

**Gary Redevelopment Commission
NWI Works Gary
Request for Proposal
Architectural/Engineering and Environmental Services**

The Gary Redevelopment Commission is issuing a Request for Proposals (RFP) for engineering and environmental services related to NWI Works Gary and design documents for adaptive reuse of a vacant 37,000 square foot building located at 529 Washington Street in Gary, Indiana. Responses must be submitted in a sealed envelope plainly marked:

**Request for Engineering Proposals
NWI Works Gary**

401 Broadway Gary City Hall
Christopher Harris, Executive Director of Redevelopment

Proposals will be received from Wednesday March 11, 2026 until Wednesday March 25, 2026. All Proposals must be received no later than Wednesday, March 25th at 11:00AM CENTRAL. RFP specifications may be obtained by viewing the full documents located on the City of Gary's public notices page: <https://www.gary.gov/public-notices>; e-mailing charris@gary.gov; or by contacting Christopher Harris, 401 Broadway Gary, Indiana 46402, 219-806-5777.

Gary Redevelopment Commission NWI Works Gary

The Gary Redevelopment Commission (hereafter referred to as “Applicant”, is applying for a grant from the United States Department of Commerce’s Economic Development Administration (EDA) to help fund NWI Works Gary and 529 Washington Street Gary, Indiana 46402.

This Project involves

As required by the U.S. Department of Commerce Economic Development Administration, the Architectural/Engineering and Inspection services shall be selected competitively by proposals (formal advertising). The project price shall be separated into four phases, which are Phase 1- NEPA Environmental Narrative, Phase 2- Preliminary Engineering Report, Phase 3-Design/Bidding and Phase 4- Construction/Project Inspection Phase. Fees shall be on a fixed-price basis; the use of the cost-plus-a- percentage-of-cost and percentage forms of compensation are not eligible for EDA participation.

The Applicant will evaluate the proposals in their entirety for all Phases and will select one respondent, based upon the criteria described herein. The Applicant intends to award a contract for Phase 1 and Phase 2, initially, as this work is required for the EDA grant application. The Applicant will award a separate contract for Phases 3 and 4 upon award of the EDA grant and reserves the right to not contract for those services if the EDA grant is not awarded. Please see enclosed Economic Development Administration Architect/Engineer Contracts Checklist for guidance. The Applicant is required to provide this checklist to the EDA for approval for the services in Phase 3 and 4, which are EDA grant reimbursable expenses.

Background

The proposed project involves:

NWI Works – Gary is an adaptive reuse and renovation of 529 Washington Street; A 37,000 sq. ft. 2 story with basement building, a vacant downtown asset owned by the Gary Redevelopment Commission, will be transformed into the Gary Works Workforce Innovation Hub, serving as a regional anchor for accessible economic recovery and industrial diversification.

The facility is strategically designed around nine functional zones, with 25% of the space dedicated to an Advanced Manufacturing & Prototype Lab. This lab will feature robotics, CNC mills, and industrial sensors to modernize the local supply chain. Additional specialized zones include a Logistics and CDL Simulation Lab for warehouse automation, a Health Tech Lab for telehealth and patient-care simulation, and a Digital Skills & Cyber Innovation Lab focused on cybersecurity and cloud computing. The Hub also integrates a Construction and Energy Lab for green infrastructure training and an Entrepreneurial Makerspace designed to incubate over 100 startups, fostering local ownership and economic self-sufficiency.

Scope of Work

NEPA Environmental Narrative - Phase 1

The National Environmental Policy Act (NEPA) requires Federal agencies to assess the potential environmental impacts associated with proposed federal actions, including the financial assistance that will be considered by the Federal EDA for this project. For reference, the NEPA obligations are established under 40 C.F.R. 1500-1508.

Services Sought - The selected engineering firm shall prepare an environmental narrative following the most current version of the attached *EDA Environmental Narrative Requirements*.

1. The Environmental Narrative shall be prepared using the most current EDA Environmental Narrative template and shall include all required maps, exhibits, and supporting documentation. At a minimum, this shall include:
 - Project location map
 - Site map showing project footprint and components
 - FEMA Flood Insurance Rate Map (with panel number and effective date), if applicable
 - Documentation of wetlands and waters screening, if applicable
 - Identification of threatened and endangered species resources, if applicable
 - Identification of required environmental permits
2. The Environmental Narrative shall be prepared and signed by a qualified environmental specialist with demonstrated experience in NEPA documentation and federal environmental compliance. The proposer shall identify the environmental specialist by name, qualifications, and relevant project experience in its Statement of Qualifications.
3. The Environmental Narrative shall be delivered to the City as soon as possible after receiving the Notice to Proceed. Failure to meet the agreed delivery deadline may result in liquidated damages to the greatest extent permitted by law per calendar day, as specified in the final contract agreement.

Preliminary Engineering Report - Phase 2

The Federal EDA is required to complete an engineering review for all construction and design projects before making an award. The Applicant must provide a preliminary engineering report for the proposed project with the application to the Federal EDA.

Services Sought - The selected engineering firm shall prepare a preliminary engineering report following the most current version of the attached *EDA Preliminary Engineering Report Requirements*.

