

City of Norwood, Ohio Request for Qualifications

Issue Date: October 6, 2014

RFQ Title:

Environmental Assessment Work to be conducted under the City's 2014 Cooperative Agreement with U.S. Environmental Protection Agency

Issuing Department:

City of Norwood, Building Department
4645 Montgomery Road
Norwood, Ohio 45212
Phone: 513. 458-4510
Fax: 513.458.4511

Introduction

The City of Norwood, through its Building Department, is soliciting Statements of Qualifications (SOQs) and intends to contract for environmental consulting services in connection with the Brownfield Community Assessment Grant Initiative that is being funded through a Cooperative Agreement with the United States Environmental Protection Agency (US EPA). Firms interested in being considered should reply with a statement of qualifications no later than 3:30 p.m., October 24, 2014. Statements received after this deadline will not be considered.

As required by the Ohio Revised Code Sections 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this internal evaluation, the City of Norwood will enter into contract negotiations with the most highly qualified firm.

Required Minimum Qualifications

Individuals or Firms with an Ohio Environmental Protection Agency (OEPA) Voluntary Action Program (VAP) Certified Professional (CP) on staff, who meet the qualifications under Ohio Administrative Code 3745-300-05 and have a current certificate issued by the Director of the Ohio EPA, and who have documented prior work experience with the State of Ohio's VAP (Ohio Revised Code 3746 and the rules promulgated thereunder). *The firm may not subcontract or partner with other firms for personnel with qualifications and experience.*

To be evaluated for consideration under this RFQ the required Minimum Qualifications are mandatory.

Project Overview

The City of Norwood has been awarded through a 2014 U.S. EPA Cooperative Agreement, \$200,000 in funding to conduct Hazardous Substances Environmental Assessments and \$200,000 for Petroleum Environmental Assessments. The City of Norwood will manage and provide grants to inventory, characterize, assess and conduct planning related to brownfield sites community wide.

The City plans to hire one (1) environmental consultant to perform the work for both the petroleum and hazardous substance assessment grants. The City will contract directly with the environmental consultant. All work will be completed under the direction of an Ohio Voluntary Action Program Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program and will meet All Appropriate Inquiry requirements. All sites selected by the City for petroleum assessment under the grant program will be submitted to BUSTR for review and approval before proceeding with the assessment work.

The following activities are to be completed with the grant monies:

- Inventory and prioritize sites
- Confirm site eligibility
- Prepare quality assurance project plan, health and safety plan
- Prepare Phase I Environmental Assessments
- Prepare sampling plans
- Prepare Phase II Environmental Site Assessments
- Conduct asbestos and/or lead-based paint inspections and prepare cost estimates for abatement
- Prepare remedial planning and design
- Assist with community outreach
- ACRES reporting, draft quarterly reporting and annual financial reporting to US EPA for City approval and submittal to the EPA.

The selected firm will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, project certification process, and minimum Federal (Davis-Bacon) wage rates, where applicable.

The City of Norwood anticipates selecting one firm to complete all of these activities. It will be at the discretion of the City to choose the consultant. The highest ranked firm will be asked to enter in an agreement with the City of Norwood to provide environmental consulting services. All Hazardous Substances Assessments will be conducted under the standards of the Ohio EPA's Voluntary Action Program (VAP) using State of Ohio Certified Environmental Professionals and must be in compliance with the Ohio EPA Voluntary Action Program (VAP) Rules. (Ohio Administrative Code rule 3745- 300-01 through 3745-300-15). All Petroleum Environmental Assessments involving underground storage tanks will be conducted using American Society of Testing and Materials (ASTM) industry accepted protocol and adhere to the regulatory standards of the State of Ohio's Department of Commerce, Division of State Fire Marshal, Bureau of Underground Storage Tank Regulation (BUSTR). The designated environmental firm will be knowledgeable and proficient in conducting both Hazardous Substances and Petroleum Assessments.

Scope of Services

Services including, but no limited to: (Please see the attached EPA approved work plan)

Tentative Timeline

RFQ Issued	October 6, 2014	
Questions Due	October 13, 2014	3:30 p.m.
Responses to Questions Issued	October 17, 2014	
Submissions Due	October 24, 2014	3:30 p.m.
Notify Consultant	October 31, 2014	
Contract with Consultant	After the week of November 3, 2014	

RFQ Submission Procedures

Submittal Deadline

To be considered for this contract, applicants must submit one (1) original, three (3) copies, and one (1) electronic copy on CD-ROM of their application by Friday, October 24, 2014, 3:30 p.m. to the following address:

City of Norwood, Building Department
Attn: Gerry Stoker
4645 Montgomery Road
Norwood, Ohio 45212

All proposals must be submitted directly to the City of Norwood, Building Department on or before 3:30 p.m. (EDT) on Friday, October 24, 2014. Late submissions will not be accepted or considered. The applicant shall assume full responsibility for the delivery of Qualifications submission to the City. Any proposal not submitted directly to the Building Department will not be considered. Additionally, those proposals reaching the Building Department after the closing deadline will not be considered and will be returned unopened to the sender. Facsimile or email submissions will not be accepted.

