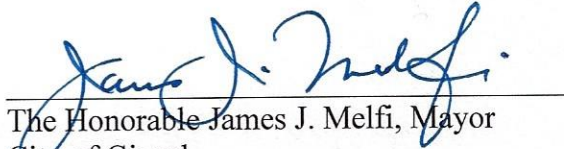


City of Girard Brownfield Cleanup Request for Qualifications (RFQ)

The City of Girard, Ohio is requesting Qualification Statements from qualified environmental consulting firms to aid in preparing and submitting an U.S. Environmental Protection Agency's (EPA's) Brownfield CLEANUP grant application and, if it is awarded, overseeing the cleanup process, conducting public outreach, preparing a redevelopment plan and completing the reporting requirements under the FY20 Guidelines for the city-owned properties at the 12.4-acre site of the Former Ohio Leatherworks (the "Property") located at 1052 North State Street in the City of Girard.

Attached is the RFQ, including the expected schedule and requirements for submitting responses. If additional information is required to complete your proposal, please follow the procedure in the RFQ for contacting the City of Girard.



The Honorable James J. Melfi, Mayor
City of Girard

Community Initiative RFQ for the City of Girard for Environmental Consulting and Project Management for U.S. EPA Brownfield Cleanup Grant

I. Project Information

A. Project Overview

The City of Girard, Ohio is Requesting Qualification Statements from qualified environmental consulting firms to aid in preparing and submitting an U.S. Environmental Protection Agency's (EPA's) Brownfield CLEANUP grant application and, if awarded, overseeing the cleanup work, preparing a redevelopment plan, conducting public outreach and the reporting requirements under the FY20 Guidelines for three of the city-owned properties, totaling 12.4-acres, at the former Ohio Leatherworks site located at 1052 North State Street in the City of Girard. The project budget is estimated at up to \$500,000 with local funds and the grant funds financed from the EPA's Brownfields Revitalization Act and the 2018 BUILD Act funding. If the grant is awarded, procurement for the clean-up work must be conducted according to a competitive award process. Knowledge of and conformance with the requirements of these funding programs is required.

B. Project Time Limits

The project is expected to extend from October 1, 2019 with the City of Girard entering into an initial agreement with the most qualified firm and pending an award of the competitive grant application may extend through September 30, 2023.

C. Background

EPA's Brownfield CLEANUP Grants provide funding for eligible entities to carry out cleanup activities at brownfield sites contaminated by hazardous substances, pollutants, contaminants (including hazardous substances co-mingled with petroleum), and/or petroleum. The objectives of the City of Girard are to secure funding from the Brownfield CLEANUP grant program, clean the site and plan for the redevelopment of the properties as a combination of commercial and public recreational uses.

The City of Girard, in collaboration with the Trumbull County Brownfield Coalition and the Western Reserve Port Authority, has already conducted a PHASE I ENVIRONMENTAL SITE ASSESSMENT and a PRE-REMEDIAL VAP PHASE II PROPERTY ASSESSMENT. Both are available on CD at the City Hall. According to historical records and facility maps, the Property was owned by the Ohio Leather Company from approximately 1902 through 1972. The Ohio Leather Company produced finished leather from animal hides with processes including washing, fleshing, depilation, bating, tanning, dyeing, and tempering. Many chemicals were used during the tanning process including sodium sulfide and chloride, lime, ammonia salts, sulfuric acid, chromium sulfate, and mercury. From approximately 1974 through 1994, the site was owned by D.L & S.G. Realty (aka Berk Realty) and was used for material storage, including titanium metal shavings, used grinding wheels, 55-gallon drums, and totes of high pH solids. Various companies owned by Berk Realty operated on and/or utilized the Property during this time period. The

Property has been vacant and unused since 1994. A large fire destroyed the remaining large building on the site in 1995.

Currently, the main southern parcel contains a concrete pump house, several pits, building foundations, brick and demolition debris pile, and two concrete reservoirs filled with soil, vegetation, and demolition debris. The northern portion of the Property located north of Squaw Creek contains two former lagoons partially filled with seasonal storm runoff water, a small amount of tires, and discarded debris. Also on this portion of the Property is a concrete “clarifier” reservoir filled with water, several concrete foundations, and a small water treatment plant consisting of several open-topped concrete vaults and piping.

