



Request for Proposals (RFP):
Brownfield Redevelopment Action Plan and Assessment Consultant

Date Released: Thursday, 2/19/26

Information Session: Thursday, 2/26/26 at 10:00 AM ([Register here](#))

Due Date and Time: Sunday, 3/22/26 at 11:00 PM EST

Submit Proposals to:

Email: brownfields@ympj.org

Subject Line: "Brownfield Assessment Proposal – [Firm Name]."

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1. INTRODUCTION

This Request for Proposals (RFP) is issued by Youth Ministries for Peace and Justice, Inc. (YMPJ), a multi-service, hyper-local, community-based nonprofit organization in the South Bronx dedicated to transforming and activating underutilized spaces for community benefit, thereby improving public health, economic opportunities, and environmental outcomes in underserved areas. YMPJ is seeking a qualified consultant or team of consultants to assist in the successful implementation of its Community-Wide Brownfield Assessment project.

The purpose of this RFP is to solicit proposals from a team of experienced Qualified Environmental Professionals (QEPs), urban planning professionals, real estate development professionals, and others.

The successful consultant will work closely with YMPJ and its community to assist in the development of a “Brownfield Redevelopment Action Plan” for key strategic sites along the Bronx River Waterfront, the performance of environmental site assessments for those strategic sites, and the engagement of local community residents and stakeholders in site-specific planning and visioning processes.

2. PROJECT BACKGROUND

YMPJ’s history of community organizing for the environmental improvement of the Bronx River and its waterfront dates back to the late 1990s. The organization’s work initially focused on cleaning up and removing debris from the Bronx River itself, which had been largely treated as a dumping ground. Young members of YMPJ worked with the support of the Army Corps of Engineers to identify and remove large debris, including many tons of submerged cars, tires, and other refuse, taking an initial step towards the remediation of the River and its waterfront, and its transformation and realization as a significant community asset. Following those clean-up efforts, in the late 2000s, YMPJ organized a coalition to remediate a then-vacant industrial concrete facility and transform it into Concrete Plant Park, a national award-winning waterfront park. Building off this work in the 2010s and realizing the power of community-led planning and brownfield remediation efforts as tools for sustainable community development, YMPJ advocated for the continued remediation and transformation of the land along the Bronx River. The organization participated in the Sheridan Expressway Study conducted by the City of New York in 2013, which explored opportunities to take diesel trucks heading to the Hunts Point Market off of local streets, reconnect communities to the Bronx River Waterfront, and resulted in the boulevardization of the Sheridan. In 2019, the Bronx River-Sheridan Expressway Area-wide Plan (AWP) was funded by the United States Environmental Protection Agency, which continued the identification, community-led planning, environmental remediation, and redevelopment of properties along the new Sheridan Boulevard. Building off of this work, in 2023, YMPJ initiated a Brownfield Opportunity Area (BOA) Nomination Study in partnership with the New York State Department of State. That study, completed by YMPJ in 2025, outlined, inventoried, and developed a community vision for the continued community-centered development of the Southern Boulevard BOA, which is currently awaiting formal designation.

The scope of work outlined in this RFP for a Brownfield Redevelopment Action Plan and Assessment Consultant to support YMPJ in the successful completion of its Community-Wide Assessment represents part of YMPJ's efforts to follow up on recommendations made through its history of community-led planning, especially building on the findings of the 2019 Bronx River-Sheridan Expressway AWP and the 2025 Southern Boulevard BOA. The goals of YMPJ's Community-Wide Assessment project are to identify five (5) key strategic sites informed by YMPJ's previous work and findings, outline the sites' redevelopment potential, conduct robust community engagement and visioning around site reuse, conduct Environmental Site Assessments (ESAs) for those sites, and outline a redevelopment action plan for those key sites. The purpose of this project is to outline opportunities and a plan for the clean-up, redevelopment, and reuse of these sites, which YMPJ can pursue to further its and its community's priorities and objectives for community development.

2.1 References to Previous Studies

For the purposes of this RFP, a summary of the 2019 Bronx River-Sheridan Expressway Area-wide Plan and 2025 Southern Boulevard BOA Study is included as an attachment. The full 2019 Bronx River-Sheridan Expressway Area-wide Plan and 2025 Southern Boulevard BOA Study are publicly available documents and are not included as attachments. Respondents are encouraged to seek them out if consultation with them supports the preparation of their proposal. The selected consultant(s) will receive a package of relevant previous studies from YMPJ upon project start-up.

2.2 Funding and Timeframe

YMPJ received the award to conduct this Community-Wide Brownfield Assessment project from the United States Environmental Protection Agency (EPA) as part of the Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements Program, which provides financial assistance to eligible organizations working to address local environmental issues in their communities. As such, YMPJ requires that this project comply with the requirements set forth in the funding agency's cooperative agreement. The project duration is not to exceed 24 months, with consultant services commencing immediately after the contract is awarded and continuing until the project is completed. Proposals issued in response to this RFP should not exceed the \$250,000.00 allocated. This RFP reflects YMPJ's commitment to transparent procurement, as well as its adherence to EPA's best practices for contractor selection, including compliance with 2 CFR 200.319.

