



Cuyahoga County Land Reutilization Corporation Request for Qualifications

Issue Date: July 15, 2024

RFQ Title: FY2024 Cuyahoga Land Bank - USEPA Brownfield Remediation:
3203 W. 71st St., Cleveland, Ohio

Issued By: Cuyahoga County Land Reutilization Corporation
812 Huron Rd. E, Suite 800, Cleveland, Ohio 44115
Phone: (216) 698-8843
Fax: (216) 698-8972

Introduction

The Cuyahoga County Land Reutilization Corporation (CCLRC) is issuing this Request for Qualifications (RFQ) to contract for environmental consulting services in connection with a FY2024 Brownfield Cleanup Grant funded through a Cooperative Agreement with the United States Environmental Protection Agency (USEPA). Those interested in being considered must provide a Statement of Qualifications (SOQ) no later than 4 p.m. on Thursday, August 15, 2024.

CCLRC will internally evaluate the submitted SOQs. CCLRC may choose to interview top-ranked candidates; final rankings will be determined by the combined results of the SOQ evaluation and the interviews. Thereafter, the CCLRC intends to enter into a contract with the finalist.

Required Minimum Qualifications

Responding individuals or firms must have an Ohio Environmental Protection Agency (OEPA) Voluntary Action Program (VAP)-Certified Professional (CP) on staff that meets the qualifications under Ohio Administrative Code (OAC) 3745-300-05, has a current certificate issued by the Director of OEPA and has documented prior work experience with OEPA's VAP (Ohio Revised Code 3746) and its rules. The individual or firm may not satisfy these requirements by sub-contracting or partnering with others.

MBE/WBE consultants are encouraged to respond to this RFQ.

Project Overview

CCLRC applied for and was selected to receive \$500,000 funding under the USEPA FY 2024 Brownfield Cleanup Grant to address contamination at Parcel Number 006-28-038 owned by CCLRC at 3203 W. 71st St., Cleveland, Ohio.

The 1.277-acre parcel is located on the west side of Cleveland, Ohio in the neighborhood that used to be home to the Stockyards; while the large slaughterhouses have closed, there are still food manufacturing and distributing companies in the area. Census Tract 1027.00 contains roughly 4,074 people; the Median Household Income is \$28,414, with 41.9 percent of the people at poverty levels. Homeownership rate is 31.8 percent. Over a third of the people are of Hispanic or Latino descent.

The site may be used as expansion for the adjacent food manufacturer. Prior assessments indicate that past uses of the site were textile and leather manufacturing, equipment warehousing and chemical manufacturing. These uses have resulted in the recognized environmental conditions of three underground storage tanks and petroleum- and hazardous substance-contaminated soils and groundwater.

The chosen consultant will oversee the remediation of these conditions and generate a No Further Action letter (NFA) in pursuit of a Covenant Not to Sue (CNS) through OEPA's VAP, while participating in the USEPA's Memorandum of Agreement (MOA) Track. The project may take up to three years. The work must be completed under the direction of a VAP-CP and conform to the standards and procedures of VAP and MOA.

The selected individual or firm will be subject to Federal contract requirements including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, DBE project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

Scope of Service

Consultant will provide services including, but not limited to:

(1) Remediation Planning & Preparation

Finalize Analysis of Brownfield Cleanup Alternatives (ABCA); create a Remedial Action Plan; develop project health and safety plans; create remediation design plans and specifications for review by OEPA and USEPA; enroll the site in the OEPA VAP using the MOA Track; solicit bids and procure a remediation contractor.

(2) Remediation

Oversee the contractor's removal and disposal of USTs and contaminated soils; oversee contractor's activities and approve all payments; conduct confirmation soil sampling; prepare and complete Bureau of Underground Storage Tanks (BUSTR) closure assessments and VAP and MOA processes, including submitting a request for a VAP NFA and requesting a CNS from OEPA.

(3) Community Outreach

The consultant will participate in six community events or public meetings in conjunction with the CCLRC throughout the project.

(4) Miscellaneous

The selected consultant will be requested to provide and direct all qualified personnel necessary to perform the project activities. In performing these remediation activities, the consultant may be required to:

1. Provide and maintain necessary coverage on firm/individual insurance certificates, licenses or other contractual documentation as requested.
2. Review all provided materials, including any previously conducted environmental reports prior to preparing a proposal of work.
3. Prepare project-specific proposals, which would include a chart showing the names, titles and responsibilities of all 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 cost to be proposed for each task (including sub-contractor costs).
4. Provide project management, implementation and/or technical oversight as needed.
5. Provide professional advice regarding environmental issues associated with land reuse, redevelopment and other related matters.
6. Attend public or project-specific meetings with CCLRC staff and/or officials from Federal, State, and local regulatory agencies during remediation projects.
7. Communicate with CCLRC staff and other governmental entities regarding project specifics.

