

- Anticipated Timeliness of Expenditure/Commitment of Funds (10 pts.)
- Anticipated Environmental Considerations (20 pts.)
- Leverage of Non-Federal Funds / Financial Feasibility / Capacity (15 pts.)
- Consistency with Fort Worth Brownfields Program Priority Areas (10 pts.)
- Feasibility of the Department (Grant vs. Loan, amount needed) (10 pts.)
- Extent of Benefit to Low-Moderate Income Populations/Neighborhoods – Number Served/ Location (20 pts.)
- Overall impression of the project (15 pts.)

In addition to the above, the proposal review process will take into account the location of projects to ensure funds are geographically distributed throughout the City. Projects recommended for funding are intended to maximize impact on neighborhood revitalization in areas with the greatest need, while ensuring funds are distributed across multiple areas of the City.

In the event of a tie in points scored by two or more proposals, Code Compliance Department – Environmental Quality Division staff recommendations will be based on which project contributes most to the City Council's priorities.

SECTION C: ELIGIBLE ACTIVITIES / ELIGIBLE PROJECTS

Projects must meet all BRLF and City eligibility criteria in order to be recommended for funding. BRLF funds can be used for a wide variety of community development activities that benefit the entire City of Fort Worth.

Funds under this RFEP may be used to pay for the following eligible costs:

Specific eligible activities under this RFEP are :

- o Remediation of a contaminated site prior to development.

Additional project eligibility criteria include the following :

- 1) Preference will be given to Public Facilities or other Community Development projects having a visible impact on neighborhood revitalization, and to affordable housing projects having a visible impact on neighborhood revitalization or serving a special needs population.
- 2) Costs of the project must be reasonable. (See 2 CFR 200 for the federal standard definition of “reasonable”.
- 3) Preference will be given to projects that have a clear and feasible development and construction schedule, with overall project completion scheduled for 12 months after execution of the City’s contract awarding funds.
- 4) As applicable to the particular project type, projects may be subject to annual monitoring conducted by Code Compliance Department – Environmental Quality Division staff for a minimum of 5 years and up to 20 years to verify continued compliance with EPA requirements.
- 5) All BRLF construction projects will be subject to Davis Bacon wage rates, reporting requirements, and monitoring provisions.
- 6) Projects may be subject to the City’s MWBE Ordinance requirements regarding award of subcontracts to minority and disadvantaged business entities.
- 7) All projects may be subject to BRLF monitoring visits, or monitoring by other officials of the federal government as authorized by the applicable federal regulations.
- 8) The City reserves the right to request additional detailed information to confirm eligibility of particular costs within the project and as part of negotiations for the written agreement.
- 9) The City of Fort Worth reserves the right to amend or withdraw this RFEP at any time.
- 10) The City of Fort Worth reserves the right to reject and disqualify any incomplete applications. Proposals will be considered incomplete if they are missing any of the required elements, or if the project description and other information provided is insufficient to make a determination as to whether the project is eligible under the BRLF regulations.
- 11) Late submissions will not be accepted or considered.**
- 12) Other terms and conditions of the contract will be negotiated at a later date

and will be subject to the approval of the City and may ultimately be approved or rejected by the City Council. BFAC approval of a project does not obligate the City to contract with any Proposer, nor does BFAC approval obligate the City to fund any project at either the Proposer-requested or BFAC-approved amount.

- 13) City reserves the right to disqualify any submission that may present a conflict of interest between the City of Fort Worth, Proposer, or parties identified in the proposal.
- 14) The City of Fort Worth reserves the right to de-obligate funds if a project is not initiated in a timely manner consistent with the goals stated in this RFEP.

