

City of Barberton, Ohio
Request for Qualifications

Issue Date: August 14, 2019

RFQTitle: EnvironmentalAssessmentWork to be conducted under the City’s Cooperative Agreement (CA) with the U.S. Environmental Protection Agency.

Issuing Department: City of Barberton, Planning Department
576 W. Park Avenue
Barberton, Ohio 44203
Phone: 330. 848.6729
Fax: 330.848.6649

Introduction

The City of Barberton, through its Department of Planning, is soliciting Statement of Qualifications (SOQs) 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 (USEPA). Firms interested in being considered should reply with a statement of qualifications no later than **3:00 pm, September 6, 2019**. 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 Barberton will enter into contract negotiations with the most highly qualified firms.

Required Minimum Qualifications

Individuals or Firms with an Ohio Environmental Protection Agency (Ohio EPA) 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 Barberton has been awarded through a USEPA Cooperative Agreement, \$150,000 in funding to conduct Hazardous Substances Environmental Assessments and \$150,000 for Petroleum Environmental Assessments. The City has had previous Brownfield remediation programs that were administered by its Planning Department. The City of Barberton will manage and provide grants to inventory, characterize, assess and conduct planning related to brownfield sites community wide. This activity is a continuation of our prior brownfield program.

The City plans on hiring one 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.

All Phase I assessments will conform to ASTM 1527-13. If requested, Phase I assessments will also conform to the standards set forth under the Ohio Voluntary Action Program.

All Phase II Hazardous Substances Assessments will be conducted under the standards of the Ohio EPA’s 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 Marshall, Bureau of Underground Storage Tank Regulation (BUSTR).

The designated environmental firms will be knowledgeable and proficient in conducting both Hazardous Substances and Petroleum Assessments.

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

- Planning Activities associated with Brownfield properties
- Inventory and prioritize sites
- Prepare quality assurance project plan, health and safety plan and Phase I Environmental Assessments
- Prepare sampling plans and Phase II Environmental Site Assessments
- Complete BUSTR Tier I and Tier II assessments
- Prepare remedial planning and design
- Prepare site specific risk assessments
- Assist with community outreach
- ACRES reporting, draft quarterly reporting and annual financial reporting to USEPA for City approval and submittal to the USEPA.

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.

Scope of Service

Services include, but are not limited to, the USEPA approved work plan.

The USEPA approved work plan can be viewed at <http://www.cityofbarberton.com/152/Planning-Department>

Tentative Timeline

Activities	To Be Completed By
Submissions Due	September 6, 2019 3:00pm
Notify Consultant	End of week September 13, 2019
Interview top 3 firms	The Week of September 16, 2019,
Contract with Consultant	Prior to October 1, 2019

RFQ Submission Procedures

Applicants must submit one original and 5 copies of their application by September 6, 2019, 3:00pm to the following address:

City of Barberton, Planning Department
576 W. Park Avenue
Barberton, Ohio 44203

All proposals must be submitted directly to the City of Barberton, Planning Department. Any proposal not submitted directly to the Planning Department will not be considered. Additionally, those proposals reaching the Planning Department after the closing deadline will not be considered and will be returned unopened to the sender.

Questions

Questions concerning any aspect of this RFQ must be submitted by electronic mail to JStefan@cityofbarberton.com or by letter to Joe Stefan, Director of Planning & Community Development.

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 don 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, employees involved and original estimated and final costs.

3. Provide a detailed description of any projects that firm or staff have worked on or completed in the City of Barberton.

4. 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.

5. Demonstrate experience in preparing Quality Assurance Project Plans (QAPP) as required under federally funded environmental assessment activities.

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

7. List any CPs, current employees or former employees, who have had their certification threatened for suspension, suspended, or revoked by Ohio EPA.

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. *The firm may not subcontract or partner with other firms for personnel with qualifications and experience.*

Include personnel name, title, years of experience, education, billable rate and the number and title 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 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 City of Barberton 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

Submittal Form

Cover Page:

Environmental Assessment Work to be Conducted
Under the City’s Cooperative Agreement with the U.S.
Environmental Protection Agency RFQ

Request for Qualifications for:
(Name of individual or firm submitting the RFQ, address, telephone, fax 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

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 City of Barberton 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:

In order to be considered for this contract, prospective firms or individuals must submit one (1) original and five (5) copies of the Request for Qualifications to the City of Barberton, Planning Department, 576 W. Park Avenue, Barberton, Ohio 44203 by 3:00 pm, **September 6, 2019**.

Only the top three (3) ranking individuals/organizations will be interviewed. The top 3 individuals/organizations will be notified the week of September 9, 2019 and interviews will be conducted the week of September 16, 2019. MBE/WBE contractors are encouraged to respond to the RFP.

Evaluation Form for Statement of Qualifications

Name of Project: **City of Barberton USEPA 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 Barberton	
Firm’s and staff background and experience on USEPA brownfield projects in Barberton	
Capacity/commitment to assist the City in obtaining additional brownfield and development grants.	

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