1. The Preliminary Engineering Report (PER) shall include a signed statement from the Engineer of Record certifying that the project scope, components, and quantities described in the PER are fully consistent with the project description submitted in the ED-900 and all related EDA application documents.
2. The PER shall include a preliminary drawing package in 11x17 PDF format consisting, at minimum, of:
 - Site plan showing project boundaries, existing conditions, and proposed improvements
 - Floor plan(s), if applicable
 - Identification of all project components
 - Dimensions sufficient to support quantity takeoffs
 - Legend, north arrow, and scale
3. The PER shall include a detailed Engineer's Opinion of Probable Construction Cost itemized by project component and showing quantities, unit prices, and extended totals. The estimate shall include a written basis of estimate, assumptions, escalation factors (if any), and justification for contingency.
4. The Engineer shall provide a cost reconciliation worksheet mapping the detailed construction cost estimate to the SF-424C Construction Budget cost classification categories, including subtotals and total project cost. The totals in the reconciliation worksheet must match the Engineer's detailed estimate.
5. Contingency shall be presented as a separate line item and shall not be embedded within other cost categories. The percentage and basis for contingency shall be clearly stated and justified in accordance with EDA guidance.
6. The PER shall identify the intended construction procurement method (e.g., traditional design-bid-build, construction manager at risk, design-build, etc.). If any method other than traditional sealed-bid design-bid-build is proposed, the Engineer shall prepare a construction services procurement plan

suitable for EDA review.

7. The PER shall include a permitting matrix identifying all federal, state, and local permits required for construction, the issuing authority, current status, anticipated duration for approval, and relationship to the project schedule.
8. The Preliminary Engineering Report shall be delivered to the City as soon as possible after receiving the Notice to Proceed, unless otherwise agreed in writing. Time is of the essence for application development. Failure to deliver the PER by the agreed deadline may result in liquidated damages to the greatest extent permitted by law for each day beyond the approved deadline, as specified in the final contract agreement.

Design and Bidding - Phase 3

This phase will require design and bidding services necessary to serve the development area with sanitary sewer and watermain.

Services Sought - The selected engineering firm will guide the Applicant through the design and engineering of the project, preparation of complete and accurate construction drawings. The firm will also be expected to guide the Applicant in adhering to all EDA funding requirements throughout the project.

Design/Bidding Phase Scope of Work is as follows:

- 1) Kick-Off meeting with key Applicant staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.
- 2) Data Collection of all relevant existing studies, reports, record drawings and data from the Applicant.
- 3) All necessary field survey work to design the project, including establishing appropriate property boundaries.
- 4) Prepare designs and submit formal design review submittals to the Applicant at 60% and 90% completion of the project.
- 5) Prepare bid ready technical and construction plans and specifications for this project. The front-end specifications shall be standard Economic Development Administration (EDA) front- end documents and shall be tailored to meet the requirements of the Project. Assist the Applicant throughout the bidding process and make a recommendation of award after reviewing the received bids.
- 6) The consultant shall provide support services to assist the Applicant in obtaining bids from contractors. The bid period for this project will allow bidders adequate time to become familiar with the work. Bids shall be obtained electronically and shall meet all of the requirements of the EDA.
- 7) Prepare all necessary environmental and/or construction permits from appropriate federal, state and local governmental agencies. This includes, but is not limited to, all permits required to work within the road right-of-way.
- 8) Coordinate the notification process for Disadvantaged Business Enterprises (DBEs) as required by the funding agency.
- 9) Prepare the Advertisements for Bid for publication in the in accordance with Indiana Code 5-3-1 and notify appropriate industry publications.
- 10) Prepare necessary copies of drawings, contract/bid documents and technical specifications, and distribute them to interested parties.
- 11) Conduct one Pre-Bid Meeting with interested contractors, representatives of regulatory and funding

agency, and the Applicant.

- 12) Respond to bidder general and technical questions.
- 13) Attend the Bid Opening, administer the receipt of bids, compare bids, check for compliance with the contract requirements, call references, confirm math and tabulate the results. Based upon this review, make a written recommendation for award of the contract.
- 14) Modify Contract Documents to incorporate information included in bid addenda.
- 15) All engineering services must be in compliance with 2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Construction/Project Inspection - Phase 4

Construction administration and inspection services will be required for this project. Phase 4 includes all work necessary to manage the day-to-day construction activities and to provide full-time construction inspection services.

Services Sought - The selected engineering firm will guide the Applicant through the construction administration and observation phases of the project. The firm will also be expected to guide the Applicant in adhering to all EDA funding requirements throughout the construction phase of the project.

Construction/Project Inspection Phase Scope of Work is as follows:

- 1) Construction Administration:
 - a) Prepare for and attend the preconstruction meeting.
 - b) Provide consultation and advice to Applicant during construction and be available to meet with Applicant staff, the Contractor, and other parties throughout the construction phase of the project to discuss/resolve construction issues, construction progress, and to coordinate the work as needed.
 - c) Check detailed construction, shop and erection drawings submitted by the Contractor for compliance with the design concept and design intent.
 - d) Conduct all Davis Bacon Wage Confirmation interviews and provide reports to the Applicant.
 - e) Prepare supplementary sketches required to clarify/resolve any field construction problems that may arise due to actual field conditions encountered.
 - f) Respond to contractor general and technical questions.
 - g) Attend final review of the completed construction with representatives from the Applicant, the Contractor, and other concerned parties as needed, and prepare a letter to address any deficiencies, corrective actions required, etc.
 - h) Prepare record (i.e. "as-built") drawings based on construction information.
 - i) Print and distribute construction record drawings for distribution to the Applicant as required. Record drawings shall be furnished both in electronic PDF compatible format and electronically in AutoCAD compatible format on flash drive.
- 2) Construction Observation: Provide daily construction observation of the construction work in progress based on the Contractor's construction schedule. The engineer shall perform the following functions:
 - a) Monitor materials used in the construction for compliance with project specifications.
 - b) Monitor quality of construction and verify compliance with project specifications.