The successful consulting firms will bring experience, comprehensive technical skills, and a collaborative partnership style to the City and its public and private partners to implement this grant and explore other grants and brownfield initiatives as competitive processes for funding are announced.

D. Project Information Contact

City personnel and elected officials are not authorized to discuss this project or Request for Qualifications with interested respondents. All questions related to the project requirements and requests for clarification must be submitted in writing to the following person by 4:00 p.m. on September 13, 2019:

Mr. James Melfi, Mayor
City of Girard
City Hall 100 West Main Street
Girard, Ohio 44420

ATTN: T.J. Keiran

PCKeiran@co.trumbull.oh.us or 330-675-2790 Fax

E. Proposers must comply with the provisions presented herein and made part of this RFQ.

II. Scope of Services

A. Project Services

The City of Girard intends to award a contract to a full-service consulting firms to aid in preparing and submitting an U.S. Environmental Protection Agency’s (EPA’s) Brownfield CLEANUP grant application and, if awarded, overseeing the completion of the cleanup work, conducting public outreach and completing the reporting requirements under the FY20 Guidelines. The successful consulting firms are expected to perform many tasks including, but not limited to, the following:

- Work collaboratively with the City and EPA Project Managers.
- Conduct work in accordance with EPA and City approved work plan.

- Prepare and maintain schedules and budgets for all assigned grant activities.
- Provide project management, implementation, and technical oversight.
- Prepare presentations to provide information about the project's progress as requested.
- Prepare a Community Relations Plan (CRP) that outlines steps to provide reasonable notice of proposed cleanup, opportunity for involvement, response to comments, and administrative records that are available to the public.
- Prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) planning document and conduct notification, review and comment processes required for the ABCA process.
- Prepare the CLEANUP grant application in coordination with the City of Girard and in accordance with program Guidelines and requirements of grants.gov online application tools.
- Upon successful award of a grant from EPA, prepare a bid document and oversee the procurement and award process for the cleanup work including construction administration and final inspection requirements according to the grant funding regulations
- Conduct and oversee all phases of environmental site CLEANUPs and response action plan (RAP development, and prepare appropriate technical reports (printed and electronic formats) consistent with U.S. EPA and state environmental regulatory and cleanup standards.
- Provide work updates and information to all stakeholders as requested by the City of Girard Project Administrator.
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations. Applicants should provide the name of a certified lab to perform the analyses on the samples that are collected. The certification should include all of the analyses in the matrices of interest.
- Deliver to the City of Girard completed grant application materials, site investigation reports, response action plans and other environmental reports or plans required under the applicable federal, state and/or local environmental regulations.
- Develop a comprehensive outreach and public involvement program. The outreach program should consider using Kansas State University's "Technical Assistance to Brownfields" (TAB) program's services as a leveraged partnership.
- Prepare a redevelopment plan to use the properties as a combination of commercial and public recreational uses. The redevelopment plan should include preliminary design, budget, financing options and implementation plan for site reuse. It should also include Low Impact Development (LID) storm water management and renewable energy techniques that are part of the new ranking criteria from the BUILD Act.

B. Reporting Requirements

One hard copy and one electronic copy of each one of the following reports shall be prepared by the consultant and submitted to the City of Girard Project Administrator for approval:

1. Quarterly and annual financial and progress reports required by the U.S. EPA.
2. Submission or updating of information in the U.S. EPA ACRES reporting system for assessed sites.
3. Draft and final site redevelopment plans.
4. Technical memoranda, as requested by the City of Girard.

