

**PERRY COUNTY COMMISSIONERS
REQUEST FOR QUALIFICATIONS**

The Perry County Commissioners is soliciting a Request for Qualifications (RFQ) in the format outlined herein, and intends to contract for environmental consulting services in connection with Perry County Commissioner's Brownfields Assessment Commissioners Grant that is funded, in part, through a Cooperative Agreement with the United States Environmental Protection Agency (U.S. EPA).

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 internal evaluation, PERRY COUNTY COMMISSIONERS will enter into contract negotiations with the most highly qualified firm or firms.

RFQ Issue Date: February 5, 2019

RFQ Title: Perry County Commissioners Requesting Statement of Qualifications for Environmental Assessment Work to be conducted under the 2019 Cooperative Agreement (CA) with the U.S. Environmental Protection Agency

Issuing Agency: PERRY COUNTY COMMISSIONERS
121 W. Brown St. Suite C New Lexington, OH 43764
Phone: 740. 342.2025
Fax: 7 4 0 . 3 4 2 . 5 5 0 5

Required Minimum Qualifications

PERRY COUNTY COMMISSIONERS seeks to contract with Environmental Consulting Firms that have an Ohio Environmental Protection Agency (Ohio EPA) Voluntary Action Program (VAP) Certified Professional (CP) **on staff**, that meet the qualifications under Ohio Administrative Code 3745- 300-05 and have a current certificate issued by the Director of the Ohio EPA, and that have documented prior work experience with the State of Ohio's VAP (Ohio Revised Code 3746 and the rules promulgated there under). *The firm may not subcontract or partner with other firms for personnel to meet these minimum qualifications.* **To be evaluated for consideration under this RFQ, meeting the Required Minimum Qualifications is mandatory.**

SUBMISSION INSTRUCTIONS

Copies Required: Applicants must submit one (1) original, four (4) photocopies, and an electronic copy on CD-ROM. Facsimile or e-mail submissions will not be accepted. Each SOQ original should be submitted on letter-size (8.5" x 11") paper, with typing on one side (copies may be duplexed). Applicants who do not follow these guidelines or who do not provide comprehensive information will not be considered. Proposals must be sealed and identified

Due Date & Time: On or before 3:00 p.m. on February 25, 2020

**Anticipated interview date
for invited firms:** 2-6 weeks

Submission Delivery Location:

Perry County Commissioners
Attn: RFQ for USEPA Brownfield Grant
121 W. Brown St. Suite C
New Lexington, Ohio 43764

Submissions must be signed by a representative of the Firm authorized to submit and establish fees on behalf of the Firm and bind the Firm to the terms and conditions of this RFQ.

All proposals must be submitted directly to PERRY COUNTY COMMISSIONERS. Proposals reaching PERRY COUNTY COMMISSIONERS after the closing deadline will not be considered and will be returned unopened to the sender. All submissions will become the property of PERRY COUNTY COMMISSIONERS and will not be returned.

Questions: Questions concerning any aspect of this RFQ must be submitted by electronic mail to Melissa Zoller via , Program Manager for Perry County USPEA Grant through Buckeye Hills Regional Council, at mzoller@buckeyehills.org must receive all questions by 10:00 a.m. on February 18, 2020. All oral communication will be considered unofficial and non-binding on this agency. Please call 740.376.1027 regarding any questions concerning the **receipt or delivery only** of this specifications RFQ document. A single response to all questions will be sent electronically to all interested parties. All questions or requests for clarifications must be directed to Melissa Zoller. Any attempt to contact PERRY COUNTY COMMISSIONERS employee regarding this RFQ may be grounds for disqualification as a contractor.

REQUIREMENTS

Firms seeking to participate in this U.S. EPA brownfields assessment Commissioners grant are expected to adhere to the following conditions:

Incurred Costs

PERRY COUNTY COMMISSIONERS shall not be liable for any costs, including any travel, incurred by the Firm prior to award of the contract. Total Liability of PERRY COUNTY COMMISSIONERS is limited to the terms and conditions of this request and any resulting contract.

Award of Contracts/Rejection of Proposals

Firm(s) selected to work on this grant will be those deemed the most qualified and responsive. The decision will be made by the PERRY COUNTY COMMISSIONERS after a review and recommendation of the firm's ability to provide the required services. This contract will require completion of the work pursuant to these documents.

