



Village of Romeoville  
Economic Development Department

---

1050 W. Romeo Road  
Romeoville, IL 60446  
Phone: (815) 886-7200  
www.romeoville.org

## Brownfields Cleanup Quarterly Report

**Grantee Name:** Village of Romeoville  
1050 W. Romeo Road  
Romeoville, IL 60446

**Cooperative Agreement #:** BF 00E00881-0

**Start Date:** October 1, 2011

**End Date:** September 30, 2014

**Quarterly Report Number:** 2

**Date Submitted:** Revised August 10, 2012

**Federal Fiscal Quarters:** January 1, 2012 – March 31, 2012

**Prepared and Submitted by:** Dawn Caldwell  
Assistant Village Manager  
1050 W. Romeo Road  
Romeoville, IL 60446  
DCaldwell@Romeoville.org  
815-886-0279

## **Introduction**

This Quarterly Report provides insight as to the activities that have taken place during the quarter of the administration of the Village of Romeoville, Illinois Brownfields Cleanup Grants for the Spartans' Square Shopping Center Redevelopment Site. The Assistant Village Manager is responsible for the administration of the Cleanup Grant.

The Village of Romeoville's USEPA Approved Cleanup Grant Work Plan contains six tasks to be completed. This report will supply information on the status of the tasks as of March 31, 2012. Included are a percentage of completion by task and a list of deliverables associated with the tasks.

## **Project Overview**

Task 1: Pre-Remediation Activities

Task 2: Mobilization and Remediation Implementation

Task 3: Remedial Action Completion Report

Task 4: Project Management

Task 5: SRP Oversight

Task 6: Community Outreach

## **Task 1: Pre-Remediation Activities**

This task includes the development of the USEPA required Alternative Brownfield Cleanup Analysis (ABCA) report, Site Health and Safety Plan, pre-remediation planning, preparation of plans and specifications for remediation bids, and preparation / negotiation of contracts with the Client and the Remediation Contractor.

Status: Meeting occurred between Village staff and consultant to review a revised schedule of work and scope of work/costs associated with *non-grant* related activities, which includes a soil gas sampling plan with IEPA approval, soil gas investigation, site-specific (Tier 2) remediation objective modeling, updating and preparing the remedial objectives report and the Remedial Action Plan. These non-grant items must occur first, prior to starting the ABCA and bid specs.

Reasons for changes in schedule: Updated site planning indicates the Site building will not be demolished until spring 2013. There are active leases on the building and the Village has been negotiating with the lease holders. There have been discussions between potential developers and the Village regarding whether the building will remain in place, which also causes delays in moving forward. The remediation would need to be modified if the building stays in place. A draft of the ABCA will be started and reviewed in the meanwhile, but not submitted for public review until the remediation plan is closer for implementation.

<b>Task 1 Progress</b>			
<b>Activities</b>	<b>Deliverables</b>	<b>To be Completed by (Original Date)</b>	<b>% Complete or Revised Completion Date</b>
a. Analysis of Brownfield Cleanup Alternatives	ABCA report	12/2011	September 2012

b. Provide copy of Remedial Action Plan to USEPA	RAP	11/2011	January 2013
c. Pre-remediation Planning	Emails, memos, as needed.	03/2012	April 2013
d. Prepare plans and specs for bids for remediation contractors and subcontractors.	Bid documents	02/2012	February 2013
e. Advertise for bid and obtain bids for contractors.	Advertisement and document list of contractors	01/2012	April 2013
f. Award contract to remediation contractor.	Documentation of award	02/2012	May 2013

Task 1, 2<sup>nd</sup> Quarter Deliverables and Activities:

1. Discussed building status and next steps

Task 1, 3<sup>rd</sup> Quarter Anticipated Deliverables and Activities:

1. Start draft of ABCA

**Task 2: Mobilization and Remediation Implementation**

The Village of Romeoville will implement the Site's remedial action plan (RAP) under this task and includes coordination with the environmental consultant and Remediation Contractor, mobilization of field personnel and machines to the site, remediation of the site soil and groundwater impacts and verification soil and groundwater sampling after completion of remediation activities; oversight of remediation field work, project management and groundwater sampling; laboratory analytical testing of verification soil and groundwater samples.

Reason for changes in schedule: Site building will not be demolished until Spring 2013. Remediation will occur after building demolition.

