

Request for Qualifications

June 2021

Request For Qualifications (RFQ) For Engineering/Environmental Consultant Services Deadline June 30, 2021

Introduction:

The Lorain County Storm Water Management District (LCSWMD) is seeking qualified professionals for consultant services (Consultant) within the general category of engineering/environmental services including stream restoration, storm water engineering, invasive species removal/control, funding and other environmental projects as awarded. The tasks may include grant writing and budgeting, coordination of project tasks, determination of project completion and reporting. Respondents must be able to demonstrate experience with the types of projects described herein. The submitted proposal should include the firm's qualifications, project team, scope of services/tasks, schedules and a breakdown of the Staff to provide each service for completing projects.

Background:

Lorain County has been awarded multiple Great Lakes Restoration Initiative (GLRI) grants and several 319 grants through the Ohio EPA in the past. It is the goal of the County to continue doing these types of projects while continuing to work toward the goal of improving the ecological health of the Black River and other surface waters and flood control projects related to our local storm water fund. Our grants to date have been focusing on the removal of invasive species, stream restoration and storm water issues. These tasks are not mutually exclusive.

Project Description:

LCSWMD needs technical assistance to design and cost estimate a storm water control project on the "Gerber" Property (ppn 1100050000018) using naturalized drainage system with flood plain and wetland basins development; assist in applying for necessary permits; seek and apply for grants or develop alternate financing mechanisms such as fee in lieu of or mitigation bank to assist in financing the project; implement grants awarded during the contract period and assist LCSWMD staff with necessary reporting. Further assist in the design and bidding and implementation of ditch improvement projects within the Willow Creek HUC. The Consultant will be responsible for identification of grant options, preparation of applications, design and cost estimation for construction projects, construction management, and coordination of project tasks with the Watershed Specialist, Storm Water & Community Development Coordinator and other County personnel; inspections of project sites; and determination of project completion. LCSWMD will be responsible for field supervision (where

appropriate) and reporting based upon recommendations from the Consultant. The Consultant will work closely with the LCSWMD Staff.

Scope of Services (minimum expectations):

LCSWMD will:

- Make final decisions of grants for which to apply.
- Make formal applications of grants based upon documentation provided by Consultants.
- Coordinate the hiring of contractors and bidding procedures within the scope of Lorain County guidelines.
- Assist in supervision of work crews as needed to achieve goals set by grant contract, LCSWMD and the Consultant.
- Write reports for approval by LCSWMD and submission to appropriate agency.

Consultants will:

- Work closely with County staff and other stakeholders.
- Seek and prepare grants which will further ecological goals.
- Seek and prepare grants related to watershed improvements, storm water management and environmental improvements, again these are not mutually exclusive tasks.
- Prepare all necessary health, safety, and implementation plans and documents as needed by funding source.
- Design projects and create cost estimates needed to meet District goals.
- Assist in application of necessary regulatory permits.
- Assist in the development of contractor lists and advertisements.
- Develop, where necessary, bid documents for County to implement projects.
- Develop necessary material and equipment lists for grant implementation.
- Inspect all sites for completion of goals and make recommendations for corrective actions when necessary.
- Provide assistance when needed to LCSWMD staff with technical parts of reporting.

Anticipated Schedule:

It is the intent to begin Consultant Services immediately upon execution of a contract with the chosen Consultant. The contract will be for a three year period with two optional one year extensions.

Instructions to Qualified Candidates:

Contract Document:

Contract discussions and finalized Scope of Work will begin as soon as the qualified candidate is chosen. All proposals or contracts must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, unless called for or that contain irregularities of any kind may be rejected.

Clarifications:

LCSWMD reserves the right to make clarifications, corrections or changes to this RFQ at any time prior to the time proposals are opened. All prospective firms will be informed of said clarification, corrections or changes.

Submittal of Qualifications:

Please submit two (2) paper copies and one (1) digital copy of your qualifications which include your firm's scope of work or proposal to the Lorain County Purchasing Department – 4th Floor 226 Middle Ave, Elyria, OH 44035 ATTN: LCSWMD not later than 4:00pm June 30, 2021 . Due to the varied responsibilities and training requirements for each part of this program, LCSWMD Staff anticipates that there will be multiple staff members responsible for different portions of the program. Please provide a breakdown of each Staff member's qualification's and tasks that they will perform in your proposal.

Qualifications may be delivered by mail, email, or in person. If submitting by email, please follow up with a phone call to ensure we have received it. Proposals received after the time specified above will not be reviewed.

Freedom of Information Act:

All information submitted to LCSWMD in response to this request for Qualifications shall be deemed as public record and will be subject to disclosure under the Ohio Freedom of Information Act subsequent to the selection of the applicant.

Preferred Qualifications:

Qualifications demonstrated may result in a selection and/or result in discussions of budget and scope of work adjustments. Ultimately, LCSWMD reserves the right to contract with the firm(s) that is, in its judgement, the best and most qualified for the projects and interests of LCSWMD.

Evaluation of Qualifications:

Consultant qualifications will be reviewed/selected based upon the following factors:

- 1) Experience in similar projects as stated in the Background and Project description portions of this document, references and notable accomplishments within the last 5 years.
- 2) Experience preparing EPA, NOAA, Fish and Wildlife, 319 grants, Surface Water, H2Ohio Program, Water Resource Restoration Sponsorship Program; Great Lakes Restoration Initiative programs and any other related grants at the Federal, State and local level. Proven success in receiving and implementing said grants.

- 3) Firm information (size, location, history, resources, etc.); and firms exemplifying a local and national perspective.
- 4) Qualifications of personnel assigned to work on the project (team), organizational chart, etc.
- 5) Knowledge of LCSWMD, Lorain County Board of Commissioners, the Black River and residents of Lorain County and its communities.
- 6) Ability to work with LCSWMD staff to adjust scopes of projects as needed in order to stay within budgets as well as meeting project goals.
- 7) Completeness of approach (detailed scope of services/tasks that could be provided).
- 8) Development of public education/public outreach strategies to be implemented by third parties or local government.
- 9) Any additional services or tasks not identified in this RFQ that Consultant believes LCSWMD should consider that will improve project outcome, reduce costs and/or time.

Consultant Services Contract:

LCSWMD will provide a simple standard contract (with appropriate services/schedules) for the consultant services, which the chosen firm must execute. **Any additional items that the consultant plans to request must be included in the standard Contract should be noted up front.**

LCSWMD staff and Board of Commissioners will take these under consideration. Once the Consultant is selected, final negotiated scope of work and fees will be included in the contract.

Questions:

If you have any questions or need additional information regarding this RFQ please contact LCSWMD Storm Water & Community Development Coordinator Don Romancak at 440-328-2325.