3. SCOPE OF WORK

3.1 Overview of Consultant Responsibilities

The selected consultant(s) will collaborate with YMPJ to implement key components of its South Bronx Community-Wide Brownfield Assessment project. Consultant(s) work will involve project management support, community and stakeholder engagement, conducting environmental site assessments (Phase I and II), and developing a Brownfield Redevelopment Action Plan. All tasks must align with EPA guidelines, the cooperative agreement terms, and the overall project schedule.

Across all tasks, the consultant will be responsible for:

- Ensuring compliance with EPA guidelines and requirements.
- Providing technical expertise to support YMPJ's objectives.
- Maintaining open communication with YMPJ, subcontractors, and stakeholders.

3.2 Specific Tasks

Task 1: Project Planning, Management, and Compliance

The consultant(s) will assist YMPJ with general project planning and management, and with maintaining compliance with EPA's cooperative agreement and federal reporting requirements. This includes:

- Developing a detailed project management plan/workplan, and timeline to track task progress, milestones, and deliverables throughout the course of the project
- Assisting in preparing agendas and maintaining meeting minutes for regular progress meetings with the YMPJ team and Steering Committee meetings.
- Assisting in preparing quarterly reports, expense documentation, and performance measure tracking for submission to the EPA's ACRES system.
- Assisting in preparing relevant Quality Management Plan (QMP), Quality Assurance Project Plans (QAPPs), and other required quality control documentation.
- Participating in regular bi-weekly meetings with YMPJ staff, the project Steering Committee, and other stakeholders to ensure project alignment with goals.
- Supporting compliance with federal procurement regulations, including documentation of the consultant's own performance metrics and outputs.

Deliverables:

- Project management plan/workplan and project timeline.
- Agendas and minutes for internal meetings with the YMPJ team, as well as Steering Committee meetings.
- Quarterly reports (8, assuming 24-month project length).
- Annual Reports (2, assuming a 24-month project length).
- Budget tracking forms and supporting documentation.
- EPA-compliant documentation for project activities.

Task 2: Community and Stakeholder Planning and Participation

The consultant(s) will prepare a Community and Stakeholder Participation Plan to ensure the meaningful involvement of residents, local organizations, and the project Steering Committee in the selection, prioritization, and planning of potential redevelopment sites, as well as throughout the project.

Responsibilities include:

- Developing a Community and Stakeholder Participation Plan in collaboration with YMPJ and the project Steering Committee that outlines public meeting schedules, outreach strategies, and methods of documenting feedback.
- Designing and facilitating public meetings, workshops, and other participatory events (including interpretation services for public meetings).
- Developing accessible (including translation) visual and informational materials (e.g., presentations, brochures, 1-pagers, fact sheets) to explain site assessments, potential contaminants, and redevelopment options.
- Documenting feedback from community and stakeholder activities to prioritize five (5) key sites for detailed assessment and redevelopment planning.

Deliverables:

- Community and Stakeholder Participation Plan.
- Schedule of public meetings and events over the project period. (At least three (3) public proceedings, three (3) engagement/visioning activities, one (1) public meeting)
- Documentation of community feedback, vision, and prioritized brownfield sites.
- Informational materials for community outreach and education.

Task 3: Brownfield Redevelopment Action Plan

The consultant(s) will collaborate with YMPJ and community stakeholders to develop a Brownfield Redevelopment Action Plan focused on five (5) priority sites. This task will build on work initiated through the EPA Bronx River-Sheridan Area Wide Plan and the Southern Boulevard Brownfield Opportunity Area Study (see attached summary). This task involves:

- Identifying five (5) priority sites for Phase I and Phase II ESAs
- Conducting feasibility analyses and outlining action steps for key sites informed by site ownership and location; current use or status and zoning; existing infrastructure, utilities, and site access points; proximity to existing transportation networks; natural and cultural resources or features; flood zone and type (A, AE); adjacent uses; environmental and land use history, including previous owners and operators; and known or suspected contaminants; redevelopment potential.
- Outlining actionable steps for site cleanup and redevelopment, including clean-up and redevelopment cost estimates and visuals that incorporate community-driven priorities and vision.
- Identifying funding or partnership opportunities to support redevelopment efforts.

Deliverables:

- Notes from public meetings, planning sessions, engagement, and Steering Committee meetings informing the Brownfield Redevelopment Action Plan.
- Feasibility assessments and redevelopment scenarios for five (5) key sites.
- Brownfield Redevelopment Action Plan.

Task 4: Environmental Site Assessments (Phase I and Phase II)

The consultant(s) will lead environmental assessments for the brownfield sites prioritized in Task 3: Brownfield Redevelopment Action Plan. This is anticipated to include:

- Conducting a total of five (5) Phase I Environmental Site Assessments (ESAs) in compliance with ASTM standards to identify recognized environmental conditions. One (1) Phase I ESA should focus on the Cass Gilbert Train Station (see Task 5). These Phase I ESAs should also include building materials surveys and detailed recommendations for Phase II sampling (if appropriate). Phase I ESAs and Characterizations (or summaries) will be included in the Brownfield Development Action Plan.
- Contingent upon the results of the Phase I ESAs, conducting Phase II ESAs in compliance with ASTM and NYSDEC standards, including sampling and testing to determine the presence and extent of contamination. Summaries of Phase II ESA findings will be included in the Brownfield Redevelopment Action Plan.
- Preparing site-specific Sampling and Analysis Plans for each Phase II site.
- Preparing Quality Assurance Project Plan (QAPP) and other EPA-required documentation, including supporting required property-specific reporting in the EPA's ACREs system.
- Preparing detailed reports on findings, including recommendations for cleanup or further investigation.

