

**The City of Sidney
201 West Poplar Street
Sidney, OH 45365**

REQUEST FOR QUALIFICATIONS (RFQ)

The City of Sidney is soliciting Qualifications from firms interested in providing professional environmental services to support implementation of the City of Sidney's U.S. Environmental Protection Agency (USEPA) Brownfields Assessment Grant. Disadvantaged Business Enterprises (DBEs) are encouraged to respond to this solicitation.

Project Name: City of Sidney Brownfield Assessment Grant

RFQ Reference #: 10-BAG/BG

RFQ ISSUE DATE: August 4, 2010

QUALIFICATIONS SUBMISSION INSTRUCTIONS:

Copies Required: One (1) unbound original, two (2) bound copies, and one (1) electronic copy on CD-ROM. Facsimile or email submissions will not be accepted.

Submissions must be in a sealed envelope labeled with Project Name and RFQ Reference Number (above).

Due Date and Time: On or before 3 p.m., September 7, 2010

Submission Delivery Location: City of Sidney Engineering Department
201 West Poplar Street
Sidney, OH 45365

Late submissions will not be accepted or considered.

Questions about submission procedures should be directed to:

City of Sidney
201 West Poplar Street
Sidney, OH 45365
Attn: Bill Gosciwski, P.E.
bgosciwski@sidneyoh.com
Fax: 937-498-8119

Specifications, terms, conditions and instructions for submitting qualifications are contained herein.

INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS

SUBMISSION PROCEDURES

One (1) unbound original, two (2) bound copies, and one (1) electronic copy on CD-ROM of the Qualifications Submission must be submitted to:

City of Sidney
201 West Poplar Street
Sidney, OH 45365
Attn: Bill Gosciewski, P.E.

Submissions must be received no later than 3:00 p.m. on September 7, 2010. The Respondent shall assume full responsibility for delivery of the Qualifications Submission to the City of Sidney at the appointed hour for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner he/she employs for the transmission thereof. Late submissions will not be accepted or considered. The Qualifications Submission must be contained in a sealed, opaque envelop clearly labeled with the RFQ Reference Number, Project Name, and Submitter's company name and address.

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

Submissions will be opened on or after the submission due date and time, at the sole discretion of the City of Sidney.

QUESTIONS

Questions regarding the RFQ may be directed to:

City of Sidney
201 West Poplar Street
Sidney, OH 45365
Attn: Bill Gosciewski, P.E.
bgosciewski@sidneyoh.com
Fax: 937-498-8119

Please communicate to the above address in writing, facsimile transmission, or e-mail only. All questions or requests for clarifications must be directed to the person listed above. Disclosing any questions received by the City of Sidney to all respondents will be at the sole discretion of the City of Sidney. However, answers to substantive questions will be provided to all respondents.

The deadline date to submit questions is August 20, 2010 at 5:00 p.m. Written responses from the City of Sidney will be provided via U.S. Postal Service, facsimile transmission, or e-mail to all respondents no later than August 30, 2010 at 5:00 p.m.

INSPECTION OF DOCUMENTS

Documents in the possession of the City of Sidney and related to this solicitation, but not included in this RFQ, will be available for review beginning at 8 a.m., August 4, 2010, at the offices of the:

City of Sidney
201 West Poplar Street
Sidney, OH 45365
City Engineering Department

Documents shall not be removed from these offices. However, copies will be made available per the City of Sidney Public Records Policy, if requested.

INCURRED COSTS

The City of Sidney shall not be liable for any costs, including any travel, incurred by the Respondent prior to award of the contract(s). Total liability of the City of Sidney is limited to the terms and conditions of this request and any resulting contract.

ECONOMY OF PREPARATION

Each response to this RFQ should be prepared simply and economically, so as to provide 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 special evaluation credit. Emphasis should be on completeness and clarity of the content.

NEWS RELEASES, MEDIA ADVISORIES AND MEDIA INTERACTION

Should a member of the media or press contact the respondent regarding this request, or the work to which it relates, the media or press should be referred to the City of Sidney. This request, the work to which it relates, or any representative of the City of Sidney associated with request, or the work to which it relates, shall not be used for referral purposes without expressed written approval from the City of Sidney.

NO THIRD PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the City of Sidney and the Provider of Services; not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the parties signatory hereto.