PERRY COUNTY COMMISSIONERS reserve the right to reject any and/or all proposals and to waive any irregularity in the proposals received, whenever such rejection or waiver is in PERRY COUNTY COMMISSIONERS's best interest. The firm(s) to whom the award is made will be notified at the earliest possible date.

Type of Contract

PERRY COUNTY COMMISSIONERS will execute a contract with selected firm(s). Payments to the selected firm(s) for services rendered will be governed by the terms outlined in a Form of Task Order for each project. Payment for services provided will be limited to the amount of funds available under the current U.S. EPA grant and future brownfield assessment funding sources. The contract will require compliance with all federal U.S. EPA laws, rules and regulations listed in PERRY COUNTY COMMISSIONERS's U.S. EPA grant, including but not limited to, 40 Code of Federal Regulations (C.F.R.) 31.36.

Contract Duration

This contract will be for a period of three (3) years from the date of contract execution or September 30, 2019, whichever is earlier, and is subject to the availability of grant funds. The contract will include the option for a one-year extension until the date of completion of activities funded by, or expiration date of, any U.S. EPA Brownfields Grant. The Contract shall not be considered executed unless signed by PERRY COUNTY COMMISSIONERS's Executive Director.

Insurance

The selected firm will be responsible for providing certificates of insurance to PERRY COUNTY COMMISSIONERS which prove the firm has not less than \$1,000,000 coverage for COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE and proof of WORKER'S COMPENSATION INSURANCE AND EMPLOYER'S LIABILITY INSURANCE. The Comprehensive General Liability and Property Damage certificate shall name PERRY COUNTY COMMISSIONERS its officers, employees, agents and representatives as additionally insured, without exceptions, and shall carry a thirty (30) day

written Notice of Cancellation. The Limit for the Workers' Compensation Insurance and Employer's Liability Insurance shall be the Statutory Limits of Ohio. Proof of the insurances stipulated above shall be provided to PERRY COUNTY COMMISSIONERS within ten (10) working days of a firm receiving notice from PERRY COUNTY COMMISSIONERS of an intent to enter into a contract. The acceptance of any such certificate by PERRY COUNTY COMMISSIONERS shall in no way relieve the Consultant of obligations to provide and to cause its subconsultants and subcontractors to provide the insurance herein referenced.

The Consultant and all subconsultants and subcontractors shall, at their own expense, obtain and maintain AUTOMOBILE LIABILITY insurance such that it will protect against liability imposed by law for loss or damage, including personal injuries and death arising from the ownership, use or operation of any motor vehicle as specified below:

1. Coverage that complies with the requirements of the State of Ohio for automobile liability insurance.
2. Coverage for Owned, Hired, and Non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$2,000,000 for both Bodily Injury and Property Damage.

The consultant shall also provide proof of PROFESSIONAL LIABILITY INSURANCE which shall insure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain such during the life of the contract. Professional Liability Coverage shall be provided in an amount not less than \$2,000,000 per occurrence and \$2,000,000 in aggregate.

If the selected firm neglects or refuses to provide any insurance required herein, or if any insurance is canceled, PERRY COUNTY COMMISSIONERS may, at its option, terminate its contract with the firm.

Notwithstanding anything appearing to the contrary in the Contract Documents, in the event any damages are incurred by the Parties during the work pertaining to this request, PERRY COUNTY COMMISSIONERS and the Consultant agree to initially proceed against such insurance to the extent that it is available and results in payment of such damages and to waive their respective rights of subrogation against each other to the extent valid insurance covers the damages incurred; provided, however, that if any such damages are not insured and/or do not result in payment of such damages, the same shall not affect the liabilities of the Parties as otherwise provided in the Contract.

Hold Harmless

To the fullest extent permitted by law, the Consultant shall indemnify, defend and hold harmless the Perry County Commissioners its officers, agents, employees, appointed officials and volunteers from and against any all claims, losses or liability, occasioned by any act, omission or failure of the Consultant any of its officer's, agents, employees, and volunteers in satisfying the terms required by this contract.

Terms, Conditions and Exceptions

PERRY COUNTY COMMISSIONERS do not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the Perry County Commissioners Request for Qualifications, 2019-2021 USEPA Brownfields Assessment Coalition

response shall be considered as a legal offer.

PERRY COUNTY COMMISSIONERS reserve the right to alter, amend, or modify any provision of this RFQ, or to withdraw the RFQ, at any time prior to the award of a contract pursuant thereto, if it is in the best interest of PERRY COUNTY COMMISSIONERS to do so.