5. Other grant related reports required by the U.S. EPA.

III. Request for Qualifications

Timetable

Request for Qualifications Issued		September 4, 2019
Deadline for Written Questions	4:00 p.m.	September 13, 2019
Written Responses Sent	4:00 p.m.	September 14, 2019
Responses Due	4:00 p.m.	September 20, 2019

IV. Submission

A. Qualifications Submission Process

1. Notice to Respondents

- The City expressly reserves the right to amend or withdraw this Request for Qualifications at any time and to reject any or all responses.
- The City is not bound to accept the lowest cost proposal.
- The City reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the City deems to be in its best interest.
- The City reserves the right to request any additional information at any stage of the Request for Qualifications process. Compliance shall be at the proposer’s expense.

2. Questions

Qualified consulting firms may submit written questions related to the specific project requirements, the RFQ process, and the contents of the Statements of Qualifications by 4:00 p.m. on September 13, 2019 to:

The Honorable Mayor James J. Melfi
 City of Girard
 City Hall 100 West Main Street
 Girard, Ohio 44420
 PCKeiran@co.trumbull.oh.us

Written responses to all questions received on time will be transmitted by e-mail to all holders of the Request for Qualifications who either pose a question or request, in writing prior to 4:00 p.m. on September 13, 2019, to be included on the question response distribution list. Oral questions will not be accepted. Consultants are directed to rely only on the provisions of this Request for Qualification Statements and written addenda in preparing their response.

B. Valid Submittal

1. Consultants are asked to submit concise qualifications describing their capacity to manage projects and their experience with similar projects. The proposal must contain the following information:

a. Business Organization

This section shall include the firm's name, areas of expertise, brief history of the firm, number of employees, office locations, and business addresses. The name, address, and telephone number of the consulting firm's assigned project manager shall be included. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

b. Experience and Capabilities

The relevant management and technical experience, capabilities, and knowledge of the consulting firm and key personnel shall be defined with respect to the following activities:

- Conducting Analysis of Brownfields Cleanup Alternatives (ABCA) processes and reports.
- Conducting environmental investigations and cleanups.
- Conducting environmental activities in association with facility deactivations.
- EPA project experience, especially within the Brownfield CLEANUP program.
- Development/redevelopment experience.
- Redevelopment planning related to brownfield properties, including employing Low Impact Development stormwater management and renewable energy design techniques.
- Knowledge and expertise pertaining to federal environmental statutes or associated regulations, as well as U.S. EPA-related regulations, processes and procedures pertinent to the scope of services of this project.
- Knowledge and expertise pertaining to OSHA and other health and safety rules.

C. Submission

Responses are due by 4:00 p.m. on Friday, September 20, 2019. Submit to:

The Honorable Mayor James J. Melfi
City of Girard
City Hall 100 West Main Street
Girard, Ohio 44420

Faxed or e-mailed responses will not be accepted.

1. The response must include an original, plus four hard copies, and one electronic copy of the proposal. The first page of the original must have the original signature of the officer who will be accountable for all representations. Unsigned responses may be considered invalid.
2. Failure to submit on time may constitute grounds for the rejection.
3. All information included in the submitted proposal will be classified in accordance with state statutes governing data practices.

V. Evaluation and Contract Award

1. The City reserves the right to interview any or all respondents at its discretion. The City is not responsible for any costs incurred by the respondent in preparing for or participating in an interview.

2. Responses will be evaluated by an Evaluation Team in accordance with the provisions listed below.
3. The Evaluation Team will be made up as follows: The City of Girard, Trumbull County Planning Commission and the Youngstown/Warren Regional Chamber.
4. The Evaluation Team will review and evaluate responses based on the following criteria:
 - a. The experience, resources, and qualifications of the Project Manager (10%)
 - b. The strength and experience of Assigned Staff, including Sub-consultants (25%)
 - c. The firm's current workload and availability of personnel (10%)
 - d. The firm's past performance in the CLEANUP or similar EPA program (30%)
 - e. The Project Approach (25%)
5. An Evaluation Panel will review the responses against the criteria in this RFQ and rank each one accordingly. At its option, the committee may invite one or more respondent for an interview.
6. The City will make the final decision, after considering recommendations by the Evaluation Team.
7. Following a successful price proposal negotiation process, a formal written agreement will be executed between the most qualified firm and the City and will include the scope of work provisions detailed herein.