DISCLOSURE OF PROPOSAL CONTENTS

All responses to this RFQ become the property of the City of Sidney and shall be subject to disclosure under the Freedom of Information Act, the City's Public Records Policy (dated October 1, 2007) and Section 149.43 of the Ohio Revised Code.

All information submitted to the City of Sidney that is considered a trade secret and/or proprietary information must be clearly marked as such when submitted. The City will exercise all reasonable protection so as not to publicly disclose any such information to any third party unless required by law.

AWARD OF CONTRACTS/REJECTION OF PROPOSALS

If a Contract is awarded by the City of Sidney, it will be awarded to the Respondent deemed the most qualified, competent and responsive as determined at the sole discretion of the City of Sidney based on the City of Sidney's review of the Respondent's ability to provide the required services. This contract will require completion of the work pursuant to these documents.

The City of Sidney reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received, whenever such rejection or waiver is in the City of Sidney's best interest. The Respondent to whom the award is made will be notified at the earliest possible date.

The Contract shall not be considered executed unless signed by Steve Stilwell, City Manager and approved by the City of Sidney. Signatures on behalf of the City of Sidney other than those cited above shall not constitute contract execution by the City of Sidney and the contract shall be null and void.

TYPE OF CONTRACT

It is proposed that a cost reimbursement contract will be entered into as a result of this RFQ. The contract will have a fee structure based on the fee schedule proposed by the selected Consultant and agreed upon by the City of Sidney. Only work performed on tasks for which the scope of work and specified maximum, not to be exceeded, cost have been approved by the City of Sidney will be compensated. At the sole discretion of the City of Sidney, the total contract value may be limited to the amount of funds available under the current USEPA Grant(s) and future brownfields redevelopment funding sources. Negotiations may be undertaken with those Respondents 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 Consultant will require compliance with all Federal USEPA laws, rules, and regulations listed in the City of Sidney's USEPA grant, including but not limited to, 40 CFR Part 33.

The City of Sidney reserves the right to consider proposal modifications received at any time before the award is made, if such action is deemed to be in the best interest of the City of Sidney.

CONTRACT DURATION

This contract will be for a period of a maximum of three (3) years from the date of contract execution. The contract will include the option for two (2), one-year, extensions or a single extension until the date of completion of activities funded by, or expiration date of, any USEPA Brownfields Grant or other state or federal grant or loan awarded to the City of Sidney during the contract term, if mutually agreed by the City of Sidney and the Consultant.

CONTRACT SECURITY & INSURANCE

Contract Security - The Contractor shall furnish a surety bond in an amount at least equal to one hundred percent (100%) of the contract price as security for the faithful performance of this contract and for the payment of all persons performing labor and furnishing materials in connection with this contract.

Contractors shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, their agents, representatives, employees or subcontractors.

Minimum Scope of Insurance - Coverage types shall include and be at least as broad as:

- (a) Insurance Services Office (ISO) Commercial General Liability occurrence from CG 0001 (ED.11.85) and/or Owners and Contractors Protective Liability policy with the City specifically state as a named insured; and
- (b) Insurance Services (ISO) form number CA 0001 (ED. 1/87) covering Automobile Liability, symbol 01 “any auto” and endorsement CA 0029 (ED. 12/88) changes in Business Auto and Truckers coverage forms - Insured Contract; and
- (c) Worker’s Compensation as required by the Worker’s Compensation statutes of the State of Ohio and Employers Liability insurance.

Contractor’s and Subcontractor’s insurance - The Contractor shall not commence work under this Contract until they have obtained the insurance required under this paragraph, not shall the Contract permit any Subcontractor to commence work on their subcontract until the insurance required of the Subcontractor has been so obtained.

