



Cuyahoga County Land Reutilization Corporation (CCLRC) Request for Qualifications

Issue Date: August 1, 2023

RFQ Title: FY2023 Cuyahoga County Land Reutilization Corporation USEPA
Brownfield Cleanup Grant – 12500 Euclid Avenue, East Cleveland, Ohio

Issued By: Cuyahoga County Land Reutilization Corporation (CCLRC)
812 Huron Rd. E, Suite 800, Cleveland, Ohio 44115
Phone: (216) 698-8802
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Introduction

CCLRC is issuing this Request for Qualifications (RFQ) and intends to contract for environmental consulting services in connection with a FY2023 Brownfield Cleanup Grant (Program) which is being funded through a Cooperative Agreement with the United States Environmental Protection Agency (US EPA). Firms interested in being considered should reply with a Statement of Qualifications no later than 4 P.M., Thursday, August 31, 2023. Statements received after this deadline will not be considered.

CCLRC will undertake an internal evaluation of the submitted SOQs. CCLRC may choose to interview top-ranked firms and final rankings will be determined by the CCLRC based on the combined results of the SOQ evaluation and the interviews. Thereafter, the CCLRC will enter into a contract with the finalist.

Required Minimum Qualifications

Individuals or Firms with an Ohio Environmental Protection Agency (OEPA) Voluntary Action Program (VAP) Certified Professional (CP) on staff, who meet the qualifications under Ohio Administrative Code (O.A.C.) 3745-300-05 and have a current certificate issued by the Director of the Ohio EPA, and who have documented prior work experience with the State of Ohio's VAP (O.R.C. 3746) and the rules promulgated thereunder. *The firm may not satisfy these requirements by sub-contracting or partnering with another firm.*

To be evaluated for consideration under this RFQ, meeting the required Minimum Qualifications is mandatory.

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

Project Overview

The Cuyahoga County Land Reutilization Corporation applied for and was selected to receive funding under the US EPA FY 2023 Brownfield Cleanup Grant totaling \$500,000 to address contamination at the Euclid-Woodlawn Redevelopment Site.

The 0.82-acre site is located at the intersection of Euclid Avenue and Woodlawn Avenue in East Cleveland, Ohio, at the gateway to a low-income census tract and the city's targeted area for redevelopment. Through environmental assessments conducted with the assistance of EPA grants, past uses were identified to include commercial printing operations in the 1930s and 1970s, dry cleaning from at least 1935, an auto repair garage, a gasoline station from 1967 to 1973, and auto sales from 1974 to 2021. The assessments revealed the presence of trichloroethylene (TCE) in soil, groundwater, and soil gas vapor at concentrations exceeding state cleanup standards with a potential for off-site migration. Previous assessments of the Site have delineated the area requiring remediation. CCLRC has prepared the Site for these next steps through demolition of the former structures and removal of one underground storage tank. The project site is at the gateway to Phase 1 of a comprehensive redevelopment of this neighborhood in East Cleveland. It is slated for the construction of a new 60-unit apartment building that has generated significant private developer interest contingent on successful remediation.

CCLRC intends to hire an environmental consultant to oversee all remediation activities during the three-year grant term (Activities). All work must be completed under the direction of an Ohio Voluntary Action Program Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program.

The cleanup plan includes limited soil removal in areas of planned building foundations, in-situ treatment of groundwater and soil in the saturated zone, and installation of a sub-slab depressurization system during construction of the future multi-family residential building, with VAP No Further Action submitted along with a request for a Covenant Not to Sue (CNS) from the Ohio EPA once applicable VAP standards are achieved ensuring that the cleanup meets standards for residential reuse and off-property migration of contaminants are mitigated. This plan is the most effective and economic method to achieve remediation goals for residential reuse. This remedy is appropriate because it will reduce human exposure to onsite contamination. The selected alternative will reduce human exposure to hazardous substances by removing the source and eliminating the exposure pathways. The cleanup project associated with this selected alternative is estimated to cost \$500,000. The site will enter into the Voluntary Action Program with the Ohio EPA and will have an approved Soil Management Plan (SMP) and a Health and Safety Plan to ensure that all remediation activities are performed with strict adherence to the health and safety of the public and the environment.

The selected firms 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

Services including, but not limited to the following activities:

Soil Excavation and Disposal

Prepare specifications, solicit bids and recommend a remediation contractor for the removal and disposal of impacted soils. Once under contract with the CCLRC, oversee contractor's activities and approve all payments at the completion of the contract.