MBE/WBE contractors are encouraged to respond to the RFP.

Questions

Questions concerning any aspect of this RFQ must be submitted by electronic mail to gerry@stoker.org or by letter to Gerry Stoker, Economic Development Director. The Building Department must receive all questions by 3:30 p.m. (EDT) on Monday, October 13, 2014.

Written responses will be provided via e-mail no later than Friday, October 17, 2014.

Statement of Qualifications

The following Statement of Qualifications (SOQ) information is required in the order listed below. Each SOQ should be submitted on letter-size (8.5" x 11") paper, with typing on one side, minimum 1-inch margins and 11 point font.

Applicants who do not follow these guidelines or do not provide comprehensive information will not be considered. Beyond the required minimum qualifications, the primary evaluation criteria and form for the Statement of Qualifications are as follows:

I. Transmittal Letter

1. Applicant shall submit a formal letter of transmittal on official company letterhead, signed by a person with legal authority to contractually bind the firm. The letter must include reference to the following:
 - a. Environmental Assessment Work to be Conducted Under the City's 2014 Cooperative Agreement with the U.S. Environmental Protection Agency
 - b. Date of Submittal
 - c. Statement of affirmation that applicant meets the minimum requirements indicated in this RFQ,
 - d. And applicant's general interest and capability to complete project tasks outlined in this RFQ and per the approved, attached, Work Plan

II. Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers
2. Federal & Ohio Tax I.D. numbers
3. Years in business, including a statement of how long the firm has been performing the services required by this RFQ

III. Qualifications and Experience of the Firm

1. Provide a concise background and organizational history of the firm, including form of business (corporation, partnership, LLC, etc.), number of employees, and client base.
2. Demonstrate experience working on similar projects in the City of Norwood, and consultant's familiarity with the proposed project.
3. List ten (10) projects completed in the previous three years for each of the following: Phase I and Phase II environmental assessments of Brownfield sites and BUSTR site assessments.
4. Describe your current staff's experience with the Ohio EPA's Voluntary Action Program. List the number of No Further Action letters (NFAs) that have been submitted to Ohio EPA by current staff in your organization, and the number of Covenants Not to Sue received from Ohio EPA.
5. Provide a list of all projects for which your firm has successfully received a No Further Action status from BUSTR in the previous three years.
6. Include a description of the firm's local resources, including local staff, equipment and capital available for project use and deployment. Note any regional offices and/or headquarters.
7. State current staff's experience preparing Quality Assurance Project Plans (QAPP) as required under federally funded environmental assessment activities.

IV. Personnel

1. Identify the Certified Professional/Project Manager who will be assigned to the contract. Additionally, identify an alternate Certified Professional for the project to ensure program continuity in the event of personnel change, etc. Include a brief summary of the designated and alternate Certified Professional's/Project Manager's experience working on grant-funded projects and list the VAP No Further Action letters prepared, submitted to the Ohio EPA, and number of Covenants Not to Sue issued by Ohio EPA.
2. Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. *The firm may not subcontract or partner with other firms for personnel with qualifications and experience.* Include personnel name, title, years of experience, and education. Supply resumes of personnel including the Certified Professional/Project Manager, who will be key to the success of the project. Please provide eight (8) or fewer resumes.

IV. References

1. Include two (2) clients for whom the firm has provided Phase I and Phase II environmental assessments of Brownfields in the past three years. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided. The description shall include a time frame during which the projects were performed and the dollar value of the project.

V. Required Attachments

1. Certified Professional's name and copy of the current certificate
2. Current certificate of professional liability, malpractice, and errors and omissions insurance (If awarded must name City of Norwood as additional insured).
3. Current certificate of general liability insurance
4. Non-collusion Affidavit
5. Certificate of Personal Property Tax Affidavit (if applicable)
6. Work force composition form (EEO-PT01)
7. Workers Compensation Certificate
8. Resumes for the Certified Professional, Project Manager (if different), and key personnel.

Evaluation Form for Statement of Qualifications

Name of Project: City of Norwood 2014 US EPA Assessment Grant RFQ

Name of Individual/Firm: _____

Name of Evaluators: _____

Criteria Rating

Firm and/or individual qualifications.	
Firm's background and experience on USEPA brownfield projects.	
Experience of firm's current personnel on USEPA brownfield projects.	
Quality of responses.	
References on previous USEPA brownfield projects.	
Meeting schedules and deadlines.	
Controlling costs/meeting budgets.	
Experience with public outreach/education in Norwood.	
Firm's background and experience on USEPA brownfield projects in Norwood.	
Capacity/commitment to assist the City, pro bono, in obtaining additional brownfield grants	
TOTAL	

Rating: 1=Poor, 2=Fair, 3=Good, 4=Excellent, 5=Superior