- (a) Property Insurance - If the Contract is for the construction and erection of a building or other structure, the Contractor shall purchase and maintain All-Risk Builder’s Risk Property Insurance upon the entire work at the site to the full insurable value thereof, exclusive of underground pipelines. The Owner, Contractor, and Subcontractors shall be named as insured on the insurance. All parties insured shall receive a certificate copy of the insurance prior to commencement of work. The original policy shall be filed with the Owner. All-Risk Builder’s Risk Property Insurance shall not be required in contracts for improvement of streets, installation of water mains and sewer lines, and other jobs of like nature.
- (b) Worker’s Compensation Insurance - The Contractor shall procure and shall maintain during the life of this Contract, Worker’s Compensation and Employers Liability Insurance for all of their employees engaged in work under the Contract and in case any such work is sublet, the Contractor shall require the Subcontractor to provide insurance for all of the latter’s employees engaged in such work unless such employees are covered by protection afforded by the Contractor’s insurance. The Employers Liability limit shall be provided by statutory requirements of the State.
- (c) Contractor’s Liability Insurance - The Contractor shall maintain Comprehensive General Liability and Comprehensive Automobile liability insurance during the life of this Contract. The Comprehensive General Liability Coverage shall include Completed Operations-Products

Coverage, Contractual Liability Coverage, Owner's and Contractor's Protective Liability, and Explosion, Collapse and Underground Hazards Coverage. The City shall be named an additional insured on the Comprehensive General Liability policy. The Comprehensive Automobile Liability Coverage shall include Non-Ownership and Hired Cars Coverage.

Other Insurance Provisions - The policies are to contain or be endorsed to contain, the following provisions:

(a) General Liability and Automobile Liability Coverages

1. The City, its officials, agents, employees and volunteers, are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, agents, employees and volunteers.
2. The Contractor's insurance coverage shall be primary as respects to the City, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, agents, employees and volunteers.
4. Coverage shall state that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Certificate of Insurance - The Contractor shall furnish the Owner a Certificate of Insurance certifying that the City of Sidney is an additional insured and that the Owner's and Contractor's Protective Liability Coverage includes all Subcontractors engaged on the project. Such certificate of insurance shall provide for 30 days written notice of cancellation by certified mail, return receipt requested, has been given to the City.
6. Minimum Limits of Liability - The minimum limits of liability for all coverages in (c) above shall be as follows, unless otherwise specifically required by special provisions in the specifications.

- (b) 1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 per operation and/or location.
2. Automobile Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
3. Workers Compensation and Employer's Liability: Worker's Compensation limits as required by the Worker's Compensation statutes of the State of Ohio and Employer's Liability limit of \$1,000,000 per accident.

4. Builder's Risk: Shall insure against "All Risk" of physical damage, including water damage (flood and hydrostatic pressure not excluded), on a completed value basis. Higher limits may be recommended where circumstances dictate, particularly when unusual or ultra hazardous risks are involved.

Deductibles and Self-Insured Retentions – Any deductibles or self-insured retentions must be declared to and approved by the City. In instances where the deductible or SIR matches or closely approximates the level of coverage required by the City, the City, at its option, may either cause the insurer to reduce or eliminate such deductibles or self-insured retention as respects the City, its officials, agents, employees and volunteers, or cause the Contractor to procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

Professional Liability - "Professional Liability Insurance that provide indemnification and defense for the architect, engineer or surveyor or injury or damage arising out of acts, errors or omissions in providing the following professional services, but not limited to the following:

1. Preparing, approving or failure to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications;
2. Providing direction, instruction, supervision, inspection, engineering services or failing to provide them, if that is the primary cause of injury or damage."
3. This insurance is only necessary where applicable.

Subcontractor's Insurance – Contractor shall include all subcontractors as insurers under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Notice Requirement – All insurance policies must include an Endorsement providing thirty (30) days prior written notice to the Owner of cancellations, material change or reduction of coverage. The Contractor shall cease operations on the occurrence of any such cancellations, material change or reduction and shall not resume operations until new insurance is in force.

Employer's Liability Coverages – The insurer shall agree to waive all rights of subrogation against the City, its officials, agents' employees and volunteers for losses arising from work performed by Contractor for the City.

Acceptability of Insurers – Insurance is to be placed with insurers with a Best's rating of no less than B+. If insurance is to be placed with an insurance carrier with a Best's rating of B+ or less, the carrier should be licensed to do business in the State of Ohio (Admitted carrier). Any carrier having a Best's rating of A- or better need only be on the NAIC Approved List.

Verification of Coverage – Contractor shall furnish the City with certificates of insurance naming the City its officials, agents, employees and volunteers as additional insured and with original endorsements affecting coverage required by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the City and are to be received and approved by the City before any work commences. The City reserves the right to request full certified copies of the insurance policies.