Groundwater Treatment

Prepare specifications, solicit bids and recommend a remediation contractor for the treatment of groundwater and soil, and the continued sampling thereafter. Once under contract with the CCLRC, oversee contractor's activities and approve all payments at the completion of the contract.

Sub-Slab Depressurization Installation

Prepare specifications, solicit bids and recommend a remediation contractor for the installation of a sub-slab system during the construction of the residential building. Once under contract with the CCLRC, oversee contractor's activities and approve all payments at the completion of the contract.

Submit a request for a VAP No Further Action Letter and request a Covenant Not to Sue from the Ohio EPA.

The selected consulting firm will be requested to provide and direct any and all qualified personnel necessary to perform the Activities through the CCLRC's Program.

In performing any and all of the aforementioned environmental activities, the firm may be required to participate in the following activities:

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 officials, and other governmental entities regarding project specifics.

RFQ Submission Procedures

Applicants must submit one original and two copies of their application (with only one set of supplemental materials) to the following:

Cuyahoga County Land Reutilization Corporation
Attn: Kim Steigerwald, Acquisitions Manager
812 Huron Rd. E, Suite 800
Cleveland, Ohio 44115

All proposals must be submitted directly to the CCLRC. Any proposal not submitted directly to the CCLRC will not be considered. Additionally, those proposals reaching the CCLRC after the closing deadline (given on Page 1 of this RFQ) will not be considered and will be returned unopened to the sender.

Questions

Questions concerning any aspect of this RFQ must be submitted by electronic mail to ksteigerwald@cuyahogalandbank.org or by letter at the above address. The CCLRC must receive all questions by 4 P.M., Monday, August 21, 2023.

Statement of Qualifications

Response Format

Cover Page:

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

**Environmental Consultant for the
FY 2023 Cuyahoga County Land Reutilization Corporation
Brownfield Cleanup Grant for 12500 Euclid Avenue, East Cleveland**

Request for Qualifications for:

(Name of individual or firm submitting the RFQ, address, telephone, facsimile and e-mail information)

Date documents are being submitted.

Body of Response:

The following Statement of Qualifications (SOQ) information is required in the order listed below. Each SOQ should be submitted on letter-size (8.5" x 11") paper, with typing on one side. Applicants who do not follow these guidelines or do not provide comprehensive information will not be considered. Beyond the required minimum qualifications, the Primary Criteria for evaluating the Statement of Qualifications are:

Primary Criteria

I. Firm Identification and Background Information

1. 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 firm's legal form (e.g., corporation, sole proprietor, etc.) and State of incorporation, date of formation, name changes and mergers
5. Company brochure and promotional materials, if available. Please attach these materials to your submission.

II. Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder(s).
2. Provide a description of (up to 10) cleanup projects managed by the firm in the previous three years. Include project dates, project titles, community location, employees involved and original estimated and final costs.
3. Describe your firm's experience with managing larger-scale cleanup projects.
4. Include a description of the 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 the service provider feels would support selection.
6. Provide a list of projects (up to 10), including the location and a brief description of the project, for which your firm has submitted NFA Letters and successfully received a Covenant Not Sue from Ohio EPA.
7. Please identify whether your firm has ever submitted an NFA to Ohio EPA for which a CNS was not eventually granted.
8. Provide a list of Certified Professionals who, while working for your company (even if they are no longer employed by your company) had their certification either threatened with suspension, suspended, or revoked by Ohio EPA.
9. Provide a description of 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 firm's work under this Program.

Provide a list and description of the firm's personnel with the qualifications required to complete the work. *The firm may not satisfy these requirements by sub-contracting or partnering with another firm.* Include personnel name, title, years of experience, education, and billable rate and the number and type of projects assigned to the

individual in the last three years. Supply no more than eight (8) resumes of personnel including the Certified Professional(s), who will be key to the success of the Program.

IV. References

1. Include three (3) clients for whom the firm 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. Work force composition form (EEO-01) *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. Note: upon selection, 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. Certificate of Personal Property Tax Affidavit (if applicable)
 - d. Workers Compensation Certificate

Tentative Timeline:

Activities	To Be Completed By:
Submissions Due	August 31, 2023
CCLRC Notifies Consultant(s)	September 22, 2023
Contract with Consultant(s)	October 1, 2023

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
Lisa Rocco, Interim Treasurer, Cuyahoga County
Nate Kelly, Managing Director, Cushman and Wakefield/Cresco Real Estate
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 twenty-four (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 twenty-four (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% 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 twenty-four (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 twenty-four (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 _____, 20__ 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 _____, 20__ 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)(b) 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: _____

STATE OF _____)

) SS:

COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared on this ____ day of _____, 20__ 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: _____