PERRY COUNTY COMMISSIONERS reserve the right to reject any and all responses without cause, waive irregularities or informalities in procedures related to the RFQ, and make inquiries as deemed necessary of Firms and their references and clients regarding qualifications and information submitted as part of their responses.

Some or all of the work performed under this U.S. EPA Assessment Grant will be subject to federal contractual and cross-cutting provisions. PERRY COUNTY COMMISSIONERS hereby notify the Firm(s) that a successful award may be contingent upon the agreement and ability of the selected Firm to comply with these required contractual provisions, including, but not limited to minimum wage rates (e.g. Davis-Bacon Act, DBE utilization, etc.).

In the event the selected Firm(s) does not enter into the required agreement to carry out the purposes described in the RFQ; PERRY COUNTY COMMISSIONERS may commence negotiations with another Firm.

By submitting a response to this RFQ, each Firm waives all rights to protect or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Firm or Firms with which to negotiate a contract, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

Additional Firm Qualifications

In addition to having an Ohio EPA VAP CP on staff, who meets the qualifications under Ohio Administrative Code §3745-300-05, PERRY COUNTY COMMISSIONERS will only consider environmental consulting firms that include the following documentation:

- Demonstration of a previously approved U.S. EPA Quality Assurance Project Plan(s) (QAPP) as required for federally-funded Phase II environmental site assessment activities.
- Demonstration of the attainment of BUSTR NFA status on at least two project sites.
- Demonstration of the attainment of Ohio VAP Covenant Not to Sue (CNS) status on at least two project sites.
- Demonstration of experience in complying with U.S. EPA policy (as detailed in Appendix A of this RFQ) to meet the Disadvantaged Business Enterprise Program (DBE).

Constraints

This program will not compensate selected environmental consulting firms for any costs associated with the preparation and approval of a Quality Assurance Project Plan (QAPP) acceptable to the U.S. EPA Region V Quality Assurance Reviewer.

All selected firms must make a good faith effort to comply with Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) standards under the U.S. EPA's Disadvantaged Perry County Commissioners Request for Qualifications, 2019-2021 USEPA Brownfields Assessment Coalition

Business Enterprise (DBE) policy (40 C.F.R. Section 33) and make reasonable attempts to solicit DBE eligible subcontractor services.

All selected firms must utilize forms currently used by U.S. EPA and/or as amended from time to time to guarantee that all subcontractors properly report their good faith efforts to use disadvantaged businesses for all contracts awarded by PERRY COUNTY COMMISSIONERS for projects funded by U.S. EPA. PERRY COUNTY COMMISSIONERS will approve all subcontractors providing services on properties funded by this grant.

Work will be performed and completed at locations determined on a project-by-project basis. All projects will be located within Perry County Commissioners boundaries. PERRY COUNTY COMMISSIONERS will not provide workspace for the contractor.

SCOPE OF SERVICES

The following is a list of the types of services typically requested of the selected firm(s).

Hazardous Substance Assessments

Phase I Environmental Site Assessments (ESAs) will satisfy, at a minimum, the requirements for “All Appropriate Inquiry” (AAI) under the Small Business Liability Relief and Brownfields Revitalization Act and any regulations promulgated there under 40 C.F.R. Part 312, which are generally conducted in accordance with ASTM E1527-13 “Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process.” Depending on the parameters of the project, PERRY COUNTY COMMISSIONERS may request a Phase I Property Assessment prepared in accordance with the Ohio EPA Voluntary Action Program as specified in the Ohio Revised Code §3746.04(B)(3) and the Ohio Administrative Code §3745-300-06. This request may include a VAP Eligibility Analysis in accordance with Ohio Administrative Code §3745-300-02. Eligible Phase II ESA activities include performing partial or complete Ohio EPA VAP Phase II Property Assessments under Ohio Administrative Code §3746.04(B)(4) and Ohio Administrative Code §3745-300-07.

Other Phase II ESA-related activities may include: asbestos surveys, lead-based paint inspections, risk assessments, regulatory file reviews, and the preparation of remedial action plans, in accordance with all applicable federal, state and local regulations.

Petroleum Product Assessments

Phase I ESAs will satisfy, at a minimum, the requirements for “All Appropriate Inquiry” under the Small Business Liability Relief and Brownfields Revitalization Act and any regulations promulgated there under 40 C.F.R. Part 312, which are generally conducted in accordance with ASTM E1527-13 “Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process.” Depending on the parameters of the project, PERRY COUNTY COMMISSIONERS may request a Phase I Property Assessment prepared in accordance with the Ohio EPA Voluntary Action Program as specified in the Ohio Revised Code §3746.04(B)(3) and the Ohio Administrative Code §3745-300-06. This request may include a VAP Eligibility Analysis in accordance with Ohio Administrative Code §3745-300-02.