SOQ Submission Procedures

Applicants must submit three paper copies of the SOQ to:

Cuyahoga County Land Reutilization Corporation
Attn: Vince Adamus, Environmental Project Manager
812 Huron Rd. E, Suite 800
Cleveland, Ohio 44115

SOQs must be received by 4 p.m. on Thursday, August 15, 2024 to be considered.

Questions

Questions concerning any aspect of this RFQ must be submitted by electronic mail to vadamus@cuyahogalandbank.org or by letter at the above address. The CCLRC must receive all questions by 4 p.m. on Monday, August 12, 2024.

SOQ Response Format

Information is required as listed below and must be submitted on 8.5" x 11" paper, single-sided.

Cover Page:

Please include a cover page to your Statement of Qualifications as follows:

**Environmental Consultant for the
FY 2024 Cuyahoga Land Bank - USEPA Brownfield Remediation
for 3203 W. 71st St., Cleveland, OH**

Statement of Qualifications for:
(Name of individual or firm submitting the SOQ, address, telephone and e-mail
information)

(Date documents are being submitted)

Body of Response:

Beyond the required minimum qualifications, the Primary Criteria for evaluation are:

I. Identification and Background Information

1. Individual or firm's name, business postal address, contact name, telephone and fax numbers, email address.
2. Federal I.D. number
3. Ohio Tax I.D. number
4. The entity's legal form (e.g., corporation, sole proprietor, etc.) and State of incorporation, date of formation, name changes and mergers
5. Relevant brochure and promotional materials. Please attach these materials to your submission.

II. Qualifications and Experience

1. Provide a concise history of the individual or firm, its main partners/officers and largest shareholder(s).
2. Provide a description of up to five cleanup projects managed by the candidate in the previous three years. Include project dates, project titles, community location, employees involved and originally-estimated and final costs.
3. Describe your/your firm's experience with managing relevant-scale remediation projects.
4. Include a description of your/your firm's resources, including staff, equipment and capital available for project use and deployment. Explain approaches used to control costs on previous projects.
5. Provide any additional information that would support selection.
6. Provide a list of up to five projects, including the location and a brief description of the project, for which you/your firm has submitted a NFA and successfully received a CNS from OEPA.
7. Please identify whether you/your firm has ever submitted a NFA to OEPA for which a CNS was not eventually granted.
8. Provide a list of Certified Professionals who, while working for you/your company (even if they are no longer employed by your company) had their certification either threatened with suspension, suspended, or revoked by OEPA.
9. Provide a description of your/your firm's experience with and approach to public engagement.

III. Personnel

Identify the Certified Professional and Project Manager (if different) who will be assigned to lead the consultant's work under this project.

Provide a list and description of your/your firm's personnel with the qualifications required to complete the work. These requirements may not be satisfied by sub-contracting or partnering with others. Include personnel name, title, years of experience, education, billable rate and the number and type of projects assigned to the individual in the last three years. Supply no more than eight resumes of personnel including the Certified Professional(s), who will be key to the success of the project.

IV. References

Include three clients for whom the candidate has provided brownfield cleanup management 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.

V. Required Attachments

1. Certified Professional name(s) and certificate number(s)
2. Workforce composition form (EEO-1) unless exempt
3. Contribution Disclosure Form (see Attachment A)
4. Non-Collusion Affidavit (see Attachment B)
5. Debarment and Suspension Certification (see Attachment C)
6. Upon selection only, the following will be required:
 - a. Current certificate of professional liability, malpractice, and errors and omissions insurance (must name CCLRC as additional insured).
 - b. Current certificate of general liability insurance
 - c. Workers Compensation Certificate

Tentative Timeline

Activities	To Be Completed By:
Submissions Due	August 15, 2024
CCLRC Notifies Consultant(s)	September 9, 2024
Contract with Consultant(s)	October 1, 2024

ATTACHMENT A

CONTRIBUTION DISCLOSURE FORM

This statement properly executed and containing all required information must be completed. **IF YOU FAIL TO COMPLY, YOUR PROPOSAL WILL NOT BE CONSIDERED.**

Entity Name:

Entity's Mailing Address:

COMPLETE SECT. I, II, OR III BELOW, WHICHEVER IS APPROPRIATE, AND SECTION IV.

NOTE: For purposes of this Statement, the members of the Board of Directors of the Cuyahoga County Land Reutilization Corporation (CCLRC) include:

**Board Chair, Brad Sellers, Mayor, City of Warrensville Heights
Board Vice Chair, Antohny D. Biasiotta, Mayor, City of Seven Hills
Pernel Jones, Jr., Council President, Cuyahoga County
Chris Ronayne, County Executive, Cuyahoga County
Brad Cromes, Treasurer, Cuyahoga County
Reverend Dr. Brian Cash, Pastor, East Mount Zion Baptist Church
Sally Martin O'Toole, Director of Building & Housing, City of Cleveland
Jasmin Santana, Council Member, City of Cleveland
April Urban, Director of Research and Impact, Signal Cleveland**

SECTION I. TO BE COMPLETED BY NON-PROFIT CORPORATION AND GOVERNMENTAL ENTITIES.