<b>Task 2 Progress</b>			
<b>Activities</b>	<b>Deliverables</b>	<b>To be Completed by (Original Date)</b>	<b>% Complete or Revised Completion Date</b>
a. Mobilize and remediate site impacts	See Task 3	03/2012	June 2013
b. Conduct field oversight, verification sampling, management and air monitoring during remediation	Laboratory results and photo documentation	04/2012	June 2013

Task 2, 2<sup>nd</sup> Quarter Deliverables and Activities:

1. No deliverables or activities

Task 2, 3<sup>rd</sup> Quarter Anticipated Deliverables and Activities:

1. No deliverables or activities

**Task 3: Remediation Action Completion Report**

Upon completion of the cleanup activities included in the Remedial Action Plan, a TACO evaluation of the laboratory results and a Remedial Action Completion Report (RACR) will be completed and submitted to the IEPA Site Remediation Program Project Manager for review and approval.

Reason for changes in schedule: As discussed in Task 2, remediation will not occur until late spring/early summer 2013. The report will be written following remediation.

<b>Task 3 Progress</b>			
<b>Activities</b>	<b>Deliverables</b>	<b>To be Completed by (Original Date)</b>	<b>% Complete or Revised Completion Date</b>
a. TACO evaluation and preparation of Remedial Action Completion Report (RACR)	RACR	07/2012	July 2013

Task 3, 2<sup>nd</sup> Quarter Deliverables and Activities:

1. No deliverables or activities

Task 3, 3<sup>rd</sup> Quarter Anticipated Deliverables and Activities:

1. No deliverables or activities

**Task 4: Project Management**

This task includes programmatic activities for the management of the USEPA grant, such as quarterly reports, annual financial and DBE/MBE/WBE reporting and general communication with the USEPA and IEPA. Funds have also been budgeted for the preparation of a Request for Proposal (RFP) so the Village can select and contract a remediation contractor to perform the cleanup work.

Reason for changes in schedule: Corrected date for financial reports, this is semi-annual.

Status: The first quarterly report was provided for review by USEPA. This quarterly report contains an updated format based on USPEA comments. Communication with USEPA by email and phone has occurred regarding grant management.

<b>Task 4 Progress</b>			
<b>Activities</b>	<b>Deliverables</b>	<b>To be Completed by (Original Date)</b>	<b>% Complete or Revised Completion Date</b>
a. Communications with USEPA	Emails, memos, phone calls, as needed.	On-going through grant completion (2011 – 2013)	On-going
b. Quarterly Reports	Quarterly Reports with status on work plan tasks	Within 30 days after the completion of each quarter.	8%
c. Financial Reports	Financial Reports and DBE/MBE/WBE forms	Annually in October	Semi-annually by October 31 and April 30
d. Update Property Profile Forms	Online updates of PPFs using ACRES	Quarterly	0%

Task 4, 2<sup>nd</sup> Quarter Deliverables and Activities:

1. Quarterly Report
2. Meeting between the Village and consultant
3. Communication with USEPA on grant management
4. Status call between USEPA, City and Consultant
5. City entered into contract with consultant to assist with grant activities

Task 4, 3<sup>rd</sup> Quarter Anticipated Deliverables and Activities:

1. Quarterly report
2. DBE/MBE/WBE report
3. Create Property Profile Form

#### **Task 5: SRP Oversight**

The IEPA SRP Project Manager, Todd Gross, will provide technical oversight during the project. Mr. Gross, along with senior SRP management, will perform a technical review of the RACR. There is also an assessment fee for the No Further Remediation (NFR) letter.

Reason for changes in schedule: The SRP oversight is delayed since the remediation and subsequent report is delayed (as previously discussed in the tasks above).

<b>Task 5 Progress</b>			
<b>Activities</b>	<b>Deliverables</b>	<b>To be Completed by (Original Date)</b>	<b>% Complete or Revised Completion Date</b>
a. Close remedial site	Final NFR Letter	11/2012	February 2014
c. Record NFR letter to Site deed	Record of NFR to deed.	45 days following receipt of final NFR letter	March 2014

**Task 5, 2<sup>nd</sup> Quarter Deliverables and Activities:**

1. No deliverables or activities

**Task 5, 3<sup>rd</sup> Quarter Anticipated Deliverables and Activities:**

1. No deliverables or activities

**Task 6: Community Outreach**

This task includes preparation of a Community Relations Plan and related community outreach activities, such as holding community meetings to provide project status, printing material/distribution and the posting of project updates to the public. The Village's website, newsletter and local newspaper will be the communication channels for announcements and printed materials. A public Administrative Record (AR) will be maintained to track documents for the Site.

Reason for changes in schedule: Discussions with Village and potential developers on what would be done with building caused delay and potential change in implementing remediation and when. The public review period is moved based on the revised remediation schedule.