Eligible Phase II ESA activities include performing partial or complete Ohio EPA VAP Phase II Property Assessments under Ohio Administrative Code §3746.04(B)(4) and Ohio

Administrative Code §3745-300-07.

Additional activities under the petroleum-funded assessments may include: risk assessments, regulatory file reviews, BUSTR Tier I and Tier II evaluations, underground storage tank removals, and the preparation of closure reports and/or remedial action plans, in accordance with all applicable local, state and federal regulations.

Quality Assurance Project Plan

As noted under “Constraints,” selected environmental consulting firm(s) will be required to prepare or update a Quality Assurance Project Plan (QAPP) prior to commencing Phase II ESA activities under the Perry County Commissioners Brownfields Program. The U.S. EPA Region V Quality

Assurance Reviewer must approve the QAPP. **PERRY COUNTY COMMISSIONERS will not provide compensation for the cost of preparing or updating a QAPP.**

Upon receipt of approval of the QAPP, contracted firm(s) will be eligible to conduct Phase II ESAs through this program. Firm(s) will also be required to update their QAPP with U.S. EPA on an annual basis. When requested to conduct Phase II ESA activities, firms will be required to prepare site-specific Sampling and Analysis Plans along with site-specific Health and Safety Plans in accordance with the requirements set forth in the firm’s approved QAPP and under Ohio Revised Code §3746.04(B)(4); Ohio Administrative Code §3745-300-07 for VAP projects and for non-VAP projects under 40 C.F.R. §31.45 along with EPA DQO and QA/QC guidance documents. The costs of preparing a site-specific Sampling and Analysis Plan (SAP) and a site-specific Health and Safety Plan are eligible expenses in the Phase II ESA activities. Selected firms may be requested to conduct site-specific and area-wide urban setting designations. Requests for urban setting designations will be made to the Ohio EPA director in accordance with Ohio Administrative Code §3745-300-10.

Expectations

In performing any and all of the aforementioned environmental activities, each firm may be required to participate in the following activities on a per project basis:

- Provide and maintain necessary coverage on firm/individual insurance certificates, licenses or other contractual documentation as described in the section labeled “Insurance.” Updated documentation of coverage must be sent to PERRY COUNTY COMMISSIONERS over the grant period.
- Review all provided materials, including any previously conducted environmental reports prior to preparing a proposal of work.
- Attend outreach and informational meetings, if necessary, with Commissioners staff, local government, and clients/property owners.
- Inventory and prioritize sites
- Attend public or project-specific meetings with Commissioners staff and/or officials from federal, state, and local regulatory agencies during assessment of projects, as needed.
- Prepare project-specific proposals to the Commissioners, which would include a chart showing the names, titles and responsibilities of personnel to be assigned to the project;

a chart showing the fee range for all possible professional services to be conducted along with a detailed budget of costs to be proposed for each task including both DBE and non-DBE subcontractor costs.

- Execute a contract with PERRY COUNTY COMMISSIONERS for each project.
- Provide project management, implementation and/or technical oversight as needed.
- Provide professional advice regarding environmental issues associated with land reuse, redevelopment and other related matters.
- Evaluate and design Remedial Action Plans (RAP) pursuant to the VAP or other applicable standards.
- Prepare quality assistance project plan, health and safety plan and Phase I Environmental Assessments
- Communicate with PERRY COUNTY COMMISSIONERS staff on a regular basis regarding project-specifics.
- Provide updates to PERRY COUNTY COMMISSIONERS on all currently active assessment projects on a monthly basis via e-mail.
- Attend close-out meetings with Commissioners staff at the completion of each environmental service contract, if requested.
- ACRES reporting, draft quarterly reporting and annual financial reporting to US EPA for County approval and submittal to the EPA

Form of Task Order and Deliverables

Firm(s) will be required to submit a detailed project quote to PERRY COUNTY COMMISSIONERS for review and approval prior to executing a project-specific contract with PERRY COUNTY COMMISSIONERS. All quotes must include detailed tasks, detailed budgets for each task proposed, the personnel rate schedule, labor hours, and a list of personnel and subcontractors assigned to each project. A DBE Subcontractor Utilization Form (6100-4 or equivalent) must be provided for each project. The contract will be prepared by PERRY COUNTY COMMISSIONERS on a project-by-project basis prior to commencing assessment activities. Each project-specific contract requires the approval of the PERRY COUNTY COMMISSIONERS prior to the commencement of work.

