



Request for Qualifications

RE: Environmental Engineering Consulting Services Pertaining to Ohio Department of Development Brownfield Remediation Program. The Brownfield Remediation Program was established in House Bill of the 134th General Assembly, codified in the Ohio Revised Code Section 122.6511 and found in the Ohio Administrative Code Sections 122:31-1-01 through 122:31-1-06. This program awards grants for the assessment of Brownfield sites throughout Ohio.

ISSUED BY: Jefferson County Port Authority

INTRODUCTION

The Jefferson County Port Authority has received the following Brownfield Remediation Grants from the Ohio Department of Development:

- (i) A grant for \$175,000.00 for the Piney Fork UST Property. The scope of services for this project include a groundwater-specific BUSTR Tier I Evaluation, Tier 2 Evaluation, and preparation of a Remedial Action Plan or Interim Response Action; and
- (ii) A \$300,000.00 assessment grant for the Tidewater Honey Creek Property. The scope of services for this project include a VAP-complaint Phase II Property Assessment to include soil, groundwater, and soil vapor evaluations and asbestos surveys.

Additionally, four other Brownfield Grant Applications have been submitted for other sites in Jefferson County, Ohio. Each grant is a standalone grant.

THE CONSULTANT'S SCOPE OF WORK

The purpose of the Request for Qualifications (RFQ) is to select a consultant with experience in Brownfield assessment and remediation experience to assist with the two grants awards described in the Introductory section and with the ability to manage and implement these types of grant funds. The objectives of this RFQ may expand at a later date to include other grant awards received by the Port Authority. The chosen consultant must perform the work and/or oversee sub-contracting pertaining to the work.

GENERAL QUALIFICATIONS OF THE CONSULTANT

The Jefferson County Port Authority is focused on hiring a consultant with work experience that aligns very closely with the aforementioned scope of work.

A. Instructions for Preparing and Submitting a Proposal

1. Provide the information requested in Item B below in the same order listed, in a letter signed by an authorized officer or representative of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Proposals shall be limited to ten (10) 8½" x 11" single sided pages.
3. Please adhere to the following requirements in preparing a Proposal:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Center the page numbers at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. If submitting by direct mail delivery, bind each copy of the Proposal by stapling at the upper left-hand corner only. Do not utilize any other binding system. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Key Components of the Proposal

Content of the Proposal:

1. Team Approach – Not to exceed five (5) pages
 - a. Identify the qualifications of your firm to perform the described tasks according to the requirement of the Ohio Department of Development's Brownfield Remediation Program and Ohio Revised Code Section 122.6511 and Ohio Administrative Code Sections 122:31-1-01 through 122:31-1-06.
 - b. List significant sub-consultants, their current prequalified categories, and percentage of work each sub-consultant will perform.
 - c. List Project Manager and other key staff members, including key sub-consultant staff. Include project engineers and staff members that will be responsible for completing the proposed Scope of Services.
2. Experience – Not to exceed three (3) pages
 - a. Describe the technical capacity, experience, and qualifications of key staff members (and sub-consultants) on similar Brownfield assessment projects. Give examples how your project team can complete assigned tasks in a timely manner and discuss their availability to this project relative to their present workload.
3. Project Approach – Not to exceed two (2) pages
 - a. Address your project team's technical approach and understanding of the project. Describe any innovative ideas or other relevant information concerning how your project team may be uniquely qualified for the Brownfield Remediation Program. Possibly discuss how your team's project specific plan can ensure increased quality assurance or reduced project delivery time as compared to your potential competitors.

Consultant Selection Rating Form

Project: _____

Selection Committee Members: _____

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub-consultants	25	See Note 2, Exhibit 1	
Project Cost Containment	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	15		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The selection will rank the proposed project manager for each Proposal with the highest scoring project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The basis for each project manager's ranking and score is experience on similar projects and past performance for the Jefferson County Port Authority or other regional agencies.
2. The selection team will score and rank the consultant's experience and strength of the assigned staff, including sub-consultant staff as noted for Number 1 above.
3. The selection team will rank the Consultant's workload and availability of qualified personnel, equipment, and facilities on a relative differential scoring type basis. The selection team shall consider an equitable distribution of work to all qualified firms that respond to this request.
4. The selection team shall rank and score the Consultant's past performance on similar projects using a relative, differential scoring type basis, with the highest ranked Consultant receiving a commensurately greater number of points.

Note: The Selection Team will include the Executive Director, Fiscal Officer and one or more members of the Jefferson County Port Authority's Board of Directors. Any recommendation by the Selection Team is subject to approval by the Jefferson County Port Authority's Board of Directors. The Jefferson County Port Authority may contact any outside agencies, clients, or other references that the Consultant service may have or have not documented in the Proposal.

SUBMISSION

Submittals should be sent mail to the Jefferson County Port Authority, The Jefferson County Tower Building, 500 Market Street, First Floor - Suite 3, Steubenville, OH 43952 or via email to Robert Naylor, at rnaylor@jcport.com. All submittals are due by Friday, June 8, 2022 at 5 P.M. All questions or requests for clarification must be submitted in writing via email to rnaylor@jcport.com. Responses will be provided in 5 business days. No telephone calls or in-person visits are permitted. It is anticipated that a qualified consultant will be selected by June 15, 2022.