Indemnify/Hold Harmless Provision - To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the City, its officials, agents and employees, against all injuries, death loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part of in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anyway result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and if any judgment shall be rendered against the City, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

Contractor expressly understands and agrees that any performance bond or insurance policies required by this Contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save employees herein provided.

Retainage - The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the City, may be retained by the City to protect itself against said loss until such claims, suits or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the City.

COMPLIANCE WITH 40 CFR PART 33

The City of Sidney encourages qualified DBEs, i.e. Minority Business Enterprise (MBE) or Women Business Enterprise (WBE), to respond to this RFQ. The City of Sidney also encourages RFQ respondents to identify and include qualified DBE subcontractors in their response.

The Respondent shall clearly identify their status as a certified DBE or non-DBE in their response. If the Respondent is claiming certified DBE status, the Respondent shall submit a valid certification as part of the response.

If the Respondent solicits subcontractors for work as part of the response, the solicitation must comply with the requirements of 40 CFR Part 33. This shall include, but is not limited to, requiring each subcontractor to complete and submit USEPA Form 6100-3 – DBE Program Subcontractor Performance Form (<http://www.epa.gov/osdbu/grants.htm>) as part of the subcontractor's response. The response to this RFQ shall include the completed form (6100-3) for the selected subcontractor(s) and supporting documentation to demonstrate that the solicitation of subcontractor work was in compliance with 40 CFR Part 33.

The Respondent must complete and submit USEPA Form 6100-4 - DBE Program Subcontractor Utilization Form (<http://www.epa.gov/osdbu/grants.htm>) as part of the response. Each subcontractor (solicited or direct award) for work described in this RFQ must be identified as a certified DBE or non-DBE on the form. If a subcontractor is identified as a certified DBE, a valid copy of the subcontractor's DBE certification shall be included with the form.

TERMS, CONDITIONS AND EXCEPTIONS

The City of Sidney does 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 response shall be considered as a legal offer.

The City of Sidney reserves 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 the City of Sidney to do so.

The City of Sidney reserves 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 Respondents and their references and clients regarding qualifications and information submitted as part or their responses.

Some or all of the work performed under this USEPA Assessment Grant will be subject to federal contractual and cross-cutting provisions. The City of Sidney hereby notifies Respondents that a successful award may be contingent upon the agreement and ability of the selected Respondent 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 Respondent(s) do not enter into the required agreement to carry out the purposes described in this RFQ, the City of Sidney may commence negotiations with another Respondent.

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

REQUEST FOR QUALIFICATIONS

INTRODUCTION

The City of Sidney is seeking to select an environmental services consultant (Consultant) to assist in fulfilling the Cooperative Agreement and Work Plan obligations of a USEPA Brownfields Assessment Grant awarded to the City of Sidney. The selected Consultant may also assist the City of Sidney in identifying, obtaining, and managing other USEPA, federal, state, and local grants and loans and other programs that will support brownfields cleanup and/or redevelopment in the community. The City of Sidney will choose a Consultant using a Qualifications-Based Selection (QBS) process in accordance with the procurement policies and procedures of the City of Sidney. The QBS process will rely on evaluations of written responses to this Request for Qualifications (RFQ) and subsequent supplemental evaluation processes, such as requests for additional information, as may be instituted by the City of Sidney at its sole discretion.

BACKGROUND

The City of Sidney has been selected to receive a USEPA Brownfields Site-Specific Assessment Grant to support redevelopment of a brownfield site likely contaminated with hazardous substances. Grant funds will be used to conduct site-specific environmental assessment activities at the Former Wagner Manufacturing & Master Vision Polishing Plant (the project site). The Grant includes \$185,000 for planned assessment activities, cleanup planning, and community outreach and involvement. The City of Sidney is in the process of obtaining final approval and plans that will assist in negotiating toward a “Cooperative Agreement” with the USEPA of its Assessment Grant Work Plan (attached) and is now seeking to retain a qualified Consultant to assist in implementing that Work Plan. If requested by the City of Sidney, the retained consultant also will be expected to support the City of Sidney in acquiring and managing additional USEPA Grants of all types; acquiring and managing other federal, state and local brownfields cleanup and redevelopment financing and incentives; and providing general support for the City of Sidney’s brownfields assessment, cleanup and redevelopment program.