Other project specific requirements include: monthly updates to the program manager on all active projects; preparation of reports/letters/forms and submit all supporting information to PERRY COUNTY COMMISSIONERS for review and use. All final reports and supporting information shall be submitted to PERRY COUNTY COMMISSIONERS in electronic (CD disk) and paper copy form (specified number of hard copies to be determined). Reports may also be requested for federal, state or local regulatory agencies or other third parties.

Work Schedule

The work schedule is determined on a project-by-project basis. The contract time period of each FOTO varies depending on the scope and complexity of each proposed project. All work schedules will be agreed upon and defined in the project proposal and the FOTO.

Project Overview

PERRY COUNTY COMMISSIONERS has been awarded a FFY2014 U.S. EPA Cooperative Agreement to conduct Hazardous Substances Environmental Assessments and Petroleum Perry County Commissioners Request for Qualifications, 2019-2021 USEPA Brownfields Assessment Coalition

Environmental Assessments.

Approximately \$150,000 will be spent on Hazardous Substances assessments and \$150,000 on Petroleum assessments. PERRY COUNTY COMMISSIONERS will add to and maintain a brownfields inventory and will prioritize sites to assess under the program. PERRY COUNTY COMMISSIONERS will manage and provide grants to assess and conduct planning related to a county-wide brownfields sites.

All sites selected by the Commissioners for petroleum assessment under the grant program will be submitted to Bureau of Underground Storage Tank Regulations (BUSTR) for review and approval before proceeding with the assessment work.

Activities to be completed with the grant monies will likely include:

- Preparing site-specific Health and Safety Plans and Sampling and Analysis Plans
- Phase I and Phase II Environmental Site Assessments
- Remedial planning and design
- Assistance with community outreach, if needed
- May include planning activities to initiate brownfield revitalization and activities to repair your brownfield site for redevelopment such as Site Reuse Assessment, Land Use Assessment, Market Study, Infrastructure Evaluation, Community Health Assessment, Site Disposition Strategy, Site Reuse Vision, Revitalization Plan, Resource Roadmap, or Evaluation of Market Viability

PERRY COUNTY COMMISSIONERS plan to hire a minimum of one (1) environmental consultant to perform the work for both the petroleum and hazardous substance assessment grants. PERRY COUNTY COMMISSIONERS will contract directly with the environmental consultant(s). All work will be completed under the direction of an Ohio EPA Voluntary Action Program Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program. The selected firm(s) will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) standards, project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

The selected firm(s) will be asked to enter into an agreement with PERRY COUNTY COMMISSIONERS to provide environmental consulting services. All Hazardous Substances Assessments will be conducted under the standards of the Ohio EPA's Voluntary Action Plan (VAP) using State of Ohio Certified Voluntary Action Program (VAP) Rules (Ohio Administrative Code rule 3745-300-01 through 3745-300-14. All Petroleum Environmental Assessments involving underground storage tanks will be conducted using American Society of Testing and Materials (ASTM) industry accepted protocol and adhere to the regulatory standards of the State of Ohio's Department of Commerce, Division of State Fire Marshall, Bureau of Underground Storage Tank Regulations (BUSTR). The designated environmental firm(s) will be knowledgeable and proficient in conducting both Hazardous Substances and Petroleum Assessments.

ECONOMY OF PREPARATION

Each response to this RFQ should be prepared simply and economically providing a straightforward concise description of the respondent's ability to meet the requirements of the RFQ. Decorative bindings, colored displays, promotional material, etc. will receive no evaluation credit. Emphasis should be on the completeness and clarity of the content.

Perry County Commissioners Request for Qualifications, 2019-2021 USEPA Brownfields Assessment Coalition

The following Statement of Qualifications (SOQ) information must be provided in the order listed below.

SECTION I – INTRODUCTION (No Points)

Cover page

1. Firm's name, email address, business postal address, telephone and fax numbers (please include the address of a local division or office if firm is not based in Ohio), contact person, and telephone/e-mail for this person.
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. Firms status as a Disadvantaged Business Enterprise (DBE), if applicable (provide a valid certificate)
6. Workers Compensation Certificate

Cover letter

The cover letter should include the date the RFQ is being submitted. All statements must confirm that the organization will comply with all the provisions of this RFQ. The firm must provide a brief description of the organization including history, number of years the organization has been in business, type of services this firm provides, and legal status of the firm. A representative, authorized to make contractual obligations on behalf of your firm, must sign the cover letter.