- c) Prepare site visit observation reports covering observations made of the work in progress, delays to construction, unusual events, etc.
 - d) Monitor project progress and report same to the Applicant and assist in the preparation of quarterly reports to EDA.
 - e) Review and approve monthly Payment Requisitions from the Contractor to confirm quantities of work completed and certify payment requisitions for payment by the Applicant.
 - f) Interpret the contract plans and specifications and check the construction activities for compliance with the intent of the design.
 - g) Attend meetings as required for coordination among officials from the Applicant and the Contractor or any state and local agencies (as required).
 - h) Confirm Substantial Completion of the project and prepare Certificate of Substantial Completion. Prepare a Punch List of outstanding items of work to be completed after Substantial Completion in order to achieve final completion of the construction work.
 - i) Maintain project record ("as-built") information for the development of final record drawings and final project report.
- 3) EDA Funding Requirements During Construction. Tasks that are required to be completed during construction pursuant to the rules and regulations for EDA funded projects include:
- a) Collect and check weekly certified payroll reports from the Contractor and all subcontractors on the project.
 - b) Collect weekly signed Statement of Compliance (wages) from Contractor and Subcontractors.
 - c) Verify hours worked and rates paid for the Contractor and all subcontractors on the project.
 - d) Maintain a file of weekly certified payroll reports.
 - e) Submit a copy of the weekly certified payroll reports to the Applicant and EDA.
 - f) Conduct at least two (2) (minimum) wage rate interviews to confirm/verify wage rates.
 - g) Document "Buy American" provisions.
 - h) Maintain documentation and records for all equipment and products purchased in accordance with the "Buy American" provisions. Required documentation includes: (1) U.S.-made components; (2) National waivers; (3) project-specific waivers; and (4) "De Minimis" components.
 - i) Prepare monthly report of project completion status.

Proposal Specifications:

Statement of Qualifications (SOQ) and Price Proposal specifications:

- 1) Statement of Qualifications (SOQ) must include the following information:
 - a) Executive Summary;
 - b) Firm and team history. Include names, qualifications and resumes of key personnel to participate in the project including educational background and employment history;
 - c) Description of other similar infrastructure design and construction inspection projects managed and designed by this firm similar to this project. Please provide a list of similar projects and up to three references, contact names and telephone numbers;
 - d) Provide specific evidence of familiarity with the construction and grant procedure of the

United States Economic Development Administration. Please provide a list of previous EDA funded projects that your firm has participated in;

- e) Statement of availability and location of key personnel to work on the project;
 - f) Brief description of the firm's approach to planning, designing and, implementing this project;
 - g) Price Proposal
- 2) Quantities: Two (2) hard copies and One (1) electronic copy of the Statement of Proposal to include the provided Price Proposal Form. Proposals shall be limited to 40 pages single sided or 20 double sided pages.
- 3) As required by the U.S. Department of Commerce Economic Development Administration, the project price shall be separated into NEPA Environmental Narrative Phase, Preliminary Engineering Report Phase, Design/Bidding Phase and Construction/Project Inspection Phase. Fees shall be on a fixed-price basis; the use of the cost-plus-a percentage-of-cost and percentage forms of compensation are not eligible for EDA participation. Please see enclosed Economic Development Administration Checklist for Architect/Engineer contracts for guidance. The Applicant is required to provide this checklist to the EDA for approval. All proposed fees shall include all labor, materials, and expenses to complete the work. This includes, but is not limited to; consultations, surveys, soil investigations, supervision, "as-built" drawings, travel expenses and incidental costs.
- 4) Schedule:

Responses to RFP due	March 25, 2026
Award of Phase 1 and 2 Engineering Services Contract	March 25, 2026
Phase 1 and 2 Work Begins	March 30, 2026
Complete Phase 1 and Phase 2 Work	April 17, 2026
EDA Grant Application Submission	April 24, 2026
EDA Grant Award*	END of QTR 2 2026
Award of Phase 3 and 4 Engineering Services Contract	QTR 3 2026
Design Begins	November 1, 2026
Design Complete	March 1 2027
EDA Review of design and bid documents	March 5, 2027
Advertisement for Bids	March 8, 2027
Bid Opening	April 7, 2027
Construction Contract Award	April 21, 2027
Pre-Construction Conference	April 28, 2027
Issuance of Notice to Proceed	May 5, 2027
Substantial Completion Date	October 31, 2027
Final Completion Date/Acceptance by Owner	December 31, 2027

* Timeline for EDA Grant Review and Award is an estimate.

Instructions for Proposal

Preparation of Proposals

- 1) The firm shall submit the price proposal upon the forms attached.
- 2) The proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the consultant legally qualified and acceptable to the owner. If the proposal is made by an individual, his or her name and post office address must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary and Treasurer.
- 4) All questions shall be submitted in writing to and received by Gary Department of Redevelopment Executive Director, Christopher Harris, a minimum of two business (2) days prior to the scheduled opening. The Director will then forward both the question and the response to all prospective firms, who have made themselves known to the Director.
- 5) All materials submitted in response to this invitation will become the property of the Applicant. All expenses incurred by responding to this invitation shall be the responsibility of the firm.

RFP Evaluation

- 1) A Review Committee, consisting of Applicant's staff shall consider the following factors as an integral part of the proposal evaluation process:
 - a) *Sewer and Water System Experience*. Ability, capacity and skill to perform the proposed work as evidenced by the number and type of similar projects;
 - b) *Economic Development Administration Engineering Design and Construction Inspection Experience*. Experience with Economic Development Administration grant processes and requirements as evidenced by a list of previous EDA funded engineering work;
 - c) *Firm History and Location*. Past history of the firm, its knowledge of the area and ability to readily serve the project; and
 - d) *Price*. Total price of engineering design and inspection services.
- 2) Proposal Weighting/Evaluation
 - a) Design and Construction Inspection work experience - 45%; and
 - b) Economic Development Administration Engineering Design and Construction Inspection Experience - 20%; and
 - c) Firm History and Location - 10%; and
 - d) Total Price - 25%.

