

PORT AUTHORITY OF ALLEN COUNTY, ALLEN COUNTY, OHIO
REQUEST FOR QUALIFICATIONS (RFQ)
OHIO DEPARTMENT OF DEVELOPMENT BROWNFIELD REMEDIATION PROGRAM
GRANT IMPLEMENTATION ASSISTANCE

RFQ Release Date: June 22, 2022

Qualifications Due Date: July 12, 2022

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposals

The Port Authority of Allen County, through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide assistance with implementation of environmental assessments and other environmental or remediation planning components of grant(s) for which funding is secured.

This solicitation is being issued in part to comply with State of Ohio Revised Code Chapter 153 requirements to hire a consulting firm to assist communities with grants awarded by Ohio Department of Development, and/or the State of Ohio.

1.2 Background Information

The purpose of the RFQ is to select a consultant with experience in brownfield assessment, especially as it pertains to publically-funded projects, and remediation planning. The successful consultant will bring experience and insight to a relationship with the Port Authority of Allen County to implement an Ohio Department of Development grant as well as explore other grants and brownfields initiatives as funds become available.

1.3 Type of Contract and Contract Term

The Port Authority of Allen County prefers to award a contract to one full-service firm to serve as a consultant in successfully implementing an Ohio Department of Development grant-funded environmental assessment project and subsequent Remedial Action Plan. The contract period will begin with the start of grant application activities and continue through the completion of the grant agreement. The contract period may be extended at the option of the Port Authority of Allen County.

1.4 Payment Procedures

Payments for services will not be made more often than monthly, for work specified and completed and in accordance with the budget developed for and approved by the Port Authority of Allen County.

2. QUALIFICATIONS OUTLINE

2.1 General Expectations

Consultants are asked to submit qualifications describing their capacity and success within the Ohio Brownfield Grant Programs as well as their ability to manage and implement these types of grant-funded projects. Any clarification or questions regarding this proposal shall be submitted in writing via fax or email to the below contact person, clarification will be provided within 3 business days, phone calls or in person visits will not be accepted.

Sue Gerker, Projects Manager
Allen Economic Development Group
gerkers@aedg.org, 419-222-7706

Proposals should be prepared on standard size paper and limited to ten single sided (10) pages, exclusive of a maximum of five (5) resumes, limited to 2 pages each. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

Business Organization: name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager dedicated to the project shall be included. In addition, the name of the Certified Professional and the office location in which the Certified Professional dedicated to the project resides shall be included in the RFQ.

Management Outline and Project Approach: A description of how the consulting firm will work with the Port Authority of Allen County in implementing the Ohio Department of Development grant-funded project.

Experience and Capabilities: The relevant management and technical experience and capabilities of the consulting firm shall be defined with respect to the following activities related to implementation of the grant(s):

A. Project Experience of Key Personnel:

1. Experience of the Project Manager and/or Certified Professional in implementing successful publically-funded environmental assessment and/or remediation projects.
2. Experience of the Project Manager and/or Certified Professional in conducting environmental investigations and cleanups under the Ohio Voluntary Action Program.
3. Experience of the Project Manager and/or Certified Professional with assessment and/or remediation planning on similar properties.

B. Regulatory and Scientific/Technical Knowledge:

1. Project Manager and/or Certified Professional knowledge and expertise pertaining to federal and state environmental grant programs and track record preparing successful grant applications.

2. Project Manager and/or Certified Professional knowledge and expertise working with Ohio EPA.
3. Individual staff knowledge and technical experience relative to ESAs, brownfield projects and contaminated site remediation.

C. Project Understanding and Project Approach

1. Include an understanding of the environmental history of the property.
2. Provide an approach for proceeding with assessment of the property, culminating in preparation of a Remedial Action Plan.

2.2 General Process

The Port Authority of Allen County will review and evaluate the qualifications with the following criteria in mind: expertise related to relevant project components; firm and staff experience related to brownfields assessment, familiarity with the local community; demonstrated ability to provide comprehensive and innovative environmental services. The Port Authority of Allen County reserves the right to accept or reject qualifications on any basis it deems appropriate.

2.3 Terms and Conditions

The Port Authority of Allen County reserves the right to accept or reject any and all qualifications without stated cause. The Port Authority of Allen County reserves the right to re-issue any RFQ or cancel the RFQ if none of the qualifications are deemed satisfactory to the Port Authority of Allen County.

If the Port Authority of Allen County, for any reason, is unable to reach a final agreement with the firm determined to be the most qualified based on the parameters of this RFQ; the Port Authority of Allen County then reserves the right to reject such finalist and negotiate a final agreement with another finalist who is determined as the next most qualified. The Port Authority of Allen County may also elect to reject all qualifications and re-issue a new RFQ.

2.4 Public Information

Information supplied by the Respondent to the Port Authority of Allen County are subject to the Ohio Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFQ, the vendor shall take reasonable steps to identify for the Port Authority of Allen County what data, if any, it believes falls within the exceptions. If the qualifications data is not marked in such a way as to identify non-public data, the Port Authority of Allen County will treat the information as public and release it upon request. In addition, the Port Authority of Allen County reserves the right to make the final determination of whether data identified by the Respondent as not public falls within the exceptions of the statute.

2.5 Time Schedule

The timeline for completion of this request for qualifications is outlined below.

June 22, 2022: Formal announcement date for RFQ

July 12, 2022: Deadline for submittal of qualifications

July 19, 2022: Qualifications evaluation is completed (anticipated)

July 28, 2022: Agreement date (anticipated actual date may depend on approval by the Port Authority of Allen County)

2.6 Notification of Award

The Port Authority of Allen County plans to select a consultant by approximately July 28, 2022. Should either party fail to execute a contract within 30 days of notification of award, the Port Authority of Allen County reserves the right to rescind the award and select services from another interested firm.

2.7 Number of Qualifications to Submit; Deadline, Mail, and Hand Delivery Addresses

One (1) original or One (1) email copy of the qualifications must be submitted by 4:00 p.m. EST on July 12, 2022.

The mailing address is:

**Attn: Sue Gerker, Projects Manager
Port Authority of Allen County
144 S. Main Street, Suite 200
Lima, OH 45801**

EMAIL: gerkers@aedg.org

2.8 Late Submittal

Qualifications received after the deadline will not be considered.

3. SERVICE PROVIDER REQUIREMENTS

The Respondent agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the Port Authority of Allen County, the Respondent shall furnish a written affirmative action plan.

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