SCOPE OF SERVICES

Task 1 – Implement the Approved USEPA Brownfields Assessment Grant Work Plan

The selected Consultant will perform the contractual tasks assigned to the environmental consultant in the approved USEPA Grant Work Plan. These will include all or some of the following:

- Assist the City of Sidney in designing and conducting community outreach and participation activities;
- Prepare an approved Quality Assurance Project Plan (QAPP);
- Conduct a Phase I Environmental Site Assessment (ESA) of the project site;
- Conduct a Phase II ESA of the project site
- Conduct hazardous materials assessment of the project site;
- Conduct cleanup and redevelopment planning allowed under the grant; and
- Assist with project reporting.

Task 2 – Identify, Acquire and Manage Additional Brownfields Redevelopment Financing

The consultant may assist the City of Sidney in identifying additional federal, state, and local sources of financing to support brownfields cleanup and redevelopment in the community. At the request of the City of Sidney, the Consultant will assist in the preparation of applications for one or more of the following USEPA Brownfields Grants: Assessment (hazardous substances and/or petroleum), Cleanup, and Revolving Loan Fund (RLF). At the request of the City of Sidney, the Consultant will assist in the preparation of applications for Clean Ohio Assistance Fund (COAF), Clean Ohio Revitalization Fund (CORF) grants, and/or preparation of applications for other Ohio grant, loan, and incentive programs that may support brownfields redevelopment. The Consultant then will assist the City of Sidney in managing those funds in the manner described in, or similar to, Task 1, Task 3, and/or Task 4 below or as otherwise appropriate for the funds source(s).

Task 3 – Assist in Managing a USEPA Cleanup Grant

For the duration of the contract awarded through this solicitation, if the City of Sidney is awarded a USEPA Brownfields Cleanup Grant, the selected Consultant will perform the contractual tasks assigned to the environmental consultant in the approved Grant Work Plan. These will include all or some of the following:

- Assist in development and implementation of a community engagement program;
- Design and evaluate the feasibility of environmental response actions;
- Prepare appropriate site-specific environmental response work plan and coordinate Ohio Environmental Protection Agency (OEPA) “involvement” for each site;
- Prepare bid plans and specifications for remediation contractor retention;
- Monitor environmental response actions;
- Conduct remediation verification testing;
- Identify and verify compliance with federal cross-cutting requirements;
- Review pay invoices/requests and assist with project cost tracking; and
- Support project reporting activities

Task 4 – Assist in Managing a USEPA Brownfields RLF Grant

For the duration of the contract awarded through this solicitation, if the City of Sidney is awarded a USEPA Brownfields RLF Grant, the City may elect to have the selected Consultant perform the contractual tasks assigned to the environmental consultant in the approved Grant Work Plan. These will include all or some of the following:

- Assist the City of Sidney in designing and conducting community outreach and participation activities;
- Prepare approved Quality Assurance Plans;
- Prepare Site Eligibility Determinations;
- Prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) and Decision Memorandum and establish a Document Repository for each loan/site;
- Assist the City of Sidney in preparing loan and/or subgrant documentation;
- Review site-specific environmental response work plans and coordinate state regulatory agency “involvement” for each site;
- Review bid plans and specification for cleanup contractors;

- Monitor environmental response actions;
- Monitor adherence to all requirements of the USEPA RLF Grant program;
- Verify compliance with federal cross-cutting requirements;
- Review pay invoices/requests and assist with loan and project cost tracking; and
- Support project reporting activities.

CONSULTANT SELECTION PROCESS

A service provider (consultant) will be selected using a Qualifications-Based Selection process in accordance with the requirements of 40 CFR 31.36. Interested qualified Respondents are to submit Qualification Statements as described below to the City of Sidney for review. After review of submitted qualifications, the City of Sidney may request additional information from one or more Respondents. The Consultant will be selected based on qualifications and project understanding as determined to be in the best interests of the City of Sidney.

