

REQUEST FOR STATEMENT OF QUALIFICATIONS

The Lorain County Community Development Department intends to contract for professional services for the procurement of environmental remediation services for multiple qualified abandoned gas stations within Lorain County, Ohio. The contract is not to exceed **\$500,000.00**, the amount of the Abandoned Gas Station Grant (AGS). Professional Service firms interested in providing the required services should reply with a statement of qualifications no later than **11:30 a.m., on January 3, 2020**. Statements received after this deadline will not be considered. Statements of qualifications should include information regarding the firm's history; education and experience of key technical personnel; firm's experience in similar projects; size and availability of staff; familiarity of project; references and/or any previous work performed for the Lorain County Community Development Department; and other pertinent information.

Two (2) copies of the Statement of Qualifications should be transmitted to:
Lorain County Community Development Department
dromancak@Loriancounty.us
Don Romancak, Director
226 Middle Ave 5th Floor
Elyria, Ohio 44035
440-328-2323

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Lorain County Community Development Department will enter into contract negotiations with the highest ranked firm.

Don Romancak, Director

RESOLUTION NO. 19-

In the matter of authorizing the Director of
Community Development Department to
Advertise a Request For Qualifications and to
Prepare a contract for the procurement of
Environmental remediation services for
Multiple qualified abandoned gas stations
Within Lorain County, Ohio;
And Declaring an Emergency

December 3, 2019

WHEREAS, the Lorain County Community Development Department anticipates that the Lorain County Board of Commissioners, give its approval to the County's Abandoned Gas Station (AGS) Grant Application for environmental remediation services in the amount of **\$500,000** for multiple qualified abandoned gas stations within Lorain County, Ohio; and

WHEREAS, the clean-up of multiple qualified abandoned gas stations within Lorain County, Ohio will be of great benefit to both the citizens of Lorain County and surrounding businesses.

WHEREAS, the seeking of such Request for Qualifications {RFQ} and the preparation of a contract in anticipation of the grant award will expedite the clean-up/remediation process.

NOW, THEREFORE BE IT RESOLVED, by the Lorain County Board of Commissioners that

SECTION 1. The Director of the Community Development Department is hereby AUTHORIZED and DIRECTED to advertise a Request for Qualifications (RFQ) for the procurement of environmental remediation services for multiple qualified abandoned gas stations within Lorain County, Ohio in an amount not to exceed **\$500,000** and to prepare a contract for such environmental remediation services with the provider determined best able to meet the County's needs.

SECTION 2. That this Resolution is hereby DECLARED to be an EMERGENCY MEASURE, necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of Lorain County and for the further reason that it is in the best interest that multiple qualified abandoned gas stations within Lorain County, Ohio be environmentally remediate at the earliest possible date, and provided that it receives the affirmative vote of two-thirds of the members, it shall take effect and be in force immediately upon its passage. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Motion by Lundy, seconded by Kokoski to adopt Resolution. Upon roll call the vote taken thereon, resulted as: Ayes: / Nays:

Motion carried.
(discussion was held on the above)

REQUEST FOR QUALIFICATIONS (RFQ)

Bureau of Underground Storage Tanks Regulations (BUSTR)
Corrective Actions Services for
Multiple Qualified Abandoned Gas Station within
Lorain County, Ohio.

Project Overview

The Lorain County Community Development Department is soliciting services of an environmental consultant/contractor to perform and oversee the required environmental for multiple qualified abandoned gas stations throughout Lorain County, Ohio.

The selected environmental consultant/contractor will serve to assist with the execution of the The Lorain County Abandoned Gas Station (AGS) Grant including oversight of all remediation activities, including the hire and oversight of contractors and subcontractors. If applicable, the selected environmental consultant/contractor will oversee the completion of remediation activities to meet requirements in order to obtain a BUSTR No Further Action (NFA). The project must be completed within two (2) years of the awarded date of the Ohio Development Service Agency (ODSA) AGS Grant for the site and must not exceed the amount awarded.

Appropriate reports and documentation, including but not limited to AGS Progress Reports, will be required to ensure compliance with applicable regulations, grant requirements and the ODSA disbursement requests. Attendance at public meetings may be required.

The selected consultant/contractor will:

- Assist the Community Development Department in discussions with regulatory or funding agencies;
- Consult with the Department on the best practices addressing environmental concerns;
- Oversee and/or perform all onsite activities related to remediation;
- Perform appropriate and necessary reporting;

The selected firm will be required to demonstrate the following:

- Presence of an Ohio Voluntary Action Program (VAP) Certified Professional (CP) on staff, due to the potential VAP issues related to historical automotive service;
- Experience with successfully managing and working on AGS grant program sites;

The selected firm will be expected to enter into a contract with the Lorain County Community Development Department for the completion of the environmental remediation activities funded through the ODSA AGS grant and will not be reimbursed by the Lorain County Community Department for any cost not paid for by ODSA.

Requirements for Consideration

The response to this Request for Qualifications should include all information requested below. The Department reserves the right to reject any or all responses, to waive any irregularities in a response or to accept the response which, in the judgment of appropriate officials, is in the best interest of Lorain County.

For ease in evaluating responses to the Request for Qualifications, the following guidelines must be followed:

- A. The response should be submitted on letter-size (8 ½" X 11") paper with typing on one side.
- B. Each response shall be limited to 10 pages not including required attachments.
- C. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
- D. Pages must be numbered.

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

In addition to the required attachments, the response shall include the following information in the order listed below:

Section 1. Firm Identification and Background Information

- A. Firm's name, website address, postal address, VAP CP name, telephone and fax numbers;
- B. Federal Tax I.D. Number and Ohio Tax I.D. Number.

Section 2. Qualifications and Experience of the Firm

- A. Provide a concise history of the firm, its partners/officers and organizational structure;
- B. Provide an overview of the firm's general capabilities and resources;
- C. Provide a description of the firm's resources, including staff, and equipment;
- D. Provide a detailed description of AGS projects completed by the firm. Include project location, period of project duration and unique challenges. Ongoing projects should be identified as such;
- E. Demonstrate experience working in or near Lorain County, especially in reference to environmental projects;
- F. Provide any additional information that would support selection.

Section 3. Personnel

- A. Identify the VAP CP and Project Manager(s) who will be assigned to the contract;
- B. Provide a summary of the project organization structure and qualifications for firms personnel who will be responsible for the success of the project;
- C. Provide concise resumes of the personnel identified in Section 3A and Section 3B. Please provide no more than three (3) resumes.

Section 4. References

- A. Provide five (5) references of AGS clients whose projects reflect a similar scope and complexity. Provide the name, telephone number, and email address of a contact for each client and a brief description of the services provided.

Section 5. Required Attachments

- A. Certified Professional's Current Certificate with name and CP number;
- B. Current certificate of professional liability (if awarded, must name the Lorain County Community Development Department as additionally insured);

C. Current Bureau of Worker's Compensation Certificate.

All questions should be emailed to Don Romancak at dromancak@Loriancounty.us
Interested parties should email, mail or deliver two (2) copies of the Statement of Qualifications

Lorain County Community Development Department

Don Romancak, Director

dromancak@Loriancounty.us

226 Middle Ave 5th Floor

Elyria, Ohio 44035

440-328-2323

The Statement of Qualifications must be received at the above address no later than **11:30 a.m., on January 3, 2020.**

Late materials will not be accepted or reviewed.

The Statement of Qualifications will be primarily evaluated on prior project experience with AGS projects and familiarity with Lorain County and the subject property. Other factors may include the quality of the proposal, qualifications of the firm, and reviews of the prior work for Lorain County, if any.