



NORTHWEST OHIO

**Flood Mitigation
Partnership, INC.**

Request for Qualifications

Environmental Assessment Services

May 2009

Northwest Ohio Flood Mitigation Partnership

Northwest Ohio Flood Mitigation Partnership
101 W. Sandusky St., Suite 200
Findlay, OH 45840
567-251-3802
www.floodpartnership.org

Purpose:

The Northwest Ohio Flood Mitigation Partnership is issuing this Request for Qualifications (RFQ) from environmental consulting firms to enable the Partnership to develop a list of environmental firms that can successfully perform Phase-I and Phase-II Environmental Site Assessments (ESAs).

Background:

The Northwest Ohio Flood Mitigation Partnership, Inc is a private/non-profit organization whose purpose is to expedite the design and development of a flood mitigation plan to be implemented in coordination with responsible public authorities in the Blanchard River Watershed.

In April of 2008, the City of Findlay and the Village of Ottawa signed Feasibility Cost Share Agreements with the United States Army Corps of Engineers to develop a flood damage reduction project for the Blanchard River Watershed. The environmental portion of the study requires an environmental assessment to be completed for any property used in the project.

Site Descriptions:

Some sites have been determined but the vast majority will be determined upon completion of the Feasibility Study.

Partnership Participation in the Projects:

The selected firm or firms will work closely with Partnership staff and other agencies as required to complete each ESA.

Special Instructions:

See Exhibit A

Submittal Requirements:

Each response must include:

1. A cover letter signed and dated by a representative who is authorized to respond to this RFQ on behalf of the firm;
2. The number of years the entity submitting a response has been in business and the total years experience of the principal individuals of the responding firm;

3. Types of services offered;
4. Number of projects completed in Ohio;
5. Largest ESA project completed in the last five years;
6. Examples of successful Brownfield projects with completion of Phase-I and Phase-II ESAs;
7. Experience as a consultant to governmental agencies;
8. Names of all officers, partners or owners of the firm;
9. Number and technical expertise of staff;
10. Project manager's name and resume;
11. Resumes of key personnel;
12. Organizational chart indicating managerial relationship among key personnel and role of each individual;
13. Before commencing services, the contractor will be required to obtain insurance from companies licensed to transact business in the State of Ohio in the forms and minimum amounts specified below. The contractor shall maintain the specified insurance coverage throughout the term of any agreement stemming from this RFP, and shall provide a certificate of insurance containing an endorsement stating that the Northwest Ohio Flood Mitigation Partnership and The Findlay-Hancock County Community Foundation are named as additional insured with regard to service provided. Insurance coverage shall include:
 - Comprehensive General Liability Insurance in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 - Professional Liability Insurance in an amount of no less than \$1,000,000 per occurrence and in aggregate;
 - Automobile Liability Insurance in an amount of no less than \$1,000,000 per occurrence and in the aggregate;
 - Worker's Compensation Insurance in an amount and form in compliance with Ohio law.
14. References with point of contact.
15. Use your experience to provide what is expected to be your typical fee breakdown for average residential and average commercial property Phase-I and Phase-II. Provide any cost benefits to grouping properties into contracts of five (5) or more.
16. Hourly rate schedule for individuals involved in project.

Submittal Instructions:

Interested firms must submit two (2) original copies of their responses. Responses must be received by the Agency no later than **4:00pm on Monday, June 15, 2009** at the following address:

Northwest Ohio Flood Mitigation Partnership
101 W. Sandusky St., Suite 200
Findlay, OH 45840
Subject: RFQ Environmental Services
Attention: Anthony Iriti

Facsimile or electronically transmitted responses will **not** be accepted. Postmarks will not be accepted in lieu of actual receipt. Late responses will not be opened or considered.

Evaluation Criteria:

1. Compliance with the requirements of the RFQ
2. Project Manager qualifications
3. Number and size of similar projects
4. Government coordination experience
5. Reference check
6. Rate structure

Responses will be reviewed by Partnership staff and Operations Committee. A maximum of 15 firms will be shortlisted within 30 calendar days after the due date of the responses. All firms responding to this RFQ will be notified as to whether they were selected for the shortlist. Firms that make the shortlist, will be invited to submit proposals and cost estimates for each project on a basis as will be determined by the Partnership at its sole discretion. There is no guarantee that the firm selected to conduct a particular Phase-I ESA will be selected to perform any subsequent Phase-II ESA on the same site.

Questions:

Questions will **only** be accepted by mail or email until **June 8, 2009**. Address all questions to:

Northwest Ohio Flood Mitigation Partnership
101 W. Sandusky St., Suite 200
Findlay, OH 45840
Subject: RFQ Environmental Services
Attention: Anthony Iriti
Email: apiriti@floodpartnership.org

Questions and answers will be posted no later than **June 10, 2009** to the Partnership's website at: www.floodpartnership.org

Contingencies:

This RFQ does not represent a commitment or an offer by the Partnership to enter into an agreement with a firm or to pay any costs incurred in the preparation of a response to this RFQ. All submitted responses, and any information made a part of the responses, becomes the property of the Partnership and will not be returned. The Agency has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ at any time prior to entering into a formal agreement with one or more firms responding to this RFQ.

All documents submitted to the Partnership will be deemed public records and made available for general public view. Any proprietary or confidential information should be submitted under separate cover.

EXHIBIT A

Scope of Services

At the request of the Partnership, the Professional shall undertake investigations as required by 40 CFR Part 312, including an inquiry by an environmental professional, or an inquiry under the supervision or responsible charge of, an environmental professional, for individual properties as may be designated by the Partnership from time to time. The environmental professional must meet the qualifications set forth in 40 CFR §312.10(b). The inquiry of the environmental professional must include the requirements set forth in 40 CFR §312.21(b). The investigation of the environmental professional shall also include the additional inquiries defined in 40 CFR §312.22. The purpose of the investigations is to identify conditions indicative of releases or threatened releases of hazardous substances, as those terms are defined in the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA"). The results of the inquiries by the environmental professional must be documented in a written report that includes, at a minimum, the requirements of 40 CFR §312.12(c). The environmental professional must place the statements included in 40 CFR §312.21(d) and sign the document.

The Professional shall use the following industry standards to comply with the requirements set forth in Sections 312.23 through 312.31 of 40 CFR:

- (a) The procedures of ASTM International Standard E1527-05 entitled "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process."
- (b) The procedures of ASTM International Standard E2247-08 entitled "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process for Forestland or Rural Property."

The Professional acknowledges and agrees that the Partnership is desirous of establishing one or more of the landowner liability protections available under CERCLA and the regulations thereunder, and that the Partnership intends to rely on the services of the Professional in connection therewith. Accordingly, the Professional shall comply in all respects with the standards and practices for "ALL APPROPRIATE INQUIRIES" for purposes of CERCLA, and the regulations thereunder, and comply with the requirements of law and the applicable industry standards set forth above.