

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ECONSULTANT SERVICES**

**PROJECT:
EPA AREAWIDE PLANNING GRANT**

BY: MISSISSIPPI CONFERENCE OF BLACK MAYORS (MCBM)

ATTACHMENT 1: TASK LIST

	Subtask Name	Specific Activities	Responsible Party(ies)	Projected Start Date	Projected End Date	Anticipated Outcomes	Anticipated Outputs
Task 1: Community Engagement							
1.1	Kick-off CAG Meeting	1. CAG meeting publicized and conducted 2. Community Advisory Group formed 3. Community facilitators identified 4. Community Engagement Plan finalized 5. Up to four additional high priority sites identified	1. MCBM 2. Project Partners: City of Itta Bena, City of Hattiesburg, GLC EDF, DRA, MVSU, MDEQ, CSTC 3. Contracted Consultants	8/1/2015	1/31/2016	1. Empower community members and enable leaders to continue improving standard of living 2. Promote a renewed sense of place, pride, and ownership throughout the community	1. Minutes from meeting 2. CAG membership roster 3. Community facilitator roster 4. Community Engagement Plan 5. List of additional high priority sites
1.2	CAG Meeting #2: Community Visioning Charrette	1. CAG meeting publicized and conducted 2. Current conditions analysis results discussed 3. Community Visioning Statement drafted	1. MCBM 2. Project Partners: City of Itta Bena, City of Hattiesburg, GLC EDF, DRA, MVSU, MDEQ, CSTC 3. Contracted Consultants	2/1/2016	6/30/2016	1. Empower community members and enable leaders to continue improving standard of living 2. Promote a renewed sense of place, pride, and ownership throughout the community	1. Minutes from meeting 2. Community Vision Statement
1.3	CAG Meeting #3: Community Planning Charrette	1. CAG meeting publicized and conducted 2. Feasibility Analysis results presented 3. Draft Conceptual Reuse Plan presented	1. MCBM 2. Project Partners: City of Itta Bena, City of Hattiesburg, GLC EDF, DRA, MVSU, MDEQ, CSTC 3. Contracted Consultants	8/1/2016	1/31/2017	1. Empower community members and enable leaders to continue improving standard of living 2. Promote a renewed sense of place, pride, and ownership throughout the community	1. Minutes from meeting 2. Conceptual Reuse Plan edits
1.4	Final CAG Meeting	1. CAG meeting publicized and conducted 2. Draft Brownfields Areawide Plan presented 3. Draft Plan Implementation Strategy presented	1. MCBM 2. Project Partners: City of Itta Bena, City of Hattiesburg, GLC EDF, DRA, MVSU, MDEQ, CSTC 3. Contracted Consultants	2/1/2017	7/31/2017	1. Empower community members and enable leaders to continue improving standard of living 2. Promote a renewed sense of place, pride, and ownership throughout the community	1. Minutes from meeting 2. Brownfield Areawide Plan edits 3. Plan Implementation Strategy edits
1.5	Community Outreach Website	1. Website framework design and implementation 2. Content creation and publishing	1. MCBM 3. Contracted Consultants	8/1/2015	7/31/2017	1. Empower community members and enable leaders to continue improving standard of living 2. Promote a renewed sense of place, pride, and ownership throughout the community	1. Community Outreach Website 2. Community feedback form submissions
Task 2: Current Conditions Analysis							
2.1	Environmental Inventory	1. Public records search 2. Consultation with community members 3. Environmental Inventory produced	1. MCBM 2. Project Partners: MVSU, MDEQ 3. Contracted consultants	3/1/2016	7/31/2017	1. Assess, clean up, and most importantly, reuse the brownfield sites that blight the community 2. Reduce site-specific and area-wide environmental issues	1. Environmental Inventory
2.2	Infrastructure Audit	1. Existing infrastructure relevant to the four catalyst sites and Downtown Corridor assessed	1. MCBM 2. Project Partners: MVSU, MDEQ 3. Contracted consultants	3/1/2016	7/31/2017	1. Facilitate use of existing infrastructure in the Downtown Corridor	1. Infrastructure Audit
2.3	Structural integrity Assessment	1. Structural integrity Assessment conducted	1. MCBM 2. Project Partners: MVSU, MDEQ 3. Contracted consultants	3/1/2016	7/31/2017	1. Potentially repurpose existing structures 2. Repurpose buildings or sites for community services or other non-profit uses	1. Structural integrity Assessment
2.4	Sustainability Audit	1. Project area's consistency with HUD Livability Principles assessed 2. Infrastructure investments and specific new amenities/services identified	1. MCBM 2. Project Partners: MVSU, MDEQ 3. Contracted consultants	3/1/2016	7/31/2017	1. Advance environmental justice, health, and economic priorities in Itta Bena and the area	1. Sustainability Audit
Task 3: Feasibility Analysis							
3.1	Market Study	1. Economic viability of multiple reuse scenarios for brownfield catalyst and high priority sites assessed	1. MCBM 2. Project Partners: City of Hattiesburg, GLC EDF, DRA 3. Contracted consultants	8/1/2016	1/31/2017	1. Increase demand to make improvements to existing infrastructure feasible	1. Market Study

