

# El Paso Downtown Management District Quarterly Progress Report #2 (2Q2021)

FY2020 US EPA Brownfield Assessment Coalition Grant (BF-01F87401)



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## 1.0 EXECUTIVE SUMMARY

### 1.1 INTRODUCTION

The El Paso Downtown Management District (DMD) was awarded a Fiscal Year (FY) 2020 United States (US) Environmental Protection Agency (EPA) Brownfield Assessment Coalition Grant of \$600,000.00 for the period of October 1, 2020 through September 30, 2023. The Coalition is led by the El Paso DMD and includes the City of El Paso and El Paso County as Coalition members. This Quarterly Progress Report (QPR) #2 is for the 2nd Quarter of 2021 (2Q2021) and highlights project status updates and activities during (or prior to) the period of January 1, 2021 through March 31, 2021.

### 1.2 SUMMARY

A summary of major accomplishments during 2Q2021 is as follows:

- The Master Quality Assurance Project Plan (QAPP) was approved and signed by EPA on 03/05/21. The QTRAK number is 21-188.
- The Quality Management Plan (QMP) was amended on 03/22/21 to replace Amy McQuillen with Ricardo Bustamante as the new Quality Assurance Manager (QAM).
- Two sites were approved for use of grant funding and assessment work is presently underway:
  - Site #1 - 300-308 S. El Paso Street, El Paso TX: A two-story building in the El Paso DMD. Presently retail; formerly a hotel. Reuse plans include renovating the commercial place and developing multi-family residential units on the upper floor.
    - o Funding Needs: Phase I ESA and Regulated Building Material (RBM) Survey.
    - o Project Status: The site was prioritized and approved for use of funding.
      - Phase I ESA: Is in progress. Site reconnaissance is scheduled for the end of April 2021.
      - RBM Survey: The Sampling and Analysis Plan (SAP) was approved by EPA on 03/19/21. The QTRAK number is 21-202. Stantec is in the process of subcontracting with a local M/WBE firm to complete the survey activities. Fieldwork is anticipated to be completed in May 2021.
  - Site #2 - 475 E. Vinton Road, Vinton TX: Formerly used to store waste (known as “shredder fluff”) from the adjacent auto/metals salvage facility. Reuse plans include a community park.
    - o Funding Needs: Supplemental Phase II ESA and potential Analysis of Brownfield Cleanup Alternatives (ABCA).
    - o Project Status: The site was prioritized and approved for use of funding. Stantec has entered into a contract with Wood to complete the supplemental Phase II ESA activities. The SAP is will be completed during April/May 2021.
- Four additional sites were nominated for use of grant funding:
  - Site #3 – County Sportspark – Five Contiguous Vacant Properties, El Paso TX: 11.9 Acres of privately-owned vacant/underutilized land subject to suspected dumping activities. Could be utilized as additional recreational/sport facilities.
    - o Funding Needs: Phase I/II ESA.
    - o Project Status: Site was prioritized. Awaiting access agreement prior to submitting PED to EPA for approval.
  - Site #'s 4, 5 & 6 - 6295, 6315 & 6345 Alameda Street, El Paso TX: Former auto body, car dealership and adult entertainment club recently acquired by County through judicial proceedings.
    - o Funding Needs: Phase I/II ESA and Regulated Building Material (RBM) Survey(s).
    - o Project Status: These sites were prioritized. TCEQ has approved PEDs. Awaiting access agreement prior to submitting PEDs to EPA for final approval.

- The City of San Elizario requested that a brownfield inventory be completed within its City limits and along the Mission Trail. Stantec developed a brownfield inventory work plan and has initiated inventory activities. Windshield surveys are anticipated to be completed in April/May 2021. It is anticipated that the inventory deliverable will be submitted to San Elizario for review/comment in May 2021.
- The Work Plan for stakeholder engagement for the remainder of 2021 was finalized on 02/26/21.
- The Work Plan for Area-Wide Planning (AWP) in the El Paso DMD focus area was submitted to EPA for feedback on 02/25/21. EPA indicated that the AWP scope of work could be initiated without an amendment to the CA Work Plan. Initial AWP activities, including the brownfield inventory, existing conditions assessment, market study and stakeholder engagement were initiated in March 2021.