Deliverables:

- Phase I ESA reports for all prioritized sites.
- Phase II ESA summary reports, including site-specific sampling and analysis plans, sampling results, maps, and recommendations.
- An inventory of historical records and environmental conditions for each site is assessed.

Task 5: Site-Specific Analysis for the Cass Gilbert Train Station

The consultant(s) will lead environmental site assessments for the vacant Amtrak train station at Westchester Avenue and incorporate a discussion of the site's recent planning activities in the Brownfield Redevelopment Action Plan. This includes:

- Conducting one (1) Phase I Environmental Site Assessment (ESA) in compliance with ASTM standards to identify recognized environmental conditions. This Phase I ESA should also include building materials surveys and detailed recommendations for Phase II sampling (if appropriate).
- Contingent upon the results of the Phase I ESAs, conducting Phase II ESA in compliance with ASTM and NYSDEC standards, including sampling and testing to determine the presence and extent of contamination.
- Preparing site-specific Sampling and Analysis Plan for Phase II.
- Preparing Quality Assurance Project Plan (QAPP) and other EPA-required documentation, including supporting required property-specific reporting in the EPA's ACREs system.

- Preparing detailed reports on findings, including recommendations for cleanup or further investigation.
- Collaborating with YMPJ and stakeholders to assess redevelopment strategies and scenarios aligned with community and stakeholder goals as needed.

Deliverables:

- Phase I ESA reports.
- Phase II ESA summary reports, including site-specific sampling and analysis plans, sampling results, maps, and recommendations.
- Recommendations for the cleanup and synthesis of recent site-specific planning activities included in the Brownfield Redevelopment Action Plan.

4. PROPOSAL SUBMISSION REQUIREMENTS

To maintain a transparent and competitive selection process, YMPJ encourages qualified consultants to submit comprehensive proposals to support its Community-wide Brownfield Assessment project. The proposal should clearly outline the consultant’s approach, skills, and experience related to the tasks specified in the Scope of Work. Below are the essential requirements for all submissions.

4.1 Submission Format and Deadline

- **Digital Format:** Proposals must be submitted in digital format as a single PDF file no later than 3/22/26 before 11:00PM EST. Proposals should be emailed to brownfields@ympj.org with the subject line: “Brownfield Assessment Proposal – [Firm Name].” Late or incomplete submissions will not be considered.
- **Length Limit:** Submissions should not exceed 10 pages of primary text, excluding the cover letter, table of contents, resumes, references, and cost breakdown.

4.2 Required Content

A. Cover Letter

- Provide a brief introduction to your firm, highlighting your interest in the project.
- Include the name, title, phone number, and email address of the primary contact person.
- State your acknowledgment of the requirements outlined in the RFP and confirm the ability to comply with EPA regulations.

B. Consultant Qualifications

- Provide a brief history of your firm, including its organizational structure, years in operation, and any areas of specialization relevant to contaminated site assessments and redevelopment.
- Summarize your team’s qualifications, highlighting any specific experience with EPA-funded projects and community-focused environmental initiatives.
- Include brief resumes of the key personnel involved in the project.

C. Approach to Scope of Work

- Describe your proposed approach for executing each task in the Scope of Work. Be specific about methodologies, tools, and resources to be used.

- Provide an outline of the project schedule, including timelines for all major milestones and deliverables.
- Explain how your firm will ensure compliance with EPA guidelines, federal procurement requirements, and cooperative agreement terms.
- Detail how your team will facilitate meaningful community and stakeholder engagement, including plans for incorporating public input into site prioritization and redevelopment strategies.

D. Previous Experience and References

- Include a minimum of three examples of similar projects completed by your firm, environmental site assessments, and community-driven redevelopment planning.
- For each project, provide:
 - A brief description of the scope and outcomes.
 - Dates of the project.
 - Names and contact information of at least three (3) client references.

E. Cost Proposal

- Provide a detailed cost breakdown, including the following:
 - Hourly rates for all personnel involved in the project.
 - Estimated hours per task.
 - Direct costs (e.g., travel, equipment, materials).
 - Indirect costs and overhead (if applicable).
- Include a summary of total anticipated costs not to exceed the allocated amount of \$250,000.00 and confirmation that your firm will adhere to the project's budgetary constraints.
- For Tasks 4 and 5, provide costs assuming that five (5) Phase I ESAs will be conducted. The scope and budget of the Phase II ESAs will be determined and negotiated with the selected consultant after completion of the Phase I ESAs. For proposal preparation, include a contingency budget for 2-5 Phase II ESAs within the \$250,000.00 allocated amount.