Table of Contents

Organize your document so that reviewers can easily locate all of the important elements. Organize the document to follow the format of all sections listed in this request. Identify each section of your response and provide page number references.

Executive Summary

Provide an overview of your firm's approach to providing environmental assessment services. Please highlight the distinguishing characteristics of your proposal along with the importance of this project to your overall operation. Provide an explanation of why your firm is uniquely-qualified to address the needs of PERRY COUNTY COMMISSIONERS's brownfields assessment program.

SECTION II – FIRM CAPACITY (10 Points)

Project Understanding, Capacity to Perform Proposed Scope of Work and Deliverables

Please provide the following information:

1. Your firm's understanding of this project's purpose and scope. Please include the methods your firm will use to perform requested services and provide solutions for pertinent issues and potential problems.
2. Your firm's ability to provide AAI Phase I environmental site assessment services and/or VAP Phase I property assessments for hazardous substance and/or petroleum contaminated sites within a given budget and time frame.
3. Your firm's ability to provide Phase II environmental site assessment services for

hazardous substances and/or petroleum contaminated sites within a given budget and time frame.

4. Your firm's ability to conduct an asbestos and/or lead-based paint survey.
5. Your firm's ability to prepare a remedial action plan.
6. Your firm's ability to complete a risk assessment.
7. Your firm's ability to conduct a regulatory file review.
8. Your firm's ability to conduct a BUSTR Tier I and/or Tier II evaluation.
9. Describe your ability to prepare project specific proposals with detailed budgets (personnel costs, subcontractor costs, and other direct costs clearly identified), specific project tasks, and project schedules. In addition, project specific proposals will need to indicate if subcontractors satisfy U.S. EPA DBE requirements. Feel free to include examples.
10. Describe your firm's ability to prepare required reports, for all services noted in Section II above, to the required governmental or industry standards.

SECTION III – APPROACH (20 Points)

1. Describe the methods you will use to carry out a project and the reasons for this approach. Describe the tasks to be undertaken.
2. PERRY COUNTY COMMISSIONERS will execute a Contract for work on each property that will last for a specified period of time, as agreed upon by the selected firm. Describe how your firm is in a position (i.e., location, staff, capital, equipment, prior experience) to provide the requested environmental assessment activities within a short timeframe.
3. Describe how your firm would handle an unusually heavy workload, both as a result of your responsibilities to other clients and in the event of several concurrent projects from PERRY COUNTY COMMISSIONERS.
4. Provide an estimated percentage of the total personnel hours on a typical project that will be billed by the Certified Professional assigned to PERRY COUNTY COMMISSIONERS's grant.
5. Provide a recent Phase II environmental site assessment report – this can be sent via e-mail to PERRY COUNTY COMMISSIONERS or you may provide a link on a website to download the report.

SECTION IV – PROJECT MANAGEMENT (20 points)

Describe your project management approach including:

1. How will your firm manage this contract? Describe the organizational structure that will be used for this project detailed by reporting levels and lines of authority. Include an organizational chart depicting all personnel who could be potentially assigned to accomplish the work requested.
2. Describe in detail the project control steps your firm will take (time, quality, etc.).
3. Describe how you will report project status updates and the handling/communication of unanticipated events or discoveries related to your work on this grant.
4. Describe the established lines of communication within your firm pertaining to your work on PERRY COUNTY COMMISSIONERS's grant.
5. Specify your key contact for this work and his/her office location and address.

6. If you plan to use staff from other offices than that of your key contact, please indicate the personnel and location(s) of their offices.
7. Identify the potential risks, problems, or challenges that you might experience in working on assessment grants like PERRY COUNTY COMMISSIONERS's.
8. Identify steps that can be taken to avoid or mitigate these problems and steps to be taken should the problem occur. Incorporate activities in the project plan to reduce the occurrence, severity and impact of events or situations that can compromise the attainment of any project objective.
9. During the course of assessment projects, PERRY COUNTY COMMISSIONERS may be required to report releases of hazardous substances and/or petroleum products to the appropriate regulatory agency. Please identify the procedures your firm has in place to handle the initial and follow-up reporting on any such release.
10. Describe your firm's access to equipment typically used to conduct requested tasks and your access to support staff to complete projects.