#### SUMMARY OF CA WORKPLAN GOALS/ACHIEVEMENTS

Outputs/Deliverables	Total # in CA Work Plan	Total # in Progress	Total # Completed	Total # Completed or In Progress
Brownfield Inventories	1	2	0	2
Property Eligibility Determination (PED) Requests	14	4	3	7
Master Quality Assurance Project Plan (QAPP)	1	0	1	1
Phase I ESAs	10	1	0	1
Phase II ESAs*	8	1	0	1
Regulated Building Material (RBM) Surveys*	6	1	0	1
Analysis of Brownfield Cleanup Alternatives (ABCAs) and/or Cleanup/Reuse Plans	5	0	0	0
Area-Wide Plans (AWPs)	1	1	0	1

\*Fieldwork will not be completed until Master QAPP and Field Sampling Plan(s) approved by EPA.

## 2.0 TASK 1: OVERSIGHT AND FUND MANAGEMENT

### 2.1 EPA CONFERENCES, MEETINGS, AND TRAINING

The El Paso DMD participated in the following events:

- EPA Region 6's Quarterly Assessment Grantee Call on 03/18/21.
- Check-in calls with EPA Project Officer (PO) Denise Williams on the 3<sup>rd</sup> Thursday of each month.
- Joe Gudenrath and Ricardo Bustamante have begun to review Quality Assurance (QA) online training sessions.

### 2.2 CONTRACT PROCUREMENT

Consultant/Qualified Environmental Professional (QEP) contractor procurement was completed during the fall of 2019 in accordance with 2 CFR 200.317-326. A team led by Stantec Consulting Services Inc. (Stantec) was selected. A contract with Stantec was executed effective 07/09/20. The El Paso DMD and Stantec initiated monthly check-in calls on the 1st Tuesday of each month.



## **2.3 QUALITY MANAGEMENT PLAN**

The El Paso DMD operates under a Quality Management Plan (QMP) originally approved by EPA in August 2020. The QMP was amended to replace Amy McQuillen with Ricardo Bustamante as the new Quality Assurance Manager (QAM) on 03/22/21.

## **2.4 QUALITY ASSURANCE PROJECT PLAN (QAPP)**

The Master QAPP was approved and signed by EPA on 03/05/21. The QTRAK number is 21-188.

## **2.5 MINORITY-OWNED BUSINESS ENTERPRISE (MBE)/WOMEN-OWNED BUSINESS ENTERPRISE (WBE) REPORT**

The first (FY21) annual MBE/WBE Report will be submitted as required on (or before) 10/30/21. Stantec has been gathering data on local M/WBE subcontractor options to assist with grant implementation activities. To date, Stantec has initiated discussions with Sun City Analytical Inc. (SCAI), a local certified MBE, to become a subcontractor for upcoming regulated building materials (RBM) survey and analytical work.

## **2.6 ACRES – SITE ASSESSMENT REPORTING**

ACRES entries have been established for the following sites and updates are current through April 2021:

- Site #1 – 300-308 El Paso Street, El Paso TX.
- Site #2 – 475 E. Vinton Road, Vinton TX.

## **2.7 FEDERAL FINANCIAL REPORT (FFR)**

The first (FY21) annual FFR will be submitted as required on (or before) 12/30/21.

# **3.0 TASK 2: COMMUNITY INVOLVEMENT**

## **3.1 MARKETING AND EDUCATIONAL MATERIALS**

The El Paso DMD finalized the following community outreach materials (some of which are also available in Spanish):

- PowerPoint Presentation entitled “Brownfield Assessment Grant” summarizing the logistics and goals of the EPA Brownfield Grant Program;
- Site Nomination Form;
- Site Access Agreement Template;
- Community Member Fact Sheet;
- Property Owner Fact Sheet;
- Phase I/II ESA Process Guide;
- Brownfield Redevelopment Program Timeline; and
- Brownfield Examples.