F. Additional Documentation

- Provide proof of current insurance coverage, including general liability, professional liability, and workers' compensation insurance.
- Submit documentation demonstrating compliance with federal regulations under 2 CFR 200, such as past audits or certifications of financial systems.

4.3 Questions and Clarifications

- **Questions and Clarifications:** Questions regarding this RFP should be submitted in writing to brownfields@ympj.org by 3/13/26. Responses will be shared with all potential applicants.
- **Modifications to Proposals:** Applicants may submit amendments to their proposals up to the submission deadline.
- **Acknowledgment of Receipt:** Upon submission, YMPJ will confirm receipt of proposals via email. If you do not receive confirmation within 48 hours, please contact 1(718)328-5622 Ext. 412.

4.4 Non-Compliance

- Proposals that fail to meet these guidelines may be disqualified at YMPJ's discretion.

5. PROPOSAL EVALUATION AND SELECTION PROCESS

YMPJ is focused on maintaining a transparent and fair evaluation process for selecting consultants for its Community-Wide Brownfield Assessment project. An evaluation team, comprising YMPJ staff, Board members, and representatives from the project's Steering Committee, will review the proposals. This ensures that the process aligns with project goals, EPA requirements, and the community's needs.

5.1 Evaluation Process Overview

1. Initial Screening

All proposals will undergo an initial review to confirm compliance with the submission requirements outlined in the RFP. Proposals that do not include all required sections or are submitted after the deadline will be disqualified.

2. Technical Review

Proposals meeting the initial criteria will be reviewed and scored based on the Evaluation Criteria detailed in Section 4.2 of this RFP. Each evaluation team member will independently review and score proposals using a standardized scoring rubric.

3. Interview Phase

Shortlisted consultants may be invited to participate in an interview to provide further clarification on their approach and methodologies. Interviews will be conducted either virtually or in person, depending on the respondents' availability and preferences.

4. Final Selection

Scores from the technical review and interview phases will be combined to determine the top candidate(s). The evaluation team will recommend the finalist(s) to YMPJ's leadership, who will make the final decision.

5.2 Scoring Rubric

The scoring rubric ensures consistency and objectivity in evaluating proposals. Each criterion will be scored on a scale of 0 to 5, with the following weightings applied:

Evaluation Criterion	Weight	Description
Qualifications and Experience	30%	The extent to which the consultant demonstrates expertise in EPA-funded brownfield assessments, environmental site analysis, and community-driven projects.
Approach and Methodology	25%	Quality, feasibility, and creativity of the proposed approach to addressing the Scope of Work, with a focus on the proposed timeline, community engagement activities, and site prioritization.
Cost Effectiveness	25%	Clarity, detail, and alignment of the cost proposal with the project's budgetary constraints.

Evaluation Criterion	Weight	Description
References and Past Performance	20%	Positive feedback from similar projects and evidence of successful project delivery.

Scoring Definitions:

- **5 – Exceptional:** Exceeds all requirements and demonstrates innovative approaches.
- **4 – Above Average:** Meets requirements and demonstrates some added value or unique expertise.
- **3 – Average:** Satisfies requirements without distinguishing features.
- **2 – Below Average:** Partially meets requirements but lacks key elements.
- **1 – Poor:** Significantly deficient or incomplete.
- **0 – Non-Compliant:** Does not meet requirements or is missing entirely.

5.3 Interviews and Additional Clarifications

YMPJ will request interviews with the top three-ranked consultants to discuss:

- Clarification of methodologies and approaches.
- Any specific challenges or innovative solutions proposed for community engagement and environmental site assessments.
- Detailed breakdown of cost estimates and resource allocation.

Interviews will be scored based on responsiveness, clarity, and alignment with project goals.

5.4 Selection Notification and Contract Award

Upon final selection, YMPJ will notify the selected consultant(s) via email and initiate contract negotiations. Unsuccessful respondents will also be notified and may request feedback on their proposal to support future opportunities.

5.5 Conflict of Interest Policy

All evaluation team members will adhere to YMPJ's conflict of interest policy, ensuring that no undue influence or favoritism is present in the selection process. Any perceived conflicts of interest will be disclosed, and affected members will recuse themselves from the decision-making process.

5.6 Timeline for Selection Process

Milestone	Date
Proposal Submission Deadline	3/22/26
Initial Screening Completed	4/6/26
Shortlist Notification and Interviews	4/9/26
Final Selection and Notification	4/23/26

Milestone	Date
Contract Start	5/15/26

The selection process will ensure that the chosen consultant is fully equipped to address the environmental and social challenges of the project area while fostering inclusive community participation.

6. BUDGET OVERVIEW

To maintain clear financial oversight and comply with EPA guidelines, the budget and payment framework for the consultant's services will be organized around specific task-based milestones. This method ensures transparency regarding deliverables, helps monitor project spending, and ties payments to tangible progress.

The total budget for the consultant's services will be determined based on:

- Direct costs for materials, travel, and community engagement activities.
- Estimated personnel hours required for each task.
- Overhead rates are compliant with EPA funding guidelines.