The Review Committee will then present its recommendation to the Gary Redevelopment Commission for an award of bid.

- 3) The Applicant reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Review Committee and the Gary Redevelopment Commission, the best interest of the Applicant will be promoted thereby.

Award of Contract

- 1) If a contract is to be awarded, the award will be made to the qualified firm whose proposal complies with all the requirements prescribed in the specifications page(s) and evaluation section of this document, and at the sole discretion of the Applicant, demonstrates that selection of said firm is in the best interest of the Applicant, as soon as practical after the opening, scheduled to happen on March 25, 2026. The successful firm will be notified at the address listed that the proposal has been accepted.
- 2) The Review Committee will rank firms or consultants based upon proposal evaluations.
- 3) The Applicant reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Applicant.

Gary Redevelopment Commission
NWI Works Gary

PRICE PROPOSAL

(To be filled out completely and attached to Proposal packet)

Legal Business Name: _____

Address: _____

Phone: _____ Email: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

NEPA Environmental Narrative - Phase 1:

Fixed-Price Proposal for basic (NEPA Environmental Narrative) A/E services is: _____

NEPA Environmental Narrative Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Preliminary Engineering Report - Phase 2:

Price Proposal for basic (Preliminary Engineering Report) A/E services is: _____

Preliminary Engineering Report Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Design/Bidding - Phase 3:

(Price for Phase 3 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Design/Bidding Phase) A/E services is: _____

Design/Bidding Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Construction/Project Inspection - Phase 4:

(Price for Phase 4 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Construction/Project Inspection) A/E services is: _____

Construction/ Project Inspection Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

C. Preliminary Engineering Report Template (January 2026)

To be considered for assistance, all construction and design applications must include a Preliminary

Engineering Report (PER) that at a minimum provides the following information:

C.1. Description of project components. Provide a general description of all project components involved in the project. Indicate whether the project involves the construction of new infrastructure or facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.

C.2. A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section B.2 of Form ED-900. Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section B.2 of Form ED-900 will not be considered valid.

C.3. Drawings showing the general layout and location of the existing site conditions and of the project components as well as location of any project beneficiary identified in Section B.9 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.

C.4. A feasibility analysis for the constructability of the project. Include a review of the existing conditions and note particular features, alignments, and circumstances affecting construction of project components.

C.5. The proposed method of construction. Indicate whether construction procurement will be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, the applicant's own forces, or a third-party construction manager. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. § 305.6(a).

C.6. The number of construction contracts anticipated. If multiple contracts are proposed, describe the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. § 305.9(a).

C.7. A current detailed construction cost estimate for each of the project components. Show quantities, unit prices, and total costs and provide a basis for the determination of construction contingencies. The total of this estimate should match the construction line item of the SF-424C.

C.8. Real property acquisition. If the budget includes costs for acquisition of real property, include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.

C.9. A list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, explain any permitting or approvals that may be required from the railroad or other authorities and the timeframe for obtaining these permits or approvals.

C.10. An overall estimated project schedule. This schedule should agree with the project schedule outlined in ED-900. Include the number of months for each of the following:

- i. design period;
- ii. period of time to obtain required permits;
- iii. period of time to obtain any required easements or rights-of-way;
- iv. solicitation of bids and awarding of contracts, and
- v. construction period.

C.11. Overall project budget breakdown. For each “cost classifications” line item that the applicant indicates will be included in the project budget on Form SF-424C, the applicant must provide a breakdown of the proposed project costs and tasks that is consistent with the detailed construction cost estimate for the project provided in the PER.

Environmental Narrative Requirements

The National Environmental Policy Act (NEPA) requires Federal agencies to assess the potential environmental impacts associated with proposed federal actions, including financial assistance.

Applicants are encouraged to contact their designated Economic Development Representative or the applicable EDA Regional Environmental Officer with questions (please see the EDA website or the applicable Federal Funding Opportunity for contact information) regarding this template and/or the appropriate level of documentation. Resources of available information are listed in many of the sections. If you are using a locally saved copy of this template, please check EDA's website to confirm this is the current version.

For further information regarding EDA's obligations under NEPA, please refer to the regulations for implementing NEPA at 40 C.F.R. 1500-1508. The Council on Environmental Quality's 2007 guidance document "A Citizen's Guide to the NEPA is another resource available online.

Several issues discussed in the environmental narrative below may require consultation with other State or Federal agencies at a later date (for example, the State Historic Preservation Office or the U.S. Fish and Wildlife Service). While EDA does not require that applicants complete such consultations before submitting an initial application, applicants should be aware that in the event their project is selected for further evaluation for funding, EDA may delegate these consultations to the applicant and expect them to be completed in an expeditious manner and prior to approval of an award.

Applicants must provide information on the following items in the environmental narrative. For any area in which the applicant asserts that an item is not applicable to a project, provide an explanation.

A. PROJECT DESCRIPTION

1. Beneficiaries

Identify any existing businesses or major developments that will benefit from the proposed project, and those that will expand or locate in the area because of the project.

2. Proposed Construction

As an exhibit to this Narrative, provide a topographical map of the project area and a site map (with legend and north arrow) displaying the project location and boundaries, existing and proposed project components and location of all sites and/or companies benefitting from the proposed project. The documents should be of sufficient clarity for adequate interpretation of the Applicant's intentions.