SUBMISSION OF QUALIFICATIONS

Qualified Consultants are invited to submit a written qualifications statement to the City of Sidney for consideration. The minimum content of that submission is outlined below:

- I. Brief description history of the firm
- II. State the firm's status as a qualified DBE or non-DBE and if a qualified DBE subcontractor is being included as part of the response. If the firm is claiming qualified DBE status for itself or a subcontractor, valid certification must be included in the response. Neither the respondent nor a subcontractor will be considered a qualified DBE without valid certification submitted as part of the response. If subcontracted services were solicited as part of the response, describe and document the firm's compliance with 40 CFR Part 33. Reference completed and attached USEPA Forms 6100-3 (if applicable) and 6100-4.
- III. Proposed project team and qualifications, including an organization chart identifying all key project team members and demonstration that each team member is qualified to perform the assigned role and tasks.
- IV. Firm qualifications and related experience, with references, demonstrating the firm's capabilities related to providing services described in the Scope of Services above.
- V. Detailed plans of assessment activities, cleanup planning, and community outreach based upon information available in the USEPA Assessment Grant Work Plan (attached) and any other related documents available from the City.
- VI. Descriptions of technical and operational approaches for performing the project services described above in Tasks 2 through 4. Submitting costs estimates for preparing grants within Tasks 2 through 4 is optional.
- VII. Representative schedule estimates for performing all project Tasks 1 through 4.

The requested information must be submitted as specified in the **Submission Procedures** section above.

EVALUATION OF QUALIFICATIONS SUBMISSIONS

Qualifications submissions primarily will be evaluated on the basis of demonstrated capabilities and experience in the role of Consultant for a USEPA Grant grantee, for community brownfields redevelopment programs, for brownfields redevelopment projects, and for development and management of brownfields financing programs; qualifications and availability of project staff; scope of brownfields redevelopment services provided by the firm; and understanding and reasonableness of costs and schedules for tasks described in the Scope of Services. A summary of these and other evaluation factors, and the evaluation weighting criteria of each, is presented below:

1. Demonstrated stability and capabilities of the firm (15% of the evaluation criteria)
 - a. Staff and financial stability
 - b. Capability to meet project staffing and schedule needs
 - c. Geographic availability of staff
 - d. Breadth of USEPA brownfields grant support and brownfields redevelopment support capabilities and services
2. Structure and demonstrated capabilities and qualifications of project team (20% of the evaluation criteria)
 - a. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments
 - b. Qualifications and experience of key project staff related to USEPA Brownfields Grant implementation, brownfields redevelopment, and technical requirements of the Scope of Services
 - c. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided
3. Demonstrated qualifications and experience of the firm (25% of the evaluation criteria)
 - a. Project experience related to USEPA Brownfields Grants acquisition, management and implementation; acquisition and management of brownfields redevelopment financing; brownfields redevelopment; and assisting local communities successfully support brownfields redevelopment.
 - b. Project experience related to the technical requirements for completing the tasks described in the Scope of Services.
 - c. Project experience, relevant to the scope of Services described above, during the past three years.
 - d. Project summaries for representative projects, including client name, dates of service and references (contact name, title, and telephone number), demonstrating experience related to the USEPA Brownfields Grant Program, state and local brownfields redevelopment incentives programs, and brownfields redevelopment projects.
 - e. Project summaries for representative projects demonstrating experience with the technical activities required in the Scope of Services, including client name, dates of service and references (contact name, title and telephone number)

4. Demonstrated understanding of the USEPA Brownfields Grant program and operations of each grant type, technical approaches for completing the Scope of Services, the OEPA Voluntary Action Program (VAP) and Ohio Department of Development(ODOD) brownfields programs and its relationship to the USEPA Grant activities, and the City of Sidney brownfields redevelopment program (25% of the evaluation criteria)
 - a. The role of USEPA Brownfields Grants and respective eligible environmental activities in a brownfields redevelopment program generally, and the City of Sidney brownfields redevelopment program specifically
 - b. Understanding of the technical requirements and approaches for conducting the tasks described in the Scope of Services
 - c. Quality assurance and health/safety requirements and procedures
 - d. OEPA VAP and ODOD brownfields programs and its relationships with USEPA Grant tasks
 - e. Policies, protocols, laws and regulations applicable to the conduct of USEPA Grant and brownfields redevelopment activities
5. Demonstrated understanding of the Scope of Services and task implementation as evidenced by discussions of estimated costs and schedules where appropriate (15% of the evaluation criteria)
 - a. Representative costs for the project activities required to accomplish the Consultant's scope of services described in this RFQ
 - b. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task.