Consultants must submit a comprehensive cost proposal, not exceeding \$250,000.00, that outlines expenses by task, personnel rates, and anticipated subconsultant costs. For Tasks 4 and 5, provide costs assuming that five (5) Phase I ESAs will be conducted. The scope and budget of the Phase II ESAs will be determined and negotiated with the selected consultant after completion of the Phase I ESAs. For proposal preparation, include a contingency budget for 2-5 Phase II ESAs within the \$250,000.00 allocated amount. Proposals should also provide justifications for the costs and show how they align with the project scope and EPA cost principles.

7. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The effectiveness of YMPJ's Community-wide Brownfield Assessment project depends on the knowledge and experience of the selected consultants. This section outlines the qualifications required and the criteria for evaluating proposals to ensure that the most suitable firms are selected for each task.

7.1 Consultant Qualifications

Consultants must demonstrate proficiency in environmental assessments, environmental site analysis, community engagement, and related technical services. The qualifications sought include:

7.1.1 Experience with Brownfield Site Assessments

Consultants must demonstrate experience in conducting Phase I and Phase II Environmental Site Assessments (ESAs). A background in assessing and remediating environmental contaminants, such as lead, mercury, oil, heavy metals, and fossil fuel combustion products, is required. Consultants should provide relevant case studies or examples of past work that align with the project's scope, particularly in urban areas such as the South Bronx.

7.1.2 Experience with Community Engagement and Stakeholder Participation

Given the community-driven nature of this project, consultants must have a demonstrated ability to work closely with local communities and stakeholders. This includes experience in developing and implementing Community and Stakeholder Participation Plans, facilitating public meetings, and incorporating community feedback into technical processes. Experience in working with underrepresented communities, including communities of color and low-income populations, is essential.

7.1.3 Environmental Remediation and Redevelopment

Consultants should have expertise in planning and implementing brownfield remediation and redevelopment strategies, particularly in urban settings. This includes knowledge of sustainable redevelopment options. Knowledge of the specific environmental challenges facing the Bronx River waterfront and its surrounding neighborhoods is an advantage.

7.1.4 Relevant Certifications and Licenses

Consultants must hold the necessary certifications, licenses, and professional qualifications required for environmental assessments and related activities. This includes qualified environmental professionals (QEPs), registered site assessors, and licensed engineers or geologists as required by local, state, and federal regulations.

8. REPORTING AND COMMUNICATION

Clear communication and thorough reporting are vital for the success of YMPJ's Community-Wide Brownfield Assessment project. This section outlines the necessary reporting requirements and communication strategies that promote transparency, accountability, and the efficient execution of project tasks.

8.1 Reporting Requirements

YMPJ is committed to maintaining open lines of communication with the EPA and all stakeholders involved in the project. As such, it is essential that consultants and project staff adhere to the following reporting protocols:

8.1.1 Quarterly Reports

Consultants will be required to submit detailed quarterly reports to YMPJ and the EPA (8 reports, assuming a 24-month project length). These reports will serve as tools to track progress against project goals, identify any challenges or delays, and document activities completed during the reporting period. Each quarterly report should include:

- **Project Progress:** A summary of the work completed during the reporting period, with a focus on key tasks and milestones achieved.
- **Budget Tracking:** A detailed financial report outlining expenditures for the period, including a comparison of actual expenses to the budgeted amounts. Any discrepancies should be explained.
- **Challenges and Mitigation:** A discussion of any challenges or delays encountered during the quarter, along with proposed mitigation strategies.

- **Performance Measures:** A detailed assessment of performance against the defined project metrics and performance indicators (e.g., number of community meetings held, number of brownfield sites assessed, progress on the Brownfield Redevelopment Action Plan).
- **Community Engagement Updates:** A summary of community engagement activities, including attendance at public meetings, feedback received, and how community input has been incorporated into project planning.

These quarterly reports must be submitted by the 15th of the month following the end of each calendar quarter, starting from the project's initiation. The selected consultant will support YMPJ in ensuring that these reports are uploaded to the EPA's ACRES as required.

8.1.2 Annual Reports

At the conclusion of each project year, a comprehensive annual report will be submitted to the EPA (2, assuming a 24-month project length). This report will consolidate the quarterly updates and provide a detailed summary of the project's overall progress, major accomplishments, and lessons learned. The annual report will also include:

- **Summary of Accomplishments:** An overview of key achievements during the year, including completed environmental assessments, site prioritization, and community involvement.
- **Budget Overview:** A comprehensive review of the project's financials, including cumulative expenditures and a comparison to the approved budget.
- **Adjustments or Changes to the Workplan:** Any modifications to the original workplan due to unforeseen circumstances or new findings.

The annual report will also inform any necessary adjustments to the project's scope, timeline, or budget for the upcoming year.

8.1.3 Final Report

Upon completion of the project, a final report will be submitted to the EPA. This report will summarize all project activities and results, including a final assessment of site characterization, environmental findings, community engagement efforts, and redevelopment recommendations. The final report will include:

- **Summary of All Deliverables:** A recap of the final Brownfield Redevelopment Action Plan, completed environmental assessments, and site prioritization.
- **Community and Stakeholder Feedback:** An overview of community feedback received throughout the project and how it was integrated into the final redevelopment strategies.
- **Recommendations for Next Steps:** Based on the project's findings, a set of recommendations for future actions is proposed, including possible remediation strategies for prioritized sites and further community engagement.
- **Project Evaluation:** An assessment of the project's success in meeting its stated goals, objectives, and performance metrics. This will also include an evaluation of the project's long-term impact on the community and its contribution to environmental justice.

