



**JEFFERSON COUNTY PORT AUTHORITY  
USEPA FY23 BROWNFIELDS COMMUNITY WIDE ASSESSMENT GRANT  
REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)**

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**REFERENCE MATERIALS**

Attachment A: USEPA Community Wide Brownfields Assessment Grant Cooperative Agreement – Grant Award No. BF-00E03554-0 which can be found at <https://jcport.com/rfq>.

Attachment B: Jefferson County Port Authority Application/Proposal which can be found at <https://jcport.com/rfq>.



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**BACKGROUND**

The Jefferson County Port Authority (“Port Authority”) is soliciting Requests for Qualifications/Proposals (“RFQ/P”) from vendors qualified to evaluate a property’s environmental conditions and assess potential liability for environmental contamination under the “All Appropriate Inquiries” standard promulgated under the 2002 Brownfields Amendments to the Comprehensive Environmental Response, Compensation, and Liability Act (“CERCLA”) to provide environmental consulting services in connection with the 2023 Jefferson Co PA Brownfield Grant, a Community Wide Brownfields Assessment Grant funded through a Cooperative Agreement with the United States Environmental Protection Agency (“USEPA”) and further identified herein as Grant Award No. BF-00E03554-0. For purposes of this RFQ/P, vendors qualified to evaluate a property’s environmental conditions and assess potential liability for environmental contamination under the “All Appropriate Inquiries” standard shall be referred to as a qualified environmental professional or “QEP”. A QEP interested in responding should reply with a statement of qualifications (“SOQ”) no later than 5:00 p.m. (Eastern Standard Time) on June 7, 2024. SOQs and proposals received after this deadline will not be considered.

Submissions by an eligible QEP will be evaluated based on such QEP’s qualifications and SOQ. As part of the evaluation process, the Port Authority may invite eligible QEPs that timely submitted a SOQ to interview.

**QUALIFICATIONS**

The Port Authority will consider a QEP’s experience in each of the items listed below as part of the evaluation and selection process. Familiarity with the Ohio Environmental Protection Agency’s (“OEPA”) Voluntary Action Program (“VAP”) and Ohio’s Bureau of Underground Storage Tank Regulations (“BUSTR”) is beneficial, including having a VAP Certified Professional (“CP”) on staff which meets the requirements of Ohio Administrative Code §3745-300-05. Any firm, individual, or entity responding to this RFQ/P may not subcontract or partner with other third-party firms, individuals, or entities for personnel with VAP and/or BUSTR qualifications and experience.

- Demonstrated experience with preparing USEPA Quality Assurance Project Plans (“QAPPs”), Health and Safety Plans (“HASPs”), site specific Field Sampling Plans (“FSPs”), and Remediation and/or End-Use Planning activities (i.e., to develop site cleanup, remediation, and eligible end-use alternatives plans such as Community Health, Site, and Land Reuse Assessment, Market Viability, Infrastructure Evaluation, Site Disposition Strategy, and Site Reuse Visioning).

- Demonstrated experience with BUSTR and the process to obtain a grant of No Further Action (“NFA”) status.
- Demonstrated experience with OEPA VAP and the process to obtain a Covenant Not to Sue (“CNS”).
- Demonstrated ability to conduct community engagement activities.
- Demonstrated experience with USEPA Cooperative Agreements.
- Demonstrated experience on projects funded by other state or federal grants.

## PROJECT OVERVIEW

Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The USEPA awarded the Port Authority the 2023 Jefferson Co PA Brownfield Grant, a Community Wide Brownfields Assessment Grant funded through a Cooperative Agreement with the United States Environmental Protection Agency and further identified as Grant Award No. BF-00E03554-0 (the “Grant”). Four Target Areas were identified and include the Downtown Mingo OZ Corridor, the Steubenville Southern Gateway, Pottery Addition, and the Yorkville-Tiltonsville-Rayland Corridor. The project period is four years.