If you are recognized by the IRS as a non-profit corporation or are a governmental entity, mark the appropriate designation below and proceed to the indicated section(s).

_____ NON-PROFIT CORPORATION

GO TO SECTIONS III and IV

_____ GOVERNMENTAL ENTITY

GO TO SECTION IV

SECTION II. TO BE COMPLETED BY INDIVIDUALS, SOLE PROPRIETORSHIPS, PARTNERSHIPS, INCORPORATED PROFESSIONAL ASSOCIATIONS, UNINCORPORATED ASSOCIATIONS, ESTATES, TRUSTS, PARTNERSHIPS AND JOINT VENTURES.

The above-named entity is a (Please mark appropriate designation):

SOLE PROPRIETORSHIP
 TRUST
 INCORPORATED PROFESSIONAL ASSOCIATION
 ESTATE
 UNINCORPORATED ASSOCIATION
 PARTNERSHIP
 LIMITED LIABILITY COMPANY
 JOINT VENTURE

For purposes of Section II, a **“Principal”** means an individual, an owner, a partner, a shareholder, a member, an administrator, an executive or trustee connected with the above-named entity, or the spouse of any of them.

Listed in the immediately following table are the names of EACH OF THE PRINCIPALS of the above-named entity who made one or more contributions to the named member of the Board of Directors or to that member’s campaign committee, together with the total amount of the contributions, if the contributions totaled either (i) individually in excess of \$1,000 during the 24 months immediately preceding the date of this Contribution Disclosure Form or (ii) when added to the contributions of all other principals, in excess of \$2,000 during the 24 months immediately preceding the date of this Contribution Disclosure Form.

Name of Principal making contribution	Name of Director receiving contribution	Amount of Contribution

[Add additional sheet if necessary.]

GO TO SECTION IV.

SECTION III. TO BE COMPLETED BY NON-PROFIT AND FOR-PROFIT CORPORATIONS AND BUSINESS TRUSTS.

_____NON-PROFIT CORPORATION _____FOR-PROFIT CORPORATION
 _____BUSINESS TRUST (OTHER THAN INCORPORATED PROFESSIONAL ASSOCIATIONS)

For purposes of Section III, a "**Principal**" means an individual or an entity owning more than 20 percent of the corporation or business trust or the spouse of any such individual.

Listed in the immediately following table are the names of EACH OF THE PRINCIPALS of the above-named entity who made one or more contributions to the named member of the Board of Directors or to that member's campaign committee, together with the total amount of the contributions, if the contributions totaled either (i) individually in excess of \$1,000 during the 24 months immediately preceding the date of this Contribution Disclosure Form or (ii) when added to the contributions of all other principals, in excess of \$2,000 during the 24 months immediately preceding the date of this Contribution Disclosure Form.

Name of Principal making contribution	Name of Director receiving contribution	Amount of Contribution

[Add additional sheet if necessary.]

GO TO SECTION IV.

SECTION IV. TO BE COMPLETED BY ALL ENTITIES.

I do hereby state that I have legal authority to complete this statement on behalf of the above-named entity and to the best of my knowledge and belief the answers herein are true and complete.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

Telephone No.: _____

(Area Code)

STATE OF _____)

SS:

COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared on this ____ day of _____, 2024 the above-named _____, who acknowledge that (he/she) did sign the foregoing statement and that the same is (his/her) free act deed, personally and as duly authorized representative of _____, and the free act and deed of the entity on whose behalf (he/she) signed.

Notary Public: _____

ATTACHMENT B

NON-COLLUSION AFFIDAVIT

I am _____

of the firm of _____, and

I affirm that I am the respondent submitting and making the Statement of Qualifications, and that I executed the said Statement of Qualifications with full authority so to do; and that I or the firm have not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Statement of Qualifications; and that to the best of my knowledge all statements contained in the Statement of Qualifications and in this Affidavit are true and correct, and made with full knowledge that the Cuyahoga County Land Reutilization Corporation relies upon the truth of the statements contained in said Statement of Qualifications and in the statements contained in this Affidavit in awarding any contract for the named services.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

STATE OF _____)

) SS:

COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared on this ____ day of _____, 2024 the above-named _____, who acknowledge that (he/she) did sign the foregoing statement and that the same is (his/her) free act deed, personally and as duly authorized representative of _____, and the free act and deed of the entity on whose behalf (he/she) signed.

Notary Public: _____

ATTACHMENT C

DEBARMENT AND SUSPENSION CERTIFICATION

I am _____

of the firm of _____, and

I certify to the best of my knowledge and belief that I and the members of the firm:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where I am unable to certify to any of the statements in this certification, I will attach an explanation to this document.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

(Attachment C continued)

STATE OF _____)

) SS:

COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared on this ____ day of _____, 2024 the above-named _____, who acknowledge that (he/she) did sign the foregoing statement and that the same is

(his/her) free act deed, personally and as duly authorized representative of

_____, and the free act and deed of the entity on whose behalf (he/she) signed.

Notary Public: _____