Status: Monthly Village meetings have occurred, as well as meetings between the Village and site planner and interested developers to determine the best building use and location within the site (keeping environmental issues in mind).

<b>Task 6 Progress</b>			
<b>Activities</b>	<b>Deliverables</b>	<b>To be Completed by (Original Date)</b>	<b>% Complete or Revised Completion Date</b>
a. Community Relations Plan	Community Relations Plan	11/2011	August 2012
b. Public announcement, 30-day public comment period on ABCA, and response to any public comments	Public announcement and any comment responses to ABCA on cleanup plan, Decision Memorandum	02/2012	January 2013
c. Administrative Record	List of available public documents and files	12/2011	May 2012
c. Village meetings	Meeting Agendas and meeting minutes	On-going monthly through site closure	8%

**Task 6, 2<sup>nd</sup> Quarter Deliverables and Activities:**

1. Provided monthly reports to the Village Board on the status of the activities and grant funding.
2. Meeting between Village and potential developer interested in site

**Task 6, 3<sup>rd</sup> Quarter Anticipated Deliverables and Activities:**

1. Provide monthly reports to the Village Board on the status of the activities and grant funding
2. Prepare Administrative Record
3. Prepare Community Relations Plan
4. Installation of a marketing sign on property (non-grant item)

**Attachments**

Budget Status

Grant Match Budget Status

**MUNICIPAL GRANT MATCH**  
**U.S. EPA BROWNFIELD CLEANUP COOPERATIVE AGREEMENT: BF00E00881-0**  
**Cleanup Grant Match**  
**Spartans' Square - Romeoville, Illinois**

**GRANT QUARTER**

GRANT QUARTER	1		2		3		4		5		6		7	
YEAR	2011		2012		2012		2012		2012		2013		2013	
PERIOD	Oct 1 - Dec 31		Jan 1 - Mar 31		Apr 1 - Jun 30		Jul 1 - Sep 30		Oct 1 - Dec 31		Jan 1 - Mar 31		Apr 1 - Jun 30	
ACTIVITY	Community Involvement	Project & Grant Management												
Personnel	\$0	\$768	\$1,264	\$536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies/Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
QUARTER TOTAL	\$0	\$768	\$1,264	\$536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TO DATE	\$768		\$2,568		\$2,568		\$2,568		\$2,568		\$2,568		\$2,568	
GRANT QUARTER	8		9		10		11		12		13		Total To Date	
YEAR	2013		2013		2014		2014		2014		2014			
PERIOD	Jul 1 - Sep 30		Oct 1 - Dec 31		Jan 1 - Mar 31		Apr 1 - Jun 30		Jul 1 - Sep 30		Oct 1 - Dec 31			
ACTIVITY	Community Involvement	Project & Grant Management												
Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$2,568
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Supplies/Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
QUARTER TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL TO DATE	\$2,568		\$2,568		\$2,568		\$2,568		\$2,568		\$2,568		\$2,568	

**TOTAL REQUIRED MUNICIPAL GRANT MATCH (20%) = \$40,000**

**Budget: Hazardous Cleanup (\$200,000 grant, \$40,000 cost-share)**

**2nd Quarter**

Budget Categories

	Task 1: Pre-Remediation Activities					Task 2: Mobilization & Remediation Implementation					Task 3: Remedial Action Completion Report				
	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00
Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$15,800.00	\$4,102.50	\$0.00	\$4,102.50	\$11,697.50	\$118,000.00	\$0.00	\$0.00	\$0.00	\$118,000.00	\$25,700.00	\$0.00	\$0.00	\$0.00	\$25,700.00
SRP fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$17,800.00</b>	<b>\$4,102.50</b>	<b>\$0.00</b>	<b>\$4,102.50</b>	<b>\$13,697.50</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$28,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,500.00</b>

  

	Task 4: Program Management					Task 5: SRP Oversight					Task 6: Community Outreach				
	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining
Personnel	\$12,100.00	\$536.00	\$768.00	\$1,304.00	\$10,796.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,600.00	\$1,264.00	\$0.00	\$1,264.00	\$18,336.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Contractual	\$21,200.00	\$2,125.00	\$0.00	\$2,125.00	\$19,075.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$510.00	\$0.00	\$510.00	\$2,290.00
SRP fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$34,300.00</b>	<b>\$2,661.00</b>	<b>\$768.00</b>	<b>\$3,429.00</b>	<b>\$30,871.00</b>	<b>\$16,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,500.00</b>	<b>\$22,900.00</b>	<b>\$1,774.00</b>	<b>\$0.00</b>	<b>\$1,774.00</b>	<b>\$21,126.00</b>