8.2 Communication Protocols

Clear and consistent communication will be maintained throughout the project to ensure all stakeholders are well-informed and able to provide feedback. Below are the key communication strategies and protocols:

8.2.1 Regular Team Meetings

YMPJ will organize bi-weekly and/or monthly team meetings with project staff, consultants, and Steering Committee members. These meetings will focus on tracking progress, addressing any emerging issues, and ensuring the project remains on schedule. The YMPJ Project Manager, in collaboration with the selected consultant(s)' point of contact, will be responsible for scheduling these meetings and circulating agendas in advance.

The meetings will include the following key elements:

- Review of progress on ongoing tasks.
- Discussion of any challenges or issues and proposed solutions.
- Updates on community engagement and stakeholder participation efforts.
- Adjustments to the project work plan or timeline, as necessary.

8.2.2 Stakeholder Updates

In addition to internal communications, regular updates will be provided to external stakeholders, including the local community, government agencies, and other project partners. This will be done through various channels, such as:

- **Community Newsletters:** Monthly or quarterly newsletters to keep residents informed about project progress, upcoming public meetings, and key findings.
- **Public Meetings:** Regular public meetings to share project updates, collect community feedback, and ensure that residents are actively engaged in the decision-making process.
- **Online Platforms:** A project-specific website or social media pages to provide real-time updates, answer community questions, and collect feedback.

8.2.3 EPA Communication

YMPJ will maintain open and ongoing communication with the EPA throughout the project's duration. This includes regular email communication, meetings, and phone calls as necessary to address any concerns or questions that arise. In addition to submitting reports, YMPJ will keep the EPA informed of any significant project developments or changes that may require their attention or approval.

The YMPJ Project Director and YMPJ Project Manager will serve as the primary points of contact for all communications with the EPA, ensuring that all required reporting is submitted on time and that any EPA requests for information are responded to promptly.

8.2.4 Transparency and Documentation

All communications, whether internal or external, will be well-documented and stored in a centralized, accessible location. This will ensure that all stakeholders, including consultants and community members, can access relevant project information as needed. YMPJ will ensure that all meeting minutes, reports, and communication materials are shared with the EPA and other stakeholders in a timely manner.

9. MWBE REQUIREMENTS

Minority and women-owned businesses are strongly encouraged to respond. Consultant Teams must fully comply with and cooperate in accordance with Article 15-A of the New York State Executive Law. These requirements include equal employment opportunity for certified Minority- and Women-Owned Enterprises (MWBEs). Consultant teams may be disqualified if they do not meet the MWBE goals for this contract. For the purposes of this procurement, the overall goal is to achieve 30% MBE or WBE. Any

combination of MBE or WBEs is acceptable (including 0% of one and 30%), as long as the 30% threshold is met.

10. TERMS AND CONDITIONS

The following Terms and Conditions outline the legal and administrative requirements governing the implementation and execution of YMPJ's Community-Wide Brownfield Assessment project. These terms are designed to ensure compliance with all federal, state, and local regulations, to provide a framework for the relationship among YMPJ, its consultants, subcontractors, and other partners, and to clarify the expectations and responsibilities of all parties involved in the project.

10.1 General Terms and Conditions

10.1.1 Agreement to Comply with Applicable Laws

All contractors, consultants, and subcontractors involved in the YMPJ Community-Wide Brownfield Assessment project must adhere to all applicable federal, state, and local laws, regulations, and ordinances. This includes, but is not limited to, compliance with environmental regulations, labor laws, occupational health and safety standards, and anti-discrimination laws. Compliance with the United States Environmental Protection Agency (EPA) guidelines and regulations related to the Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements Program is mandatory.

10.1.2 Contractual Relationship

The relationship between YMPJ and all selected consultants will be governed by a formal written agreement that outlines the scope of work, deliverables, payment terms, timeline, and other relevant conditions. The agreement will also specify each party's responsibilities, including the consultant's obligation to provide accurate, timely, and high-quality work in accordance with the EPA grant's requirements.

10.1.3 Termination of Agreement

YMPJ reserves the right to terminate any agreement with a consultant, subcontractor, or partner for non-compliance with contract terms, failure to meet project milestones, or failure to meet performance expectations. In the event of termination, YMPJ will provide written notice specifying the reasons for termination. In the case of termination, the consultant may be required to reimburse YMPJ for any costs associated with the breach of contract or failure to meet agreed-upon deliverables.

10.1.4 Assignment and Subcontracting

No subcontractor may be hired without prior written approval from YMPJ. If the consultant intends to subcontract any portion of the work, the subcontractor must meet the same qualifications and standards as the primary contractor. Subcontractors must comply with all terms and conditions of the contract and must be explicitly named in the agreement.

