

City of Elyria, Ohio

Request for Qualifications

Issue Date: March 3, 2010

RFQ Title: Ohio VAP Certified Professional Services for the City of Elyria's Clean Ohio Revitalization Fund (CORF) Project at the Garden Street Redevelopment Site

Issuing Department: City of Elyria
Office of the City Engineer
131 Court Street
Elyria, Ohio 44035

Phone: (440) 326-1444
engineer@cityofelyria.org

Introduction

The City of Elyria, through the Office of the City Engineer, is soliciting Requests for Qualifications (RFQs) and intends to contract for environmental consulting services in connection with the Garden Street Redevelopment Project that is being funded by the Clean Ohio Revitalization Fund (CORF) through a Cooperative Agreement with the Ohio Department of Development (ODOD). Firms interested in being considered should reply with a statement of qualifications no later than 2:00 PM, Friday, March 19, 2010. Statements received after this deadline will not be considered.

As required by the Ohio Revised Code Sections 153.65 – 71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Elyria will enter into contract negotiations with the most highly qualified firm. The selected firm will be required to comply with all conditions and requirements set forth by the Ohio Department of Development and specified within the Cooperative Agreement.

Required Minimum Qualifications

Individuals or Firms must have an Ohio Environmental Protection Agency (OEPA) Voluntary Action Program (VAP) Certified Professional (CP) on staff, who meets the qualifications under Ohio Administrative Code 3745-300-05 and have a current certificate issued by the Director of the Ohio EPA, and who have documented prior work experience with the State of Ohio's VAP (Ohio Revised Code 3746 and the rules promulgated thereunder). *The firm may not subcontract or partner with other firms for personnel with qualifications and experience.*

To be evaluated for consideration under this RFQ the required Minimum Qualifications are mandatory.

Project Overview

The City of Elyria has been awarded \$1,896,539.00 through an ODOD Cooperative Agreement, via the CORF program. The project scope of work includes design and development of a clean-up plan, remediation, and demolition in accordance with that plan.

The site for the project is located at 856 Garden Street and 206-208 Woodford Avenue in Elyria, Ohio. Over the past century, portions of the Property were occupied by the Fox Furnace Company, American Radiator and Standard Sanitary Corporation and the Tappan Oven Company. The Property has also received funds through the State of Ohio Industrial Site Improvement Fund (ISIF), which is currently being administered by the City of Elyria Engineering Department. The site is located in southwest Elyria within a targeted redevelopment area for the City.

The property has an extensive manufacturing history since the turn of the century. The first known industrial use of the Property was by the Fox Furnace Company, who started operations around 1903. In 1939, Fox Furnace consolidated with the American Radiator Company, which later merged with the Standard Sanitary Manufacturing Company. At this time, the facility manufactured residential steel and cast iron heating and air conditioning units. In 1972, American Standard sold the property to the Tappan Company. Tappan manufactured ovens and ranges on the site until its closure in the 1980s. Manufacturing activities conducted at the site from 1903 until the 1980s included foundry, metal plating, metal finishing, painting and degreasing operations, as well as fuel and chemical storage.

Following Tappan's closure, the site was split into several parcels, which were occupied by various industrial users, including Progressive Processing, a steel processing facility, and LSB, Inc., which owned a vacant portion of the property. Manufacturing on the northern portion of the Property ceased in the early 1990s and then environmental assessment and cleanup activities began, including the demolition of the former Tappan facilities. Currently, this area is used for storage by A-D Technologies who operates on the adjacent property. The remainder of the property includes several buildings slated for demolition and one renovated building that will remain on site.

Several environmental investigations, including VAP Phase I and II ESAs, have been conducted at the site by various entities since 1991. The first Ohio Voluntary Action Program (VAP) Phase I Property Assessment was conducted in May 2000. PCB sampling and abatement were subsequently performed in 2001. In 2004, a VAP Phase II Property Assessment and a VAP Risk Assessment were completed and a Remedial Action Plan was completed in 2007. All of these previous investigations were reviewed and updated via the VAP Phase I and Phase II Updates completed in May 2009 and July 2009, respectively, and are available for review at the City of Elyria, Office of the City Engineer at 131 Court Street, Elyria, Ohio 44035.

These studies quantified environmental concerns from the Property's historical use and confirmed that a release of hazardous substances and petroleum had occurred in at levels above applicable standards. In particular, benzo(a)pyrene was detected in soils at levels over 9 times higher than the residential soil standard and trichloroethene (TCE) was detected in groundwater at levels nearly 3,000 times higher than the unrestricted potable use standard.