Describe the project construction components in detailed, quantifiable terms. Describe the project location, proposed construction methods, and schedule. **It is sufficient to simply reference the Preliminary Engineering Report (PER) here if a PER containing this information has been submitted or will be submitted concurrently.** See the mock example below for the level of specificity expected by EDA:

The City of _____ is proposing to construct a 30-inch (in) water line which would be constructed within an existing 50-foot City of _____ right-of-way (ROW) and measure 1,220 linear feet (lf). The project is located within Township 39N, Range 10E, Section 24 in the City of _____, _____ County, [[[State]]]. The project would be constructed over a three-month period from April June 2011. Construction of this project would entail trenching a 1 ft wide by 3 ft. deep ditch and installing the 30-in. pipe within the existing ROW. Total land disturbance will be 2.1 acres.

The construction staging area would be located entirely within the existing ROW. Minor maintenance would occur during the operation of the waterline, but would not entail any ground disturbing activities.

3. Need and Purpose

Provide a brief summary of the underlying need and purpose of the proposal for EDA funding.

4. Alternatives to the Proposed Project

Based in the Need and Purpose summary above, provide a detailed description of alternative actions that were considered during the project planning but were not selected (e.g., alternative locations, designs, other projects having similar benefits, and a “no project” alternative). Explain why this project/site was selected as the preferred alternative with respect to other choices. Provide detail on why others alternatives were rejected (e.g. did not meet the purpose and need of the project, implicated more environmental impacts than the proposed action). If the selected project would impact wetlands or floodplains, please provide a detailed description of alternatives to those proposed impacts.

B. HISTORIC/ARCHEOLOGICAL RESOURCES

Identify any known historic/archeological resources within the project site(s) or area of potential effect that are either listed on the National Register of Historic Places or considered to be of local or State significance and perhaps eligible for listing on the National Register. In many states, the State Historic Preservation Office (SHPO) maintains GIS databases of historic properties and cultural resources. Delineate an Area of Potential Effect (APE) for the project. The APE is the geographic area or areas within which a proposal may cause changes in the character or use of historic properties, which would include (but is not limited to) any new development or renovation by the beneficiary facilitated by the proposed EDA project. Discuss the potential impacts of the project on culturally significant resources and provide a determination as to whether there will be: no historical properties/cultural resources present; no historical properties/cultural resources adversely affected; or historical properties/cultural resources adversely impacted.

Note that the applicant is not required to contact the SHPO until directed to do so by EDA. If comments from the SHPO have already been received, they should be attached along with copies of the information provided to the SHPO. If you wish to initiate early consultation, please consult the website of the appropriate SHPO for instructions on required information.

C. AFFECTED ENVIRONMENT

For the resource areas identified below, indicate potential direct and indirect impacts from proposed project activities and specify proposed measures to mitigate probable impacts. Direct impacts are caused by the action and occur at the same time and place. Indirect impacts are those that are caused by a proposed action, but that may occur later in time or farther removed in distance, relative to the primary impacts of the proposed action (40 C.F.R. Section 1508.8) Development induced by the proposed project would be an example of an indirect impact.

1. Affected Area

Describe the general project area, including topography, historic land usages, unique geological features, and economic history. Provide site photographs if available. Identify native vegetation and wildlife found in the project area or its immediate vicinity. Describe the amount and type of vegetation in the project area and indicate the impact to vegetation if removed (e.g., 1.2 acres of

early successional native hardwood forest). Identify any designated State and National Parks, National Wildlife Refuges, or National Game Preserves located on or in the vicinity of the proposed project activities. Identify any Wilderness Areas, as designated or proposed under the Wilderness Act, or wild or scenic rivers, as designated or proposed under the Wild and Scenic Rivers Act, that are located on or in the vicinity of the proposed project activities.

1. Direct effects
2. Indirect effects

2. Coastal Zones

Indicate whether the project is located within a designated coastal zone subject to the Coastal Zone Management Act. Information on coastal zone boundaries is available on the National Oceanic and Atmospheric Administration's (NOAA) website. Identify any shorelines, beaches, dunes, or estuaries within or adjacent to the project site(s). Also indicate if there are any proposed overwater structures that could impact navigable waters.

3. Wetlands

Identify any wetlands within or adjacent to the project site(s). If available, provide an on-site wetland/waters delineation performed in accordance with the 1987 (or current version) U.S. Army Corps of Engineers Wetland Delineation Manual, as amended. Provide any correspondence from the U.S. Army Corps of Engineers (USACE), including any jurisdictional determination or permit documents.

1. Provide a determination of direct and indirect effects including the amount of jurisdictional waters affected by type (e.g. 1.1 acres of palustrine emergent wetlands would be impacted by the proposed project).
2. If any wetlands would be impacted by the project, provide an analysis of alternatives to wetland impact in this section or in the Alternatives to the Project section above.
3. Describe any mitigation plans here or in Section D below.

If wetlands, streams, or navigable waters may be impacted, it is recommended that Applicants contact USACE concerning any jurisdictional waters resources.

4. Floodplains

Please state whether the project is located within a mapped 100- or 500-year floodplain. Provide a FEMA floodplain map (with the map number and effective date) displaying the project location and boundaries, existing and proposed project components, and location of all sites and/or companies benefiting from the proposed project. The document should be of sufficient clarity for adequate interpretation of the applicant's intentions.

Floodplain maps can be viewed and printed from FEMA's website. If FEMA floodplain maps do not exist in the project area, provide a letter from a Professional Engineer regarding the presence or absence of a 100-year floodplain.

