

## **REQUEST FOR QUALIFICATIONS**

May 7, 2014

### **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENVIRONMENTAL CONSULTANT SERVICES**

**Deadline: Noon, May 23, 2014**

#### **Introduction:**

The Lorain County Community Development Department (LCCDD) is seeking qualified professionals for consultant services (Consultant) to provide ongoing environmental technical assistance. The consultant will be responsible for, but is not limited to: seeking and preparation of environmental protection and ecological restoration grant applications, implementation of grants received, direction of work sites, coordination of project tasks, technical assistance for report preparation and monitoring of program results. Respondents must be able to demonstrate experience with the type of project described herein. The submitted proposal should include the firm's qualifications, project team, scope of services/tasks, schedule and a break down of Staff to provide each service for completing the project specified below.

#### **Background:**

Lorain County has been awarded two Great Lakes Restoration Initiative (GLRI) challenge grants for the removal of invasive species along the lower Black River. The Black River has also been placed on a short list of Areas of Concern (AOC) to be delisted in the near future. The tentative date is 2016/2017. In order to facilitate delisting and take advantage of grant opportunities, Lorain County is looking to enter into a contract for environmental technical services with a qualified consultant.

#### **Project Description:**

The LCCDD is in need of technical assistance to seek and apply for grants, implement the second GLRI invasive species grant and any additional grants that are received during the contract period and assist LCCDD staff with necessary reporting. The Consultant will be responsible for identification of grant options, preparation of applications, design and cost estimation for construction projects, coordination of project tasks with the Watershed Specialist, inspection of project sites and determination of project completion. The LCCDD will be responsible for field supervision and reporting based upon recommendations from the Consultant.

The Consultant shall work closely with the LCCDD staff. The following Scope of Services is the minimum expectations and description of the Technical Assistance needed.

#### **Scope of Services:**

##### **LCCDD will:**

- Make final decision on grants to apply for.
- Make formal application of grants based on documentation provided by the consultant.
- Coordinate the hiring of contractors and work crews.
- Supervise work crews to achieve goals set by the consultant and LCCDD.
- Write and submit reports to funding sources.

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### **Consultant will:**

- Seek and prepare grants which will further AOC delisting goals.
- Seek and prepare grants related to watershed improvements, environmental improvements, ecological improvements impacting surface waters of Lorain County.
- Prepare all necessary health, safety and implementation plans as needed by the funding source.
- Design projects and create cost estimates needed to meet the goals of the grants.
- 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 to implement grants.
- Coordinate with LCCDD staff to ensure that contractors and field crews are meeting goals.
- Inspect all sites for completion of goals and make recommendations for corrective actions when necessary.
- Provide assistance to LCCDD staff with technical parts of the 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**

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

#### **Submittal of Qualifications**

Please submit **two (2) paper copies and one (1) CD-ROM of your qualifications** which include your firm's scope of work or proposal to the LCCDD **no later than 12 P.M., April 25, 2014.**

Due to the varied responsibilities and training requirements for each part of this program, LCCDD Staff anticipates that there will be multiple staff members responsible for different portions of the program. Please provide a break down of each Staff member, their qualifications and the 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 be returned.

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### **Freedom of Information Act**

All information submitted to the LCCDD in response to this Request for Qualifications shall be deemed a 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, the LCCDD reserves the right to contract with the firm that is, in its judgment, the best and most qualified for the project and the interests of the LCCDD.

### **Evaluation of Qualifications:**

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

- (1) Experience with invasive species and other relatable projects. Project descriptions, references, and notable accomplishments within the last three years would be appreciated.
- (2) Experience preparing EPA, NOAA, Fish and Wildlife and other environmental, ecological and surface water grants at the Federal, State and local level and 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 (project team), organizational chart, etc.
- (5) Knowledge of the LCCDD, the Black River and residents of Lorain County.
- (6) Ability to work with the LCCDD staff to adjust scope as needed in order to stay within the budget as well as meet project deadlines.
- (7) Completeness of project approach (detailed scope of services/tasks, etc.)
- (8) Development of public education/public outreach strategies to be implemented by third parties or local government.
- (9) Any additional services/tasks not identified in this RFQ that the LCCDD believes will improve the project, reduce costs and time.
- (10) The most appropriate Qualifications and Scope of Work for this program.\*

\*Follow-up discussions may be conducted with several firm(s) to resolve any questions as a means to recommend final selection to the Board of Commissioners.

### **Consultant Services Contract:**

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

The LCCDD staff and Board of Commissioners will take these requests 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, contact LCCDD Director, Don Romancak, at 440-328-2323.