SECTION D: INELIGIBLE PROJECTS / ACTIVITIES

- ***BRLF funds may not be used for new construction.*** (BRLF funds may be used to pay for the remediation of the site in support of new construction, but not for new construction costs).
- ***Construction or rehabilitation of buildings for the general conduct of government are not eligible under this RFEP.***
- ***Purchase of equipment, furniture, and fixtures, and operational or maintenance expenses of facilities, are not eligible under this RFEP.***
- ***Individual applications for financial assistance are not eligible under this RFEP.***
- ***Funding is only available to properties that had a Phase I ESA performed prior to purchase or for properties that have not yet been purchased and will conduct a Phase I ESA prior to purchasing.***

SECTION E: PROPOSAL CONTENTS / SUBMISSION REQUIREMENTS

All proposals must be submitted through email (brownfields@fortworthtexas.gov) or hand delivery to the Code Compliance Environmental Division located on the 7th floor of 908 Monroe Street by 5:00 pm, December 6, 2019. Technical assistance and basic instructions about the application process will be provided at the pre-proposal conferences.

A complete proposal will consist of the following documents:

- 1) Complete narrative description of the project. The description must be sufficiently detailed that a determination of BRLF eligibility can be made. The description should answer the following questions:
 - a. Who is served by the project? What neighborhood(s) are served by the project?
 - b. What does the project propose to do? What eligible activity does the project represent?
 - c. What problem does the project solve? What need does it address?
 - d. How will the project improve the lives of low-moderate income residents of Fort Worth?
 - e. How does the project address neighborhood revitalization needs? How does the project address a City infrastructure or services need?
 - f. How does the project address the following selection criteria and points scoring system as listed in Section B this RFEP?
 - i. Timeliness of expenditure: When will all funds be expended? What are the milestones to be achieved throughout the project's completion schedule?
 - ii. Administrative feasibility for City staff: Has the City or the Code Compliance Department – Environmental Quality Division done this type of project before?
 - iii. Environmental review considerations: Is your project located in a floodplain? Is it located in close proximity to a freeway, railroad, or airport? Has a Phase I environmental assessment been conducted for the site?
 - iv. Leverage of non-federal funds: What proportion of the project's full cost is proposed to be covered by BRLF grants, and what proportion will other financing pay for?
 - v. Financial Feasibility of the project: If there are unexpected expenses during construction, how does the developer/proposer expect to cover those expenses? For housing activities, can the project sustain itself over the long term?
- 3) Complete narrative description of the Project Sponsor / Proposer, covering the following issues (at a minimum):
 - a. What is the Proposer's history of service to the community, and to low-moderate income populations? Please provide a list of projects/programs the

- applicant has sponsored or implemented.
- b. What is the Proposer's history of any past partnerships with the City of Fort Worth?
 - c. What is the Proposer's history of any past projects implemented using BRLF grant funds?
 - d. What are the credentials and experience of the staff persons implementing the project? (attach key staff resumes as appropriate)
 - e. What is the financial capacity of the proposer/project sponsor? Does the project sponsor have the capacity to pay operations and maintenance costs for the project over the long term, as applicable?
- 4) Detailed project schedule including anticipated commencement and completion dates, together with the amount of time anticipated to be required for each stage of the project
 - 5) Legal Description/Full address and map of Project Location
 - 6) Detailed photos of project or proposed project site, with appropriate labelling.
 - 7) If available, site plan and/or architectural rendering or drawings
 - 8) Detailed project budget showing all sources and uses of funds. The Code Compliance Department – Environmental Quality Division may request additional detail and supporting documentation regarding budgetary information and sources of funds to verify cost eligibility, leveraging, and cost reasonableness.
 - 9) For multifamily projects, provide a 20-year pro forma including operating budget and projected rents.
 - 10) For affordable housing proposals, evidence of site control such as deed, purchase and sale agreement, etc. should be attached. Developers that do not have site control, but have a specific project plan and desire to partner with the City for an affordable housing project within the next 18-24 months, should provide all information described by the Request for Qualifications.
 - 11) Most recent financial statement and audit (not applicable to City Departments, for external applicants only)

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