The El Paso DMD established the project-specific webpage: <https://downtownelpaso.com/brownfields/>. The El Paso DMD also prepared a stakeholder survey regarding priority sites and focus areas, redevelopment challenges and opportunities, and the goals of area-wide planning activities.

## 3.2 CONFERENCES, KEY MEETINGS, AND EVENTS

- The Coalition members participated in monthly check-in calls on the 3rd Tuesday of each month.
- The Coalition members engaged with community stakeholders about the grant program, including but not limited to: the owner of 300-308 El Paso Street; Vinton Village; City of San Elizario; the El Paso DMD Board; and the Medical Center of the Americas (MCA) Foundation. Key stakeholder meetings included:
  - A call with San Elizario on 01/07/21 to discuss potential priority sites and grant funded activities. San Elizario subsequently requested use of grant funding to conduct a brownfield inventory.
  - Calls with the MCA Foundation on 01/28/21 and 03/10/21 to discuss potential priority sites and grant funded activities. MCA Foundation anticipates submitting 1-2 site nominations during 3Q21.
  - A presentation to the El Paso DMD board on 02/25/21 regarding project progress and near-term plans/strategies to effectively utilize EPA Brownfield Grant funding.
- A Work Plan for additional stakeholder engagement activities for the remainder of 2021 was finalized on 02/26/21.
- Stantec/Quantum began preparing for the Brownfields Revitalization Advisory Committee (BRAC) Kick-off Meeting scheduled for 04/07/21.

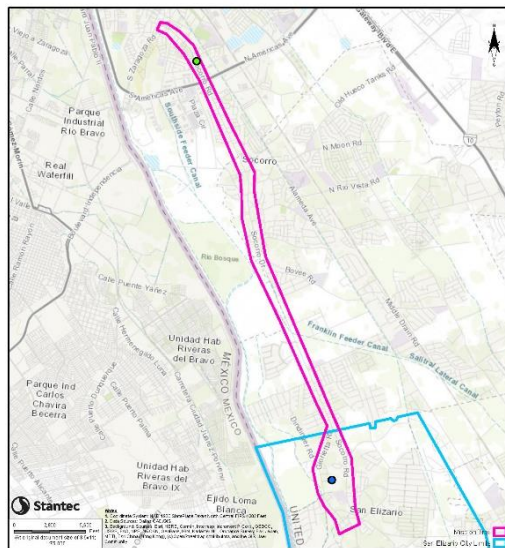
## 4.0 TASK 3: BROWNFIELD INVENTORY

Stantec initiated work on two brownfield inventories during 2Q21:

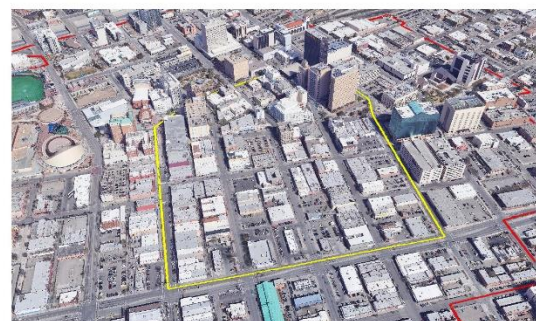
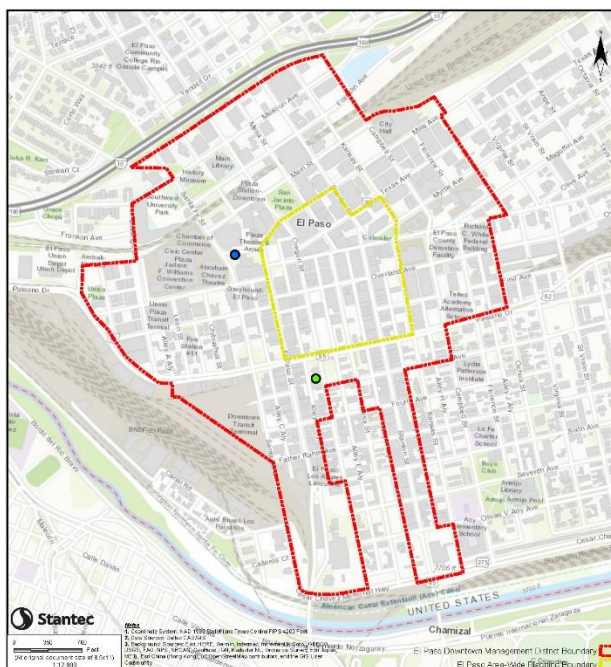
- San Elizario / Mission Trail Brownfield Inventory: The City of San Elizario requested that a brownfield inventory be completed within its City limits and along the Mission Trail (see images below). Stantec developed a brownfield inventory work plan and initiated inventory activities. Windshield surveys are anticipated to be completed in April/May 2021. It is anticipated that the inventory deliverable will be submitted to San Elizario for review/comment in May 2021.