Specifically, the Grant will provide funding to the Port Authority to inventory, characterize, assess, and conduct cleanup planning and community involvement related activities. In addition, the Port Authority will report on interim progress and final accomplishments by completing and submitting relevant portions of the Property Profile Form using EPA’s Assessment, Cleanup and Redevelopment Exchange System (“ACRES”). Moreover, the Port Authority anticipates conducting approximately 20 Phase I and Phase II environmental site assessments, conducting community meetings, developing 2 site-specific cleanup plans/Analysis of Brownfield Cleanup Alternatives, developing site inventory and planning documents to initiate brownfields revitalization, and submitting quarterly reports throughout the grant cycle as required. Work performed under this Grant will benefit the residents, business owners, and stakeholders in and near Jefferson County, Ohio.

All Phase I assessments will conform to ASTM 1527-21. All Phase II assessments will be completed in accordance with ASTM E1903-11. If requested, Phase I and Phase II assessments may also conform to the standards set forth under the OEPA VAP (i.e., Ohio Administrative Code §§ 3745-300-01 through 3745-300-15). Any petroleum underground storage tank assessments completed for sites selected by the Port Authority will be conducted using ASTM industry accepted protocol and must further adhere to the regulatory standards of the State of Ohio’s Department of Commerce, Division of State Fire Marshall and BUSTR.

The following activities and minimum project deliverables are to be completed with grant funding:

- Prioritization of sites;
- Preparation of Community Outreach Plans;
- Preparation of a QAPP;
- Conduct and completion of site-specific eligibility determinations;
- Preparation of Phase I Environmental Assessments;
- Preparation of HASPs and SAPs and Phase II Environmental Assessments;
- Conduct and completion of BUSTR Tier 1 and Tier 2 assessments;
- Preparation of Remediation and/or End-Use Planning activities;
- Assistance with Community Outreach;
- Assistance with ACRES reporting and draft quarterly reports; and,
- Assistance with financial reporting to USEPA with prior Port Authority approval.

## STATEMENT OF QUALIFICATIONS REQUIREMENTS

Interested QEPs should submit an SOQ that adheres to the following format:

### I. QEP Identification and Background Information

- Name, business address, contact name, e-mail address, and telephone number.
- Federal Employer Identification Number (EIN) or Taxpayer I.D. number.
- Ohio Secretary of State Charter/Registration number.
- Disadvantaged Business Enterprise (“DBE”) or non-DBE status, and whether a DBE subcontractor is included as part of the response.
- Brief history of the QEP.

*Note: Brochures and/or promotional materials will not be accepted or reviewed.*

### II. Qualifications and Experience

- Provide an overview of the QEP’s general capabilities/capacities.
- Document experience with OEPA VAP.
- Document experience with BUSTR.
- Document experience with USEPA Cooperative Agreements.
- Document experience with preparation of QAAPs.
- Describe experience on projects funded by other state or federal grants.

### III. Personnel

- Identify the CP who will be assigned to this project.
- Identify additional key project staff/professionals assigned to this project.
- Provide resumes of CP and additional key project staff/professionals.

#### **IV. Cost Estimates**

- Provide the standard billable rates for all project personnel and other billable items.
- Provide a summary of at least three (3) key projects of similar size and scope conducted in the last three (3) years. The summaries should include the proposed budget amount and the final invoice (or evidence of the total final invoice amount billed) for each project.
- Provide a confirmation statement that QAPP costs will be provided by the selected QEP.

#### **V. References**

- Provide the names of two (2) clients (not including the Port Authority) for whom the firm has provided Phase I and Phase II environmental assessments 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.

### **ECONOMY OF PREPARATION**

All responses to this RFQ/P should be prepared simply and economically providing a clear and concise description of the QEP's ability to meet the requirements set forth herein. Decorative bindings, colored displays, promotional materials, etc. will receive no evaluation credit. All responses should emphasize completeness and clarity of content.