- i) Describe direct and indirect effects to 100-year floodplains, if any.
- ii) If any 100-year floodplains would be impacted by the project, provide an analysis of alternatives to floodplain impact in this section or in the Alternatives to the Project section above.
- iii) Indicate whether the Applicant's community participates in the National Flood Insurance Program.

- iv) Indicate if a critical action (e.g., emergency response facility, hospital, wastewater treatment plant) is being located within the 500-year floodplain.

5. Endangered Species

Provide a list of all threatened, endangered, and candidate species located in or near the project area, including any proposed development by the beneficiary, and the immediate vicinity. Identify these species' potential or existing habitat, and critical habitat designations in the project area. Identify the potential for direct or indirect impacts on these species. Critical habitat designations, lists of protected species by county, and information on effect determinations are available on the U.S. Fish and Wildlife Service's (FWS) website. The FWS' web-based Information, Planning, and Conservation System (IPaC) may also be useful for the early planning stage of a project. If an Effect Determination or Biological Assessment has been completed for any of the species listed, please provide. Attach any correspondence with FWS that exists related to their proposal. For projects with possible impacts to fisheries and marine/coastal species, provide any correspondence with the National Marine Fisheries Service (NMFS).

6. Land Use and Zoning

Describe the present formal zoning designation and current land use of the specific project site and adjacent land parcels. The areas include: the site of construction activities, adjacent areas, and areas affected by the primary beneficiaries. Land uses to be considered include, but are not limited to, industrial, commercial, residential, agriculture, recreational, woodlands, mines/quarries, and open spaces. Please indicate whether the project is located entirely within a city limit. Identify agriculture land parcels designated as "prime/unique agriculture lands" by the U.S. Department of Agriculture (USDA) under the Federal Farmlands Protection Act or a local equivalent. Additional information may be found at the USDA's Natural Resources Conservation Service website.

7. Solid Waste Management

Indicate the types and quantities of solid wastes to be produced by the project facilities and primary beneficiary. Describe local solid waste collection and disposal methods and the expected useful life of the disposal facility. Indicate if recycling or resource recovery programs are currently being used or will be used in the future.

8. Hazardous or Toxic Substances

Describe any toxic, hazardous, or radioactive substances that will be utilized or produced by the proposed project facilities and primary beneficiaries. Describe the manner in which these substances will be stored, used, or disposed. Complete and sign one "Applicant Certification Clause" for each co-applicant (see Appendix A). Indicate if hazardous or toxic substances have been or must be remediated prior to construction, demolition, or renovation. If a recent Phase I or Phase II Environmental Site Assessment has been performed, please provide a copy of the executive summary (a full copy may be requested at a later date).

9. Water Resources

Describe surface and underground water resources at or near the project site(s) and any impacts of the project to these. If groundwater will be used, is the aquifer in overdraft and /or adjudicated? If there will be discharges to surface water, is the receiving surface water body listed on the U.S. Environmental Protection Agency's (EPA) Section 303(d) list of impaired waters? Is a National Pollution Discharge Elimination System (NPDES) permit required for any discharges

to surface waters? Indicate if the proposed project is located within an area mapped by the EPA as sole source aquifer recharge area (maps and further information are available on EPA's website). Describe any induced changes in local surface water runoff patterns, and the status of storm water discharge permit processes (if applicable).

10. Water Supply and Distribution System

Indicate the source, quality, and supply capacity of local domestic and industrial/commercial water resources, and the amount of water that project facilities and primary beneficiaries are expected to utilize. Note whether the water that is being supplied is in compliance with the Safe Drinking Water Act, and if not, what steps are being taken to ensure compliance.

11. Wastewater Collection and Treatment Facilities

Describe the wastewater treatment facilities available for processing the additional effluent including usage by the beneficiary(s). Indicate design capacities and current loading (both daily average and peak), and adequacy in terms of degree and type of treatment required. Describe all domestic class or process wastewater or other discharges associated with the project facilities and its primary beneficiaries, and the expected composition and quantities to be discharged either to a municipal system or to the local environment. Indicate all discharges that will require on-site pre-treatment. Note whether the wastewater treatment plant is in violation of the Clean Water Act, and if so, what steps are being taken to ensure compliance. If local treatment and sewer systems are or will be inadequate or overloaded, describe the steps being taken for necessary improvements and their completion dates.

12. Environmental Justice (Executive Order 12898)

Describe whether the proposed project will result in disproportionate adverse human health or environmental impacts relative to minority and low income populations. Sufficient detail should be provided to enable EDA to determine whether the project will comply with Executive Order 12898.

13. Transportation (Streets, Traffic and Parking)

Briefly describe the local street/road system serving the project site(s) and describe any new traffic patterns that may arise because of the project. Indicate if land use in the vicinity, such as residential, hospital, school, or recreational, will be affected by these new traffic patterns. Indicate if any existing capacities of these transportation facilities will be exceeded as a direct or indirect result of this project implementation, particularly in terms of car and truck traffic, and what the new Level of Service designation will be.

14. Air Quality

Indicate types and quantities of air emissions (including odors) to be produced by the project facilities **and its primary beneficiaries**, and any measures proposed to mitigate adverse impacts. Indicate the impact that the project would have on greenhouse gas emissions. Is the proposed project site classified as a "non-attainment" area for any criteria pollutants? If so, what are those pollutants? Indicate any local topographical or meteorological conditions that hinder the dispersal of air emissions.

15. Noise

Will operation of project facilities or primary beneficiaries' facilities increase local ambient noise levels? If yes, indicate the estimated levels of increase, and the areas and sensitive receptors (e.g., residences) to be affected.