	3.2	Financing Strategy	1. Potential public and private funding sources/strategies and leveraging opportunities for assessment, cleanup and reuse of brownfield catalyst and high priority sites identified	1. MCBM 2. Project Partners: City of Hattiesburg, GLC EDF, DRA 3. Contracted consultants	8/1/2016	1/31/2017	1. Increase demand to make improvements to existing infrastructure feasible 2. Stimulate economic investment by providing an appealing, accessible, and cohesive downtown area	1. Financing Strategy
Task 4: Brownfield Areawide Plan								
	4.1	Brownfield Conceptual Reuse Plan	1. specific reuse scenarios for each brownfield catalyst and high priority site identified 2. detailed implementation strategies laid out for assessing, cleaning up, and reusing each site	1. MCBM 2. Project Partners: City of Hattiesburg, GLC EDF, DRA 3. Contracted consultants	12/1/2016	5/31/2017	1. Assess, clean up, and most importantly, reuse the brownfield sites that blight the community	1. Brownfield Conceptual Reuse Plan
	4.2	Statewide Replication Strategy	1. Statewide Replication Strategy produced	1. MCBM 2. Project Partners: City of Hattiesburg, GLC EDF, DRA 3. Contracted consultants	12/1/2016	5/31/2017	1. Align the revitalization effort in Itta Bena with MCBM's region-wide efforts	1. Statewide Replication Strategy
	4.3	Brownfield Areawide Plan	1. Brownfield Areawide Plan produced	1. MCBM 2. Project Partners: City of Hattiesburg, GLC EDF, DRA 3. Contracted consultants	12/1/2016	5/31/2017	1. Attract sufficient business to eventually develop the Industrial Park 2. Create local jobs and Increase the number of services and amenities available locally	1. Brownfield Areawide Plan
	4.4	AWP Implementation Strategy	1. next steps and target timelines laid out and roles and responsibilities assigned for implementation of the Brownfields AWP, including tracking progress towards attaining project outcome goals	1. MCBM 2. Project Partners: City of Hattiesburg, GLC EDF, DRA 3. Contracted consultants	12/1/2016	5/31/2017	1. Assess, clean up, and most importantly, reuse the brownfield sites that blight the community	1. Plan Implementation Strategy
Task 5: Project Oversight								
	5.1	Training and Conference	1. Relevant training and conferences attended	1 MCBM	8/30/2015	12/31/2016	1. Align the revitalization effort in Itta Bena with MCBM's region-wide efforts	
	5.1	Progress tracker	1. MVSU's progress tracker produced	1. MCBM 2. Project Partners: MVSU	8/1/2015	12/31/2015	1. Project outputs delivered on time	1. Progress tracker
	5.2	Quarterly reporting & bi-weekly conference calls	1. Quarterly reporting 2. Conference calls/Email Correspondents	1. MCBM 2. Project Partners: All	8/1/2015	7/30/2017	1. Project outputs delivered on time	1. Quarterly reports 2. Conference call minutes