

**Cuyahoga Soil and Water Conservation District
Cuyahoga County
Request for Qualifications/Request for Proposal**

Issue Date: June 22, 2006

RFQ/RFP Title: Environmental Assessment Work to be conducted under the Cuyahoga Soil and Water Conservation District's Cooperative Agreement with the U.S. Environmental Protection Agency

Issuing Department: Cuyahoga Soil and Water Conservation District (SWCD)
6100 West Canal Road
Valley View, Ohio

Phone: (216) 524-6580, ext. 13

Introduction

The Board of Cuyahoga Soil and Water Conservation District is soliciting a request for Proposal (RFQ/RFP) and intends to contract for environmental consulting services in connection with the Brownfield Redevelopment Fund 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 4:30 pm, **July 28, 2006**. Statements received after this deadline will not be considered.

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). Please note: that the laboratory to be used for the analytical chemistry work be one that is an Ohio VAP certified laboratory. For asbestos analysis, the USEPA recommends the laboratory be NVLAP (National Voluntary Laboratory Accreditation Program) certified.

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

Project Overview

The SWCD has been awarded through a U.S. EPA Cooperative Agreement, \$200,000 in funding to conduct a Hazardous Substances Environmental Assessment for a combined disposal facility in the City of Cleveland. The SWCD will manage and provide a grant to inventory, characterize,

and provide a risk analysis related to the what is know as the Dike 14, adjacent to Gorden Park in the City of Cleveland.

The SWCD estimates that we will conduct one Quality Assurance Plan; one Hazardous Substances Phase I Environmental Assessment; one Phase II Environmental Assessment; An environmental risk assessment and preliminary remedial action plan.

The selected firms 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.

The SWCD anticipates selecting one (1) firm to conduct Phase I environmental assessments and Phase II environmental assessments in the timeframe indicated. The highest ranked Firm will be asked to enter in an agreement with the SWCD 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. The designated environmental firms will be knowledgeable and proficient in conducting Hazardous Substances. The following is an outline of the scope of service.

Applicants may wish to review information about Dike 14 planning efforts at <http://planning.city.cleveland.oh.us/lakefront/cpc.html>.

Scope of Service

Services including, but not limited to:

- Review of historical records and familiarization with site
- Field investigations including sample collection and analysis
- Interviews regarding property concerns
- Assessment of data usability
- Evaluation of cleanup options and costs
- Preparation of a written Quality Assurance Project Plan in compliance US EPA regulations
- Delivery of completed Phase I and Phase II environmental site assessment reports in print and electronic format
- Health-based risk assessments
- Environmental risk assessments
- Project management, implementation and/or technical oversight
- Identification, evaluation, design of remedial action plans pursuant to the VAP or other applicable standards
- Professional advice regarding environmental issues associated with land reuse/redevelopment and related matters
- Assistance with communication with City officials regarding the specific site

- Attendance at public meetings
- Participate in public and community outreach to inform and involve the community in the environmental assessment process, if needed
- Monthly reporting and accounting
- Final report assistance

Note: Cuyahoga SWCD does not imply, guarantee or promise additional work on behalf of a successful Brownfield Redevelopment Fund applicant.

Tentative Timeline

June 22, 2006:	Announcement of RFQ/RFP
July 14, 2006:	Closing date for written questions
July 28, 2006:	Admissions due by 4:30 PM
Sept. 4, 2006:	Cuyahoga SWCD staff and advisory committee reviews submissions, selects consulting firm, negotiates agreements, and makes recommendations to the SWCD.

RFQ/RFP Submission Procedures

Applicants must submit one original and 3 copies of their application by 4:30 pm, **July 28, 2006** to the following address:

Cuyahoga Soil and Water Conservation District (SWCD)
6100 West Canal Road
Valley View, Ohio 44125

Proposals must be sealed and identified with the RFQ/RFP Title and closing date. All proposals must be submitted directly to the Cuyahoga Soil and Water Conservation District. Any proposal not submitted directly to the Cuyahoga SWCD will not be considered. Additionally, those proposals reaching the SWCD after the closing deadline will not be considered and will be returned unopened to the sender.

Questions

Questions concerning any aspect of this RFQ/RFP must be submitted in writing by electronic mail (preferable) to mgoshe@cuyahogawcd.org or by letter to Janine Rybka, Cuyahoga Soil and Water Conservation District, 6100 West Canal Road, Valley View, Ohio 44125. E-mail confirmation will be provided. The SWCD receive all questions by 4:30 pm, **July 14, 2006**. Questions and responses will be broadcast only by e-mail to all firms who have formally requested the RFQ/RFP.

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. Applicants who do not follow these guidelines or do not provide comprehensive information will not be considered.

Beyond the required minimum qualifications, the Primary Criteria for evaluating the Statement of Qualifications are:

I. Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers.
2. Federal I.D. number
3. Ohio Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission.

II. Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.
2. Provide a detailed description of Phase I and Phase II environmental assessments completed by the firm in the previous **three** years. Include project dates, project titles, community located, community contact, employees involved, original estimated and final costs.
3. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment. Detail efforts made on previous projects to control costs.
4. Demonstrate experience in preparing Quality Assurance Project Plans (QAPP) as required under federally funded environmental assessment activities.
5. Demonstrate that the laboratory to be used for the analytical chemistry work be one that is an Ohio VAP certified laboratory. For asbestos analysis, the USEPA recommends the laboratory be NVLAP (National Voluntary Laboratory Accreditation Program) certified.

6. Provide any additional information that the service provider feels would support selection.

III. Personnel

Identify the Certified Professional and Project Manager (if different) who will be assigned to the contract.

Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. Include personnel name, title, years of experience, education, billable rate and the number of projects assigned to the individual in the last three years.

Supply resumes of personnel including the Certified Professional, who will be key to the success of the project. Please provide eight (8) or fewer resumes.

IV. References

1. Include two (2) clients (not including the SWCD) for whom the firm has provided Phase I and Phase II environmental assessments 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.

V. Required Attachments

1. Certified Professional's name and certificate number
2. Current certificate of professional liability, malpractice and errors and omissions insurance (If awarded must name Cuyahoga County 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

Form

Cover Page

Environmental Assessment Work to be conducted under the SWCD's Cooperative Agreement with the U.S. Environmental Protection Agency RFQ/RFP

Request for Qualifications/Request for Proposal for:
(Name of individual or firm submitting the RFQ/RFP,
address, telephone, facsimile and e-mail information)

Date documents are being submitted.

Body:

Statement of Qualifications

- I. Firm Identification and Background
- II. Qualifications and Experience of Firm
- III. Personnel
- IV. References
- V. Required Attachments

Proposal

- I. Project time frame
- II. Total project cost

Required Attachments:

- 1. Certified Professional's name and certificate number
- 2. Current certificate of professional liability, malpractice and errors and omissions insurance (If awarded must name Cuyahoga County 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

Request for Qualifications Submission Deadline: To be considered for this contract, prospective firms or individuals must submit one (1) original and five (3) copies of the Request for Qualifications to the Cuyahoga SWCD, 6100 West Canal Road, Valley View, Ohio 44125 by 4:30 pm, July 28,2006.