16. Permits

Identify any Federal, State, or local permits of an environmental nature needed for the project (e.g., USACE, US Environmental Protection Agency (EPA), Coastal Zone Management/Shoreline Management, Air Quality, State Environmental Policy Act, NPDES, etc.) and the status of any such permits. Attach copies of any such permits and all associated correspondence, including the permit applications.

17. Public Notification/Controversy

Provide evidence of the community's awareness of the project, such as newspaper articles or public notification and/or public meetings, as applicable. If a formal public hearing has been held, attach a copy of the minutes. Fully describe any public controversy or objections which have been made concerning this proposed project and discuss steps taken to resolve such objections.

18. Cumulative Effects

Please list projects (public and private, whether or not directly related to the proposed project described above) that have occurred or will occur in the past, present, and future in and around the project area that could result in significant cumulative impacts when considered in aggregate with the proposed EDA project. Cumulative impacts result from the incremental impacts of a proposed action when added to other past, present and reasonable foreseeable future actions (40 C.F.R. Section 1508.7). In other words, cumulative impacts can result from individually minor but collectively significant impacts. Based on the direct and indirect impacts identified in Sections C1-18, identify which resources, ecosystems, and human communities are affected; and which effects on these resources are important from a cumulative effects perspective.

D. MITIGATION

Describe methods to be employed to reduce impacts to any and all adverse impacts identified in Section C. List all mitigation measures that would be implemented to minimize impacts to environmental resources from project implementation.

E. LIST OF ATTACHMENTS

The following checklist is a list of required and optional attachments to the Environmental Narrative as described in the sections above. The items listed in the optional section may be required by EDA at a later date to complete the project review and selection process, so it is recommended that you provide them now if they are currently available. While the documents listed below are the most frequently required for scoping determinations, EDA reserves the right to request additional items that are not listed below when necessary.

Applicants are not required to contact other governmental agencies for environmental or historical resources consultation until directed by EDA, though any interagency coordination letters that may be currently available should be provided. **EDA expects that all Applicants whose projects are selected for further evaluation will proceed with consultations in an expeditious manner. As such, Applicants should have the required information prepared for submission immediately upon notification of selection by EDA.** If you determine prior to application that your project may affect environmental or historical resources, you may contact the appropriate Regional Environmental Officer to determine if early interagency consultation is appropriate.

Please refer to the applicable Federal Funding Opportunity for unique requirements for each individual grant competition and a list of documents required for submittal with the application.

Checklist of Optional Environmental Documents that should be submitted with Application if available (will expedite review and selection process):

- SHPO/THPO and Tribal leader comments and copy of submittals (see Section B)
- Site photographs (see Section C1)
- Coastal Zone consistency determination (see C2)
- Wetland delineation and/or Jurisdictional Determination (see C3)
- Preliminary wetland info (see C3)
- U.S. Army Corps of Engineers comments, Section 404 Permit, Section 10 Permit, and/or Water Quality Certification (401 approval) (see C3)
- Biological Assessment and/or survey for federally protected species (see C5)
- Correspondence with US Fish and Wildlife Service and/or National Marine Fisheries Service (see C5)
- Natural Resources Conservation Service determination of Prime Farmland, Form AD-1006, if applicable (see C6)
- Phase I and II Environmental Site Assessment (see C8)
- Sole Source Aquifer review by US Environmental Protection Agency, if applicable (see C9)
- Other federal, state and local environmental permits (see C16)
- Copies of public notices, public hearing minutes, etc. (see C17)

Appendix A: Applicant Certification Clause

The applicant represents and certifies that it has used due diligence to determine that the description of the project site described herein is accurate with respect to the presence or absence of contamination from toxic and hazardous substances. The term “site” includes the entire scope of the project, including future phases of the project and all areas where construction will occur.

1. Is the site currently, or has it in the past 50 years, been used for any of the following operations or activities:
 - a. Generation of hazardous substances or waste?
 Yes No
 - b. Treatment, storage (temporary or permanent), or disposal of solid or hazardous substances or waste?
 Yes No
 - c. Storage of petroleum products?
 Yes No
 - d. Used/waste oil storage or reclamation units?
 Yes No
 - e. Research or testing laboratory?
 Yes No
 - f. Ordinance research, testing, production, use, or storage?
 Yes No
 - g. Chemical manufacturing or storage?
 Yes No
 - h. Weapons or ammunition training, use, or testing?
 Yes No
 - i. Iron works/foundry?
 Yes No
 - j. Railroad yard?
 Yes No
 - k. Industrial or manufacturing operation?
 Yes No

If any of the above operations ever occurred at the site, and if appropriate cleanup or other mitigation actions were performed in accordance with the local, State, and federal laws, please attach documentation of these actions.

Appendix A: Applicant Certification Clause

2. Do wells draw from an underlying aquifer to provide the local domestic water supply?
_____ Yes _____ No

3. Has a federal, State, or local regulatory authority ever conducted an environmental assessment, environmental impact statement, or a preliminary assessment/site inspection, or similar environmental surveyor inspection report at the site? If yes, please list here and attach copies of these reports or results.
_____ Yes _____ No

1)

2)

3)

4)

5)

4. Have any environmental or OSHA citations or notices of violation been issued to a facility at the site? If yes, please attach copies.
_____ Yes _____ No

5. Have any unauthorized releases of hazardous substances occurred at any facility at the site which resulted in notification of the EPA's National Response Center?
_____ Yes _____ No

6. Is any material containing asbestos or lead paint located at the site? If yes, please attach information concerning State and federal regulatory compliance.
_____ Yes _____ No

7. Is there any equipment (electrical transformers, etc.) containing polychlorinated biphenyls (PCB) on the site? If yes, please attach a description of the equipment.
_____ Yes _____ No

8. Are there underground or above ground storage tanks on the site? If yes, please attach a detailed description, including the number of underground storage tanks on the site, whether the tanks have been inspected (or removed) and the results of such inspections.
_____ Yes _____ No

9. Has the site been tested for radon? If yes, please attach results.
_____ Yes _____ No

Appendix A: Applicant Certification Clause

10. Have there been, or are there now any environmental investigations by federal, State or local government agencies that could affect the site in question? If yes, please attach available information.