### **SELECTION CRITERIA AND AWARD**

Respondents will be rated on the following criteria (100 points total):

- Satisfaction of SOQ requirements – 10 points.
- Experience of CP and key project personnel strongly supports background and knowledge of environmental consulting in the State of Ohio – 10 points
- Positive past performance on environmental projects, based on provided references and/or previous Port Authority projects – 10 points
- Inclusion of DBEs or Minority, Women, Small Business Enterprises (“MBEs/WBEs/SBEs”) and explanation of how DBEs/MBEs/WBEs/SBEs will be utilized – 5 points
- Documentation supports strong background, understanding, and/or experience of CP and key project personnel with USEPA and OEPA Brownfields projects, OEPA VAP projects, and BUSTR – 10 points

- Description of previous projects that reflect the capabilities and experience of the project team to carry out the required services – 10 points
- Documentation demonstrating respondent's experience (or that of the project team) with public outreach and the community involvement processes – 10 points
- Documentation demonstrating respondent's capacity (or that of the project team) to perform work and meet the project schedule – 10 points
- Documentation demonstrating the reasonableness of respondent's cost/price proposal and the capacity to control costs and meet project budget – 25 points

### **SUBMISSION PROCEDURES AND TIMELINE FOR RESPONDING TO RFQ/P**

Applicants must submit one (1) original and one (1) electronic copy on a flash drive to the office of the Port Authority by 5:00 p.m. (Eastern Standard Time) on June 7, 2024, at the following address:

Jefferson County Port Authority  
Attn.: Robert Naylor  
500 Market Street  
First Floor - Suite 3  
Steubenville, OH 43952

Qualifications/Proposals submitted after the deadline will not be considered.

Questions or concerns can be directed to Robert Naylor at [rnaylor@jcport.com](mailto:rnaylor@jcport.com). Questions regarding submissions can be directed to the above contact by email only. Questions must be submitted by May 22, 2024. Disclosure of any questions received by the Port Authority to other respondents will be determined in the sole discretion of the Port Authority.

### **FEES**

The Port Authority will negotiate a contract for the required activities after a QEP is selected. The Port Authority shall not be liable for any costs, including any travel, incurred by any QEP or environmental consulting firm(s) prior to award of the contract. The Port Authority's total liability is limited to the terms and conditions of this RFQ/P and any resulting contract.

### **TYPE OF CONTRACT**

It is proposed that indefinite quantity, cost reimbursement contracts will be entered into as a result of this RFQ/P. Only work performed on tasks for which the scope of service and specified maximum cost, not to be exceeded, have been pre-approved by the Port Authority will be compensated. At the sole discretion of the Port Authority, the total contract values will be limited to the amount of funds available under the Grant. Negotiations may be undertaken with those



QEPs submitting SOQs whose qualifications and proposal as to price and other factors show them to be qualified, responsible and capable of performing the work.

The contract with the selected QEP will require compliance with all Federal USEPA laws, rules, and regulations listed in the City's USEPA grant, including but not limited to, 40 CFR Part 33.

### **CONTRACT DURATION**

The resulting contract will be for a period commencing on the date of execution and ending on September 30, 2027. The Port Authority may amend or extend this contract beyond September 30, 2027 to accommodate the terms and conditions of the Grant or, any future USEPA grants awarded to the Port Authority within this time period or any extension provided a market survey conducted by the Port Authority indicates that the prices the QEP proposes are reasonable.

### **COMPLIANCE WITH 40 CFR PART 33**

The Port Authority encourages qualified DBEs including, but not limited to, MBEs, WBEs, and SBEs to respond to this RFQ/P. The Port Authority also encourages RFQ/P respondents to identify and include qualified DBE, MBE, WBE, and SBE subcontractors in submittal documents.

Any QEP or respondent shall clearly identify status as a DBE, MBE, WBE, or SBE in submittal documents. If the QEP or respondent is claiming DBE, MBE, WBE, or SBE status, it shall submit a valid certification as part of the submittal documents.

### **PORT AUTHORITY RESERVATION OF RIGHTS**

Any submittal documents or SOQs not meeting the stated minimum terms set forth in this RFQ/P may be rejected as non-responsive or irregular. The Port Authority reserves the right to waive any irregularities, technicalities, or informalities in any submittal documents, and to reject all SOQs without cause.

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