SECTION V – EXPERIENCE (60 points)

A. Expertise and Conduct

Please profile all staff that may be assigned to work on or associated with PERRY COUNTY COMMISSIONERS's grant. We would prefer a specific listing of those are will actually work on our projects; not just a full list of company staff. Describe the adequacy of staff, equipment, research tools and administrative resources; quality and appropriateness of technical or support staff; and past performance of the organization relevant to this project.

Also include:

1. A list and resumés of Ohio VAP Certified Professionals (CP) on staff including certification number and copy of the current license of each CP. Indicate the VAP Certified Professional(s) who will primarily be assigned to PERRY COUNTY COMMISSIONERS's program. Demonstrate that the individuals who would be assigned to the Commissioners' projects have experience with a USEPA brownfield assessment grant and have worked on the types of projects that would commonly be assessed under this program.
2. A list and resumés of other licensed environmental professionals on staff by certification type including certification number and copy of current license. Demonstrate that the individuals who would be assigned to the commissioners' projects have experience with a USEPA brownfield assessment grant and have worked on the types of projects that would commonly be assessed under this program.
3. A list of any CPs who, while working for your company (even if they are no longer employed by your company), has had his/her certification either threatened for suspension, suspended, or revoked by Ohio EPA.

B. Performance

Please demonstrate your firm's experience in completing similar projects on time and within budget, include a list of projects, by name, location and time period activities were conducted. Please list:

1. The number of U.S. EPA Quality Assurance Project Plans (QAPP) prepared in the past

- five years.
2. The total number of U.S. EPA-funded brownfields assessments your firm performed within the past five years.
 3. The total number of VAP Phase I and II brownfields assessments performed within the past five years.
 4. All BUSTR NFAs, which have been conducted by certified professionals currently employed by your firm. Also indicate those NFAs which were conducted during the CP's employment with your firm. Please include the incident number of each project. Please include the following: a list of projects, location, dates, client names, type of activity, services rendered, project outcome, budgeted project cost, and actual cost.
 5. All Ohio VAP CNS projects which have been conducted by certified professionals currently employed by your firm. Also indicate those CNS projects which were conducted during the CP's employment with your firm. Please include the NFA number of each project. Please include the following: a list of projects, location, dates, client names, type of activity, services rendered, project outcome, budgeted project cost, and actual cost.
 6. Demonstrate experience in complying with U.S. EPA policy (40 C.F.R. Section 31.36[e]) to meet the Disadvantaged Business Enterprise Program (DBE) by providing a list including eligible award amounts, in the past three years.

PERRY COUNTY COMMISSIONERS reserve the right to approve or disapprove any change in the project team members whose participation is specifically offered in the firm's individual assessment proposals. This is to assure that persons with vital experience and skill are not arbitrarily removed from the project by the consultant.

SECTION VI – QUALIFICATIONS (58 points)

A. Describe your firm's advantages

1. What qualifications does your firm bring to this project?
2. Explain what differentiates your services from others in the market (any distinguishing characteristics or approaches, etc.). Describe your firm's greatest strengths.
3. How do your experiences give you the ability to respond to the needs of your clients, including potential clients such as PERRY COUNTY COMMISSIONERS?
4. Many of the projects funded with PERRY COUNTY COMMISSIONERS's current grant did not seek a Covenant Not to Sue and required only minimal clean up (if any). Please indicate your firm's unique capabilities to address environmental issues and your approach to these less-involved site assessments.
5. Describe succinctly your firm's three most successful projects and what made them successful. Provide the percentage of each project's total environmental investigation (assessments, UST removals, etc.) that your firm performed/coordinated as part of your contractual work.

B. Firm details -- Describe your firm's qualifications including:

1. A concise history of your firm, your main partners/officers and largest shareholder.

2. A description of all AAI Phase I environmental site assessment activities your firm has completed, within the State of Ohio, in the past three years. Include the project name, location, dates, client, and type of activity, original and final costs.
3. A description of all Phase II environmental site assessment activities your firm has completed, within the State of Ohio, in the past three years. Include the project name, location, dates, client name, type of activity, services rendered, project outcome, budgeted project cost, and actual cost.
4. A description of all asbestos and lead-based paint survey activities your firm has completed in the previous year. Include the project name, location, dates, client, type of activity, budgeted project cost, and actual cost.
5. A description of all BUSTR Tier I and Tier II Evaluations your firm has provided services for in the past three years. Include project name, dates, client, type of activity, location of project, BUSTR site coordinator; result of the activity, budgeted project cost, and actual cost.
6. A description of preparing urban setting designations to the Ohio EPA Director in accordance with Ohio Revised Code §3745-300-10.
7. Provide prior related project experience and educational background of each individual who may be assigned to PERRY COUNTY COMMISSIONERS's grant.
8. Provide information regarding the current continuing education standings for CP(s).
9. Provide information regarding the number of withdrawals or denials of CNS(s).
10. Provide information regarding any warning letters, renewal denials or suspensions the CP(s) has received to date.
11. Provide any pertinent information you feel is necessary in conveying to PERRY COUNTY COMMISSIONERS your ability to perform the requested services for this grant. This additional information should be concise and relevant to this RFQ.