_____ Yes _____ No

The applicant acknowledges that this certification regarding hazardous substances and/or waste is a material representation of fact upon which EDA relies when making and executing an award. EDA reserves the right to terminate any award made in conjunction with the representations contained herein if, at any time during the useful life of the project, EDA becomes aware of the presence of hazardous materials or waste at the site, or that hazardous materials or waste have been inappropriately handled thereon.

Further, if it is determined at any time that the presence of hazardous materials or waste, or handling thereof, has been misrepresented, EDA may pursue other available legal remedies against the applicant.

Applicant's Name

Name and Title of Applicant's Authorized Representative

Signature of Applicant's Authorized Representative

Date

ECONOMIC DEVELOPMENT ADMINISTRATION ARCHITECT/ENGINEER CONTRACT CHECKLIST

EDA Award Number: _____ Date: _____

Recipient: _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____

Name & Phone Number

Project/Contract Description	Contract Award Date	Total Contract Amount	EDA Funded Amount	* Non-EDA Funded Amount
		\$	\$	\$

** Design services of project components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

1. The Recipient's Architect/Engineer (A/E) contract is in compliance with the Recipient's written procurement procedures. The firm was selected in accordance with the procurement standards set forth in 2 CFR Part 200, and according to the EDA publication "Summary of EDA Construction Standards."
2. The A/E was selected competitively by sealed bids (formal advertising) or by competitive proposals. If not, attach an explanation of the selection method and the reason(s) for using that method.
3. Requests for qualifications were publicized and all evaluation factors and their relative importance were identified therein. Any response to publicized requests for qualifications was honored to the maximum extent practical.
4. Qualifications were solicited from an adequate number of qualified sources (normally it is sufficient to secure at least three proposals from qualified sources.) If less than 3 qualified proposals were secured, submit an explanation to the EDA Engineer with this checklist.
5. The Recipient has an objective method for conducting technical evaluations of proposals received, selecting the best proposal, and consideration of other factors.
6. The Recipient determined the responsible firm whose proposal was most advantageous to the program, with other factors considered. Competitor's qualifications were evaluated and the most qualified competitor was selected, subject to negotiation of fair and reasonable compensation.
7. The A/E agreement provides for all services required by the Recipient for the planning, design, and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) may be used where the Recipient does not have standard contract documents.

Y	N	NA
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Y	N	NA
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8. The A/E's fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. (The amount of EDA participation will be based on a determination, subject to audit, that the fee compensation is reasonable.)
9. The A/E contract compensation is not based on the use of the cost-plus-a-percentage-of- cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation.)
10. The A/E has provided a breakdown of the fee and it has been reviewed to be reasonable.
11. The A/E provided fee breakdown provides that compensation is based on completion of specific milestones. (Preliminary design, final design, construction management, etc.)
12. The A/E's fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as- built" drawings, arrow diagram (CPM/PERT, for example) where applicable, and incidental costs.
13. The basic fee does not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services are identified in the agreement. Such additional charges may be approved for funding under the EDA grants if they:
 - a. Do not duplicate charges for services provided for in the basic fee;
 - b. Are a proper charge against the project cost; and
 - c. Are reasonable for the extra services to be rendered.
14. Regardless of who furnishes the construction inspector, the agreement requires the A/E to make sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.
15. The required federal contract provisions included (Refer to Appendix II to 2 CFR Part 200 - Contract Provisions for Non-Federal Entity Contracts under Federal Awards.)
16. The A/E Agreement states a specific timetable for:
 - a. Completing preliminary plans and associated cost estimates;
 - b. Completing final plans, specifications, and cost estimates;
 - c. Securing required State and local approvals; and
 - d. Completing proposed contract documents sufficient for soliciting bids.

Y	N	NA
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17. The A/E agreement provides for surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. If the Recipient chooses the A/E as the project inspector, the requirements for inspection services shall be clearly defined and the amount the Recipient is required to pay for such services shall be stated.
18. The A/E agrees to be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector, if the inspector is furnished by the A/E. (EDA recommends that the A/E take insurance, when available, to cover liability for such damages.)
19. The A/E agrees to supervise any required subsurface explorations such as borings and soil tests to determine amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the Recipient.
20. The A/E agrees to attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.
21. The A/E agrees to review proof of bidder's qualifications and recommend approval or disapproval.
22. The Recipient has checked the website www.SAM.gov and has verified that the A/E does not appear on the Excluded Parties List.
23. For contracts over \$100,000, an executed copy of the Certification Regarding Lobbying has been submitted from the contractor as required by Section 1352, Title 31, of the U.S. Code.
24. The A/E agrees to submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.
25. The executed A/E Contract has been reviewed by the Recipient's Attorney.

The company/firm name and address of the Architect/Engineer is:

If the Architect/Engineer *will not be performing project inspection services*, the firm name and address that will provide inspection services is listed below and was selected in accordance with the procurement standards set forth in 2 CFR Part 200; or the in-house employee name and department conducting construction inspection services is listed below:

The contract price for basic A/E services is	\$
The contract price for other/extra A/E services is	\$
The estimate for reimbursable expenses is (if applicable)	\$
The contract price for inspection services is	\$

Prepared By (Name & Title)

Prepared By (Signature)

Date