

## **REQUEST FOR ENVIRONMENTAL SERVICES**

### **PORT AUTHORITY OF ALLEN COUNTY ALLEN COUNTY, OHIO**

Using a quality-based selection process, the Port Authority of Allen County will be selecting an environmental engineering firm to perform Phase I and II ESA. Project information is as follows:

Environmental firms interested in being considered for this selection must submit a letter of interest along with a general qualifications statement to the PAAC, 144 S. Main Street Suite 200, Lima, Ohio 45801 or by email to [leisc@aedg.org](mailto:leisc@aedg.org); prior to 4:00 PM, Friday, September 30, 2022. General qualification statement requirements can be found on the AEDG web site at <https://www.aedg.org/announcements>

**Request for Qualifications  
Port Authority of Allen County  
Lima/Allen County, Ohio**

RFQ Release Date: September 21, 2022  
Qualification Due Date: September 30, 2022

**1. General Information**

1.1 Purpose of this Request for Qualifications

The Port Authority of Allen County (PAAC), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to contract for professional Environmental Services to conduct Phase I and II ESA studies and all related supporting documentation in accordance to the Site Ohio authentication process.

1.2 Background Information

The purpose of the RFQ is to select a firm with experience in authenticating industrial sites in accordance to the JobsOhio Site Ohio program.

1.3 Type of Contract and Contract Terms

The PAAC prefers to award a contract to one full-service firm to serve as the firm in successfully completing the required services.

1.4 Payment Procedure

Payment of 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 PAAC.

**2. Qualifications Outline**

2.1 General Expectations

Firms are asked to submit qualification describing their capacity and success in completing Phase I & II ESA studies with a special emphasis and familiarity on authenticating industrial sites.

Statements of qualifications should describe their success with the Site Ohio Authentication process including the required supporting reports and letters. Any

clarification or questions regarding this request shall be submitted in writing via email to the below contact person and clarification will be provided within 3 days. Phone calls or in person visits will not be accepted.

**Cindy Leis, Co-Executive Director**  
**Port Authority of Allen County**  
[leisc@aedg.org](mailto:leisc@aedg.org)  
**419-234-4781**

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 the contact person and/or prospective project manager dedicated to the project shall be included. In addition, the name of the Certified Professionals 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 firm will work with the PAAC in implementing the services provided.

**Experience and Capabilities:** The relevant management and technical experience and capabilities of the firm shall be defined with respect to the following activities related to Phase I and II ESA services:

1. Phase I ESA completed to include:
  - a. Anticipated completion date.
  - b. Engineer's summary letter of findings
2. Geotechnical Study completed to include:
  - a. Anticipated completion date.
  - b. Engineer's summary letter of findings
3. Wetlands Delineation Study completed to include (encouraged to call USACE for scope to get Approved Final JD):
  - a. Anticipated completion date.
  - b. Engineer's summary letter of findings

- c. Delineation map.
  - d. Final, not preliminary, APPROVED JD Letter.
4. Phase I Cultural Resources Study completed to include (encouraged to call SHPO for scope to get concurrence letter):
- a. Anticipated completion date.
  - b. Engineer's summary letter of findings
  - c. Finding's map.
  - d. SHPO Concurrence Letter.
5. Endangered Species Study completed to include (encouraged to call USFWS for scope to get letter):
- a. Anticipated completion date.
  - b. Engineer's summary letter of findings
  - c. USFWS Letter.

Also, include the following deliverables:

1. One-page **summary letters** of findings per each study
2. Wetlands Study includes a **FINAL JD** from **USACE**
3. Cultural Resources Study includes a **SHPO concurrence letter**
4. Endangered Species Study includes a **USFWS letter**

## 2.2 General Process

The PAAC will review and evaluate the qualifications with the following criteria in mind; expertise related to the relevant project components, firm and staff experience related to the services required, familiarity with industrial site authentication process and local community, and demonstrated ability to provide comprehensive and innovative environmental services.

## 2.3 Terms & Conditions

The PAAC reserves the right to accept or reject any and all qualifications without state cause. The PAAC reserves the right to re-issue any RFQ or cancel the RFQ if none of the qualifications are deemed satisfactory to the PAAC.

If the PAAC, 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 PAAC reserves the right to reject such finalist and negotiate a final agreement with another finalist who is determined as the next most qualified. The PAAC may also elect to reject all qualifications and re-issue a new RFQ.

## 2.4 Public Information

Information supplied by the Respondent to the PAAC are subject to the Ohio Public Records Law. Such information shall become public unless it falls with 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 the response to this RFQ, the vendor shall take reasonable steps to identify the PAAC 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 PAAC will treat the information as public and release it upon request. In addition, the PAAC 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 –

September 21, 2022: Formal announcement date of RFQ

September 30, 2022: Deadline for submittals of qualifications

October 1, 2022: Qualifications evaluation is completed (anticipated)

October 10, 2022: Agreement date (anticipated actual date may depend on approval by the PAAC)

## 2.6 Notification of Award

The PAAC plans to select a consultant by approximately October 10, 2022. Should either party fail to execute a contract within 30 days of notification of award, the PAAC reserves the right to rescind the award and select services from another interested firm.

## 2.7 Number of Qualifications to Submit, Deadlines, 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 September 30, 2022. The mailing address is:

Port Authority of Allen County  
144 S. Main Street, Suite 200  
Lima, Ohio. 45801  
Attn: Cindy Leis

EMAIL: [leisc@aedg.org](mailto:leisc@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 PAAC, the Respondent shall furnish a written affirmative action plan.

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