	Cost Share (20%)				
	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining
Task 1: Pre-Remediation Activities	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
2: Mobilization & Remediation Implementation	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Task 3: Remedial Action Completion Report	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00
Task 4: Program Management	\$13,100.00	\$536.00	\$768.00	\$1,304.00	\$11,796.00
Task 5: SRP Oversight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 6: Community Outreach	\$20,100.00	\$1,264.00	\$0.00	\$1,264.00	\$18,836.00
<b>Cost Share Totals</b>	<b>\$40,000.00</b>	<b>\$1,800.00</b>	<b>\$768.00</b>	<b>\$2,568.00</b>	<b>\$37,432.00</b>

Calculation for Cost Share provided separately

	Total (Grant + Cost Share)				
	Amount Budgeted	Current Quarter Expenses	Previous Expenses	Total Expenses	Total Remaining
Personnel	\$34,500.00	\$1,800.00	\$768.00	\$2,568.00	\$31,932.00
Travel	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
Contractual	\$183,500.00	\$6,737.50	\$0.00	\$6,737.50	\$176,762.50
SRP fees	\$16,500.00	\$0.00	\$0.00	\$0.00	\$16,500.00
<b>Total</b>	<b>\$240,000.00</b>	<b>\$8,537.50</b>	<b>\$768.00</b>	<b>\$9,305.50</b>	<b>\$230,694.50</b>

Village of Romeoville USEPA CLEANUP GRANT HAZARDOUS MATERIALS (07292CU2011.HAZ)					2nd Quarter  February 26 - March 31, 2013		
TASK	Tasks & Activities	Task Codes	V3 GRANT BUDGET	DOLLARS REMAINING	Expended as of Last Period	Current Expenditure #312255	Expended to Date
1	<b>PRE-REMEDATION PLANNING</b>		<b>\$15,800.00</b>	<b>\$11,697.50</b>	<b>\$0.00</b>	<b>\$4,102.50</b>	<b>\$4,102.50</b>
	Pre-Remediation Planning	N01A	\$5,200.00	\$1,097.50	\$0.00	\$4,102.50	\$4,102.50
	Bid Specs and Contracts	N01B	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00
	ABCA & Health & Safety Plan	N01C	\$4,600.00	\$4,600.00	\$0.00	\$0.00	\$0.00
2	<b>MOBILIZATION &amp; REMEDIATION IMPLEMENTATION</b>		<b>\$118,075.00</b>	<b>\$118,075.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Remediation Field Activities	N02A	\$24,950.00	\$24,950.00	\$0.00	\$0.00	\$0.00
	Equipment - Field	N00B	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
	Direct Expenses	N00C	\$925.00	\$925.00	\$0.00	\$0.00	\$0.00
	Contractor Remediation & Laboratory Analysis	N00D	\$89,200.00	\$89,200.00	\$0.00	\$0.00	\$0.00
3	<b>(RACR)</b>		<b>\$25,700.00</b>	<b>\$25,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	RACR	N03A	\$25,700.00	\$25,700.00	\$0.00	\$0.00	\$0.00
4	<b>PROGRAM MANAGEMENT</b>		<b>\$21,175.00</b>	<b>\$19,050.00</b>	<b>\$0.00</b>	<b>\$2,125.00</b>	<b>\$2,125.00</b>
	Program Management	N04A	\$21,175.00	\$19,050.00	\$0.00	\$2,125.00	\$2,125.00
5	<b>SRP Oversight (not a V3 item)</b>		<b>\$16,500.00</b>	<b>\$16,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	IEPA Report Review Fees & NFR Fee	-----	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$0.00
6	<b>COMMUNITY OUTREACH</b>		<b>\$2,750.00</b>	<b>\$2,240.00</b>	<b>\$0.00</b>	<b>\$510.00</b>	<b>\$510.00</b>
	Community Relations Plan	N05A	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
	Community Relations, Update AR	N05B	\$1,750.00	\$1,240.00	\$0.00	\$510.00	\$510.00
					<b>% TO DATE</b>		
<b>WBE Percentage (12% goal)</b>							
<b>MBE Percentage (5% goal)</b>							
<b>TOTALS</b>			<b>\$200,000.00</b>	<b>\$193,262.50</b>	<b>\$0.00</b>	<b>\$6,737.50</b>	<b>\$6,737.50</b>
			<b>CONTRACTUAL BUDGET</b>	<b>REMAINING</b>			