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- **El Paso DMD Brownfield Inventory:** In support of Area-Wide Planning (AWP) activities within the El Paso DMD, Stantec initiated work on a comprehensive brownfield inventory within the El Paso DMD focus area (see yellow boundaries on the images below). Windshield surveys are anticipated to be completed in April/May 2021. The inventory methodology and results will be included as part of the AWP deliverable.





## 5.0 TASK 4: PHASE I/II ENVIRONMENTAL SITE ASSESSMENTS & CLEANUP/REUSE PLANNING

### 5.1 PRIORITIZED/APPROVED SITE STATUS

#### 5.1.1 Site #1 - 300-308 El Paso Street, El Paso TX

A two-story building in the El Paso DMD (see images below). Formerly an historic hotel. Presently ground floor commercial with vacant upper floor. Plans include renovating the ground floor commercial place and creating upper floor multi-family residential units in the summer of 2021. Other key details include:

- Funding Needs: Phase I ESA and Regulated Building Material (RBM) Survey.
- Prioritization Status: The site was nominated for use of funding by the property owner on 11/08/20. The site was subsequently prioritized for use of funding.
- Property Eligibility Determination (PED) Status: The PED form was submitted to TCEQ for approval on 11/12/20. The site was approved by TCEQ on 11/18/20. The PED was submitted to EPA for approval on 11/18/20. The PED was approved by EPA on 11/19/20.
- Access Agreement: Has been executed with property owner.
- Project Status: Kick-off meeting with stakeholder on 12/09/20.
  - Phase I ESA: In progress. Site reconnaissance anticipated in April/May 2021, with the Phase I ESA Report anticipated to be completed in May 2021.
  - RBM Survey: The Sampling and Analysis Plan (SAP) was approved by EPA on 03/19/21. The QTRAK number is 21-202. Stantec is in the process of subcontracting with a local M/WBE firm to complete the survey activities.
- Next Steps: Enter into contract with local MBE subcontractor, Sun City Analytical, Inc. (SCAI), to complete survey/analytical services. Schedule fieldwork for May 2021.





### 5.1.2 Site #2 – 475 E. Vinton Road, Vinton TX

Underutilized 11.6-acre property used to store waste (known as “shredder fluff”) from the adjacent auto/metals salvage/recycling facility (see images below). Reuse plans include a community park. Other key details include:

- **Funding Needs:** Supplemental Phase II ESA and potential Analysis of Brownfield Cleanup Alternatives (ABCA).
- **Prioritization Status:** The site was nominated by Vinton Village on 11/16/21. The site was subsequently prioritized for use of funding.
- **Property Eligibility Determination (PED) Status:** The PED form was submitted to EPA for approval on 02/23/21. The PED was approved by EPA on 02/24/21.
- **Access Agreement:** Has been executed with the property owner.
- **Project Status:** Stantec has entered into a subconsultant agreement with Wood to complete the supplemental Phase II ESA activities. The SAP will be completed during April/May 2021.
- **Next Steps:** Stantec and Wood are collaborating to prepare the SAP for TCEQ and EPA approval. Fieldwork is anticipated to be completed in 3Q-4Q2021.