10.2 Project-Specific Terms and Conditions

10.2.1 Payment Terms

Payments for services rendered under this project will be made in accordance with the contract's milestones. The consultant will submit invoices upon completion of each milestone or deliverable, as specified in the scope of work. Payments will be processed upon review and approval of the submitted work by YMPJ's Project Director or designated team member.

The following payment conditions apply:

- Payments will be made on a monthly or milestone basis, as specified in the contract terms.
- No payment will be made for work that does not meet the agreed-upon quality standards or deliverables.
- If the project is delayed due to the consultant's failure to meet deadlines or deliverables, payment schedules may be adjusted, and penalties may apply.

10.2.2 Confidentiality

Consultants, subcontractors, and all other parties involved must treat all project-related information as confidential and maintain its confidentiality. This includes all documents, reports, data, and communications related to the assessment and planning activities. No project information may be shared with third parties without prior written consent from YMPJ, except as required by law or as necessary for the project's completion.

10.2.3 Ownership of Data and Deliverables

All data, reports, plans, documents, and other deliverables produced during the project will become the property of YMPJ upon completion and receipt of payment. The consultant may not use or distribute the deliverables for any purpose other than that specified in the contract without YMPJ's written approval.

10.3 Compliance with EPA Guidelines

10.3.1 Adherence to EPA's Solicitation Clauses

All RFPs issued by YMPJ for this project recall EPA-required solicitation clauses. Consultants must acknowledge and comply with these clauses, which may include, but are not limited to, clauses related to equal opportunity employment, the prohibition of discrimination, the use of minority- and women-owned businesses, and compliance with environmental and health safety regulations.

10.3.2 Environmental Compliance

Consultants are required to comply with all EPA environmental standards related to site assessments and remediation work. This includes ensuring that all environmental testing, site assessments, and other activities adhere to EPA protocols and guidelines for Brownfield redevelopment. If any activities result in the release of contaminants or require additional remediation, the consultant must immediately notify YMPJ, and appropriate corrective measures will be taken in coordination with local authorities and the EPA.

10.3.3 Reporting Violations or Non-Compliance

Any consultant or subcontractor involved in the project must promptly report any potential violations of this agreement, including suspected violations of environmental regulations, labor laws, or other

contractual requirements. Failure to report violations may result in termination of the agreement and possible legal action.

10.4 Insurance and Liability

10.4.1 Insurance Requirements

Consultants and subcontractors must provide proof of insurance before commencing work under this agreement. Insurance coverage must include, at a minimum, general liability, professional liability, workers' compensation, and any other insurance necessary to cover potential liabilities related to the work being performed.

- **General Liability Insurance:** Covering bodily injury, property damage, and other potential risks associated with the work.
- **Professional Liability Insurance:** Covering errors or omissions that may occur in the course of providing professional services.
- **Workers' Compensation:** Covering employees or contractors working on-site for work-related injuries.

YMPJ must be named as an additional insured party on all insurance policies related to the project.

10.4.2 Limitation of Liability

YMPJ will not be liable for any indirect, incidental, or consequential damages that arise out of or in connection with the project. The total liability of YMPJ will be limited to the amount paid for services rendered under the terms of the contract. Any claim must be filed within the timeframe stipulated in the contract.

10.5 Dispute Resolution

10.5.1 Mediation and Arbitration

In the event of any dispute arising out of or in connection with the performance of the contract, the parties agree to first attempt to resolve the dispute through informal negotiation and mediation. If a resolution cannot be reached through these methods, the dispute will be resolved through binding arbitration under the rules of the American Arbitration Association.

10.5.2 Governing Law

The contract shall be governed by and construed in accordance with the laws of the State of New York, without regard to its conflict of law principles.

Attachments

2019 Bronx River-Sheridan Area-Wide Plan Summary:

The South Bronx Overall Economic Development Corporation (SoBro), New York City Department of City Planning, and Youth Ministries for Peace and Justice, Inc. received a \$200,000 grant in 2015 to work with local community stakeholders to develop an area-wide plan and redevelopment strategy for brownfield sites along the Bronx River - Sheridan Expressway corridor. This corridor has historically been a hub for industrial businesses, and many sites within the plan area are perceived as brownfields. The goal of the grant is to help spur the redevelopment and reuse of brownfield opportunity sites and conduct Phase I environmental assessments of certain strategic sites identified through the planning process.

PLAN AREA

While the Bronx River - Sheridan Expressway corridor is home to many industrial businesses that continue to operate, the area also contains many underutilized or vacant brownfield sites. The majority of the project area is zoned as M1-1 light industrial and C8-1 heavy commercial, with limited residential in Cluster 2. The planning team selected three “clusters” of brownfield properties to form the study area, building off the 2013 “Sheridan-Hunts Point Land Use and Transportation Study” completed by the U.S. Department of Transportation (DOT). The plan also takes into account anticipated changes to the area based on the State’s plan announced to transform the Sheridan Expressway into a pedestrian-friendly boulevard and build three new ramps, which was announced in 2017 and began construction in fall 2018.