C. Client References

1. Identify three clients for whom your firm has provided Phase I and Phase II environmental site assessments in the past three years. Provide the client's name, telephone number and e-mail address of a contact for each client, and a brief description of the services provided.
2. Identify U.S. EPA Brownfield Assessment and/or Cleanup Grantees your firm has provided services to in the past five years. Provide the Grantees' names, telephone numbers, e-mail addresses of each Grantee contact, and a brief description of the services provided.

D. Contract Performance

If your firm has had a contract terminated due to the firm's non-performance or poor performance during the past five years, all such incidents must be described, including the other party's name, address and telephone number. Please indicate if no terminations have been experienced by the firm in the past five years.

E. Subcontractors

Subcontractors may be used to perform certain environmental services. Please provide a list of subcontractors your firm typically uses along with the subcontractors' contact information (name of key contact person, phone number address, and email address). The substitution of one subcontractor for another may be made only at the discretion of and with prior written approval from PERRY COUNTY COMMISSIONERS's project manager. Selected

environmental consulting firms will be responsible for the subcontractor(s) meeting all terms and conditions of the project specifications.

F. Conflicts of Interest

All respondents shall include a statement indicating whether or not the firm or any of the individuals who will be working on this assessment grant has possible or potential conflicts of interest and, if so, the nature of the conflict. PERRY COUNTY COMMISSIONERS reserve the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the firm. PERRY COUNTY COMMISSIONERS's determination regarding any questions of conflict of interest shall be final. In addition, a notarized Statement of No Conflict of Interest must be completed and provided in Attachment A.

SECTION VII – DISCRETIONARY POINTS (17 points)

Proposals may receive discretionary points for exceptional responses that include the firm's handling of assessment grants, experiences with the Perry County Commissioners, knowledge of environmental investigations in Southeast Ohio, and other pertinent issues concerning brownfields redevelopment.

SECTION VIII — REQUIRED FORMS and APPLICANT DOCUMENTATION

Please complete, as Attachment A, and submit the following forms (see Appendix C):

1. DBE Subcontractor Utilization Form (EPA Form 6100-4 or document currently used by the U.S. EPA for this purpose)
2. Statement of No Conflict of Interest (notarized)
3. Request for Taxpayer Identification Number and Certification
4. Recent audited or compiled financial statements

PLEASE REMEMBER:

- Original signatures required as indicated on the forms
- Resumés, certificates, licenses for personnel listed in Section V

Submission Evaluation Process

All SOQ's received by deadline date and time will be reviewed initially to determine if they meet the Required Minimum Qualifications. Those SOQ's meeting the minimum qualifications will be deemed eligible for review.

The evaluation team will score each eligible SOQ, for a maximum total of 185 points, in accordance with the following evaluation criteria:

- Firm Capacity -- Understanding of the project, ability to perform and deliverables (10 points)
- Approach (20 points)
- Project Management (20 points)
- Experience (60 points)
- Qualifications (58 points)
- Discretionary (17 points)

In the event of a tie, PERRY COUNTY COMMISSIONERS will make a selection. It will be at the discretion of the Perry County Commissioners to choose the consultant.

Perry County Commissioners Request for Qualifications, 2019-2021 USEPA Brownfields Assessment Coalition

If a contract is awarded, it will be awarded to the respondent deemed most qualified and responsive as determined at the sole discretion of the County based on the County's review of the respondent's ability to provide the required services.

Use of Firms

A determination has not yet been made on the specific methodology for assigning firm(s) to a project. Under our current grant, PERRY COUNTY COMMISSIONERS requested proposals for each project, and the firm providing the lowest or best pricing was selected for the work.

PERRY COUNTY COMMISSIONERS reserve the right to alter the process at any time upon approval by PERRY COUNTY COMMISSIONERS's board.