### 5.1.3 Site #3 – County Sportspark – 5 Contiguous Vacant Parcels, El Paso TX

11.9 Acres of privately-owned vacant land subject to suspected dumping activities (see images below). Could be utilized as additional recreational/sport facilities. Other key details include:

- Funding Needs: Phase I/II ESA.
- Prioritization Status: The site was nominated for use of funding by the County on 03/03/21. The site was subsequently prioritized for use of funding.
- Property Eligibility Determination (PED) Status: Awaiting execution of access agreement before submitting PED to EPA for approval.
- Access Agreement: In progress.
- Project Status: Awaiting execution of access agreement prior to submitting PED to EPA.
- Next Steps: Execute access agreement and secure EPA approval for PED.



#### 5.1.4 Site #'s 4, 5 & 6 – 6295, 6315 & 6415 Alameda Street, El Paso TX

Former auto body shop, car dealership and adult entertainment club recently acquired by County through judicial proceedings (see images below). Other key details include:

- **Funding Needs:** Phase I/II ESA and Regulated Building Material (RBM) Survey(s).
- **Prioritization Status:** The sites were nominated for use of funding by the County on 03/03/21. The sites were subsequently prioritized for use of funding.
- **Property Eligibility Determination (PED) Status:** The PED forms were submitted to TCEQ for approval on 03/10/21. The sites were approved by TCEQ on 03/17/21. Awaiting execution of access agreement prior to submitting PEDs to EPA for approval.
- **Access Agreement:** In progress.
- **Project Status:** Awaiting execution of access agreement prior to submitting PEDs to EPA.
- **Next Steps:** Execute access agreement and secure EPA approval for PEDs.



## 5.2 SITE-SPECIFIC CLEANUP/REUSE PLANNING

No cleanup/reuse planning activities completed to date.

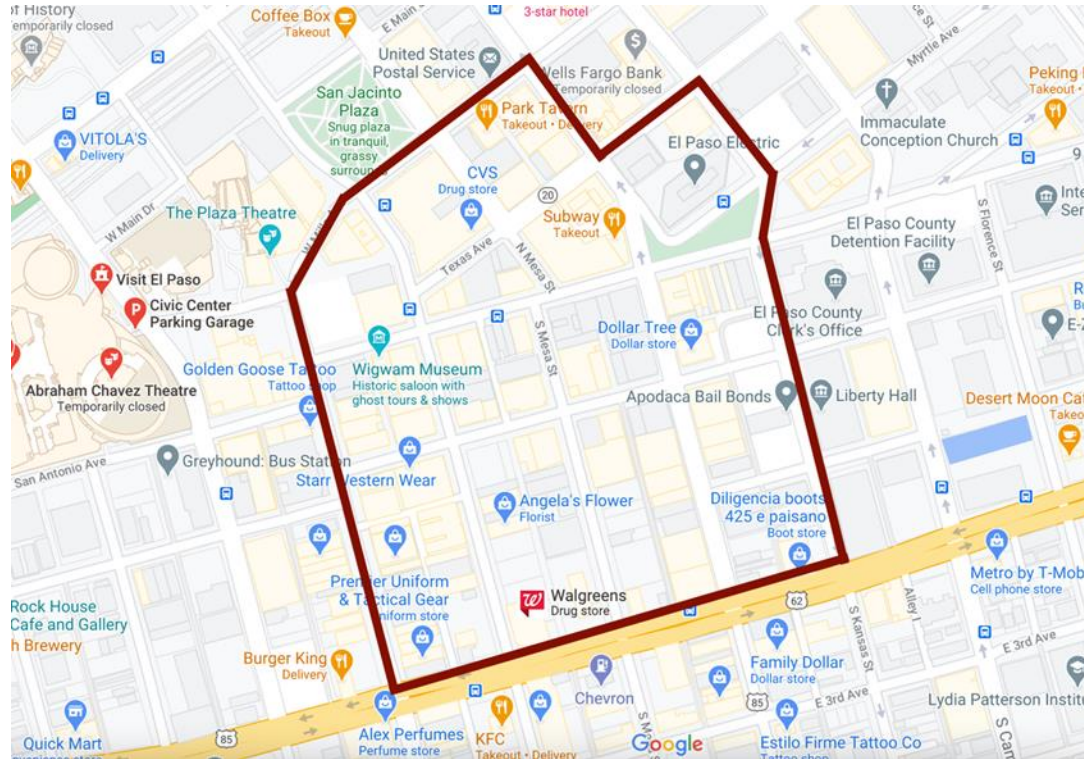
## 5.3 AREA-WIDE PLANNING (AWP)