EXISTING CONDITIONS

According to OneNYC, Mayor De Blasio’s Vision Plan released in 2016, the Bronx is expected to experience the largest population increase of all of the city’s boroughs with a projected population growth of 14 percent between 2010 and 2040. Current residents are overwhelmingly renters and cost-burdened: in some neighborhoods, nearly half of all households pay more than 35 percent of their income towards housing costs, the primary measure of housing affordability. Other major issues in the area include high unemployment rates, access to well-paying jobs, educational attainment, sea-level rise, and the city’s highest rates of diabetes and asthma.

PARTNERS

The planning process was led by SoBro with assistance from the planning firms BRS and WRT, as well as community engagement assistance and general advising provided by Youth Ministries for Peace and Justice (YMPJ) and the NYC Department of City Planning (DCP). The Steering Committee, made up of representatives from local stakeholder groups and government agencies working in the project area, also provided invaluable input throughout the planning process.

DEVELOPMENT SCENARIOS

SoBro and the consultant team proposed a set of development scenarios for nine sites located within Clusters 2 and 3. The scenarios envision the development of multiple 100 percent affordable mixed-use multifamily apartment buildings that would total over 1,110 new units and about 30,000 SF of ground-floor retail. These scenarios assume a zoning change to medium-density residential with a commercial overlay. The proposed scenarios also include improved pedestrian routes to neighborhood

parks, the waterfront, and greenway; streetscape improvements and enhanced visual connections to the Bronx River; and an enhanced range of uses along the waterfront. (The properties in Cluster 1 were purchased for redevelopment after the Area-Wide Planning process had begun, so the team shifted focus to Clusters 2 and 3.)

2025 Southern Boulevard BOA Summary:

The Southern Boulevard Brownfield Opportunity Area (BOA) Study Nomination Report is a comprehensive document prepared for the New York State Department of State (NYS DOS) with funds provided under the Brownfield Opportunity Areas Program. Led by Youth Ministries for Peace and Justice, Inc. (YMPJ), the study established a vision for neighborhood redevelopment along the east and west banks of the Bronx River in the Bronx, New York.

The BOA Study Area is 62 acres and encompasses portions of the Bronx River, Soundview, Crotona Park East, and Longwood neighborhoods, falling within Bronx Community Boards 2, 3, and 9. The study addresses growing pressures in the South Bronx related to affordability, displacement, and the environmental/economic impacts of underutilized, contaminated land. Historically, uses such as automotive storage and hazardous waste-generating activities have resulted in soil contamination, hindering economic development and environmental resilience. The report notes that there are over 670,000 square feet of vacant and/or underutilized sites within the Nomination Study Area.

The core Vision resulting from the study is the thoughtful transformation of vacant and underutilized sites to create a model for sustainable neighborhood development, ensuring Bronx residents can access deeply affordable housing, quality jobs, and a healthy environment.

The study's findings and recommendations are rooted in a collaborative, community-driven engagement process anchored in a three-phase approach: Listen, Ideate, and Synthesize. This process involved a Steering Committee and multiple public events and community touchpoints. Consistent community priorities included the need for affordable and accessible housing, commercial revitalization, enhanced public access along the waterfront, and the integration of climate adaptation strategies.

The planning is structured around three overarching goals:

1. **Healthy, Livable Communities:** Objectives focus on improving quality of life by enhancing public spaces, increasing access to health services (including mental health), expanding access to fresh food (e.g., greenmarkets), and improving transportation access and safety for pedestrians and cyclists.
2. **Climate Resiliency:** Strategies aim to build long-term sustainability by expanding waterfront access, integrating stormwater management (e.g., bioswales, green roofs), reducing the urban heat island effect through shade tree planting, and promoting renewable energy and energy efficiency upgrades. The area has a high Heat Vulnerability Index and faces severe flood risk.
3. **Inclusive Development:** Focuses on ensuring long-term residents and small businesses can thrive by promoting truly affordable housing (especially for those earning 30-60% of Area Median Income (AMI)), supporting commercial revitalization, expanding green job opportunities and training, and encouraging Community Reinvestment Act (CRA) commitments.

The report identifies three Priority Investment Sub-Areas and designates four Strategic Sites to illustrate redevelopment concepts:

- Subarea A (Transit Oriented Housing): Strategic Site 1, primarily city-owned land, is proposed for consolidation and rezoning to deliver 100% affordable housing (approximately 125 units) combined with ground-floor neighborhood services and retail.
- Subarea B (Waterfront Activation and Community Infrastructure): Includes Strategic Site 2.1 (a waterfront parking lot proposed for a multi-purpose public plaza and community facility) and Strategic Site 2.2, which targets the preservation and adaptive reuse of the vacant Cass Gilbert's Westchester Avenue Station to serve as a cultural landmark and a vital pedestrian link to Concrete Plant Park.
- Subarea C (Economic Hub): Strategic Site 3, a privately owned warehousing/parking site, is envisioned as an economic hub supporting jobs and workforce development by housing commercial facilities, green manufacturing, a shared kitchen, and job training spaces.

The implementation strategy involves securing funding (e.g., Low-Income Housing Tax Credits, NYS Brownfield Cleanup Program tax credits), preparing Requests for Proposals (RFPs) for public parcels, conducting necessary environmental assessments (Phase I and II), and initiating zoning changes (such as the Uniform Land Use Review Procedure, or ULURP, if residential uses are pursued in manufacturing zones).