Accordingly, Clean Ohio funding will be used to complete demolition, and removal of soils at the property that exceed environmental standards. Funding will also provide for cleanup of groundwater at the property to remediate groundwater contamination and eliminate potential indoor air impacts to any new construction. These activities will be completed with the oversight of the Ohio EPA and result in the issuance of a No Further Action (NFA) Letter by a Certified Environmental Professional at the completion of the project. When completed, the project will significantly improve the condition of the property for a new end user as well

Scope of Service

The City plans on hiring one environmental consultant with an Ohio VAP Certified Professional on staff that can administer all activities associated with the CORF grant and the Cooperative Agreement with the final goal of receiving a No Further Action Letter for the site.

The consultant would be responsible for developing a remedial design, developing a Health and Safety Plan, developing bid documents, contractor procurement, site preparation, construction oversight of demolition, disposal/recycle and remediation activities, field sampling, field monitoring, composition and submission of a Project Completion Report and preparation and submission of a NFA letter. The City will contract directly with the environmental consultant. All work must be completed under the direction of an Ohio Voluntary Action Program Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program.

Tentative Timeline

March 3, 2010	Announcement of Request for Qualifications
March 19, 2010	Qualifications due by 2:00 p.m.
March/April 2010	City of Elyria staff reviews qualifications, selects consulting firm, negotiates agreement, Council to approve final contract

RFQ Submission Procedures

Applicants must submit one original and 1 electronic copy of their qualifications by 2:00 PM, Friday, March 19, 2010, to the following address:

City of Elyria
Engineering Department
131 Court Street
Elyria, Ohio 44035

Proposals must be sealed and identified with the RFQ title and closing date. All proposals must be submitted directly to the City of Elyria Engineering Department. Any proposal not submitted directly to the Engineering Department will not be considered. Additionally, those proposals reaching the Engineering Department after the closing deadline will not be considered. Electronic proposals can accompany the original document on a CD or can be sent via email, provided it is less than 3 MB, to aklein@cityofelyria.org.

Questions

Questions concerning any aspect of this RFQ may only be submitted via electronic mail to Aaron Klein, PE at aklein@cityofelyria.org. The Engineering Department must receive all questions by 12:00 noon, Monday, March 15, 2010. Potential bidders should send a contact e-mail address to aklein@cityofelyria.org as soon as they know they will be submitting qualifications for the project so that a distribution list for responses to questions can be generated in advance.

Document Review

An electronic copy of the 2009 Clean Ohio Revitalization Grant Fund Grant, Redevelopment Ready Track, Volumes 1-3 will be on file at the Reference Desk at the Main Branch of the Elyria Public Library at 320 Washington Avenue, Elyria, Ohio 44035.

Statement of Qualifications

The following Statement of Qualifications (SOQ) information is required in the order listed below. Each SOQ should be submitted on letter-size (8.5" x 11") paper.

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

Beyond the required minimum qualifications, the Primary Criteria for evaluating the Statement of Qualifications are:

I. Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers.
2. Federal I.D. number
3. Ohio Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission.

II. Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder. (1 page maximum)
2. Provide a detailed description of remedial projects and CORF-implemented projects completed by the firm in the previous three years. Include project dates, project titles, community located, employees involved, whether a NFA letter was received and original estimated and final costs.(5 pages maximum)
3. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment. Detail efforts made on previous projects to control costs.
4. Provide any additional information that the service provider feels would support selection. (2 page maximum)

III. Personnel

Identify the Certified Professional and Project Manager (if different) who will be assigned to the contract.

Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. *The firm may not subcontract or partner with other firms for personnel with qualifications and experience.* Include personnel name, title, years of experience, education and the number and title of projects assigned to the individual in the last three years.

Supply resumes of personnel including the Certified Professional, who will be key to the success of the project. Please provide five (5) or fewer resumes.

IV. References

1. Include two (2) clients for whom the firm has provided remediation activities and CORF-related activities in the past three years. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

V. Required Attachments

1. Certified Professional's name and certificate number
2. Current certificate of professional liability, malpractice and errors and omissions insurance (If awarded must name City of Elyria as additional insured)
3. Current certificate of general liability insurance
4. Certificate of Personal Property Tax Affidavit (if applicable)
5. Workers Compensation Certificate

Form

Cover Page:

Ohio VAP Certified Professional Services for the City of Elyria's Clean Ohio Revitalization Fund (CORF) Project at the Garden Street Redevelopment Site

Request for Qualifications for:
(Name of individual or firm submitting the RFQ,
address, telephone, facsimile and e-mail information)

Date documents are being submitted.

Body:

Statement of Qualifications

- I. Firm Identification and Background
- II. Qualifications and Experience of Firm
- III. Personnel
- IV. References
- V. Required Attachments

Required Attachments:

1. Certified Professional's name and certificate number
2. Current certificate of professional liability, malpractice and errors and omissions insurance (If awarded must name City of Elyria as additional insured)
3. Current certificate of general liability insurance
4. Certificate of Personal Property Tax Affidavit (If applicable)
5. Workers Compensation Certificate