The Work Plan for AWP in the El Paso DMD target area was submitted to EPA for feedback on 02/25/21. The proposed focus area is depicted below. EPA indicated that the AWP scope of work could be initiated without an amendment to the CA Work Plan. Initial AWP activities, including the brownfield inventory, existing conditions assessment, market study and stakeholder engagement were initiated in March 2021. The entire AWP scope of work is anticipated to be completed by the end of 2021.



**Figure 1: AWP Focus Area**

*Downtown Redevelopment Area – AWP focus area delineated in red (Source: Google Maps)*





## 6.0 BUDGET STATUS

### 6.1 EXPENDITURES

The tables in this section summarize the budget status by expenditure category (i.e., travel, contractual, etc.) and by project task. The amounts provided reflect all expenses invoiced through the reporting period.

#### **Cumulative Expenses Incurred by Expenditure Category**

Expenditure Category	Approved Budget	Amount Invoiced this Quarter	Previous Amount Invoiced	Cumulative Amount Invoiced	Remaining Budget	% of Budget Used
Personnel	\$24,782.00	\$1,500.84	\$504.66	\$2,005.50	\$22,776.50	8.1%
Fringe	\$7,157.00	\$433.42	\$145.72	\$579.14	\$6,577.86	8.1%
Travel	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.0%
Contractual	\$558,061.00	\$70,648.70	\$21,684.00	\$92,332.70	\$465,728.30	16.5%
<b>Totals</b>	<b>\$600,000.00</b>	<b>\$72,582.96</b>	<b>\$22,334.38</b>	<b>\$94,917.34</b>	<b>\$505,082.66</b>	<b>15.8%</b>

#### **Cumulative Expenses Incurred by Project Task**

Task	Approved Budget	Amount Invoiced this Quarter	Previous Amount Invoiced	Cumulative Amount Invoiced	Remaining Budget	Percent of Budget Invoiced
1) Project Mgmt., Reporting & Other Eligible Activities	\$41,098.00	\$11,865.63	\$3,791.38	\$15,657.01	\$25,440.99	38.1%
2) Community Engagement	\$34,098.00	\$13,729.26	\$6,272.25	\$20,001.51	\$14,096.49	58.7%
3) Site Inventory	\$34,098.00	\$16,569.00	\$450.00	\$17,019.00	\$17,079.00	49.9%
4) Phase I/II ESAs, Cleanup/ Reuse Plans & AWP	\$490,706.00	\$30,419.07	\$11,820.75	\$42,239.82	\$448,466.18	8.6%
<b>TOTAL</b>	<b>\$600,000.00</b>	<b>\$72,582.96</b>	<b>\$22,334.38</b>	<b>\$94,917.34</b>	<b>\$505,082.66</b>	<b>15.8%</b>

## 7.0 ADDITIONAL INFORMATION

### 7.1 CHANGES OR OTHER UPDATES

El Paso DMD's Quality Assurance Manager (QAM) was changed from Amy McQuillen to Ricardo Bustamante. No other significant changes or updates are being reported this quarter.

## 8.0 ATTACHMENTS

This report includes the following attachments: None.