



**Cuyahoga County Land Reutilization Corporation (CCLRC)
Request for Qualifications**

Issue Date: September 14, 2026

RFQ Title: FY2026 Cuyahoga County Land Reutilization Corporation Community-Wide Brownfields Assessment Program

Issued By: Cuyahoga County Land Reutilization Corporation (CCLRC)
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Introduction

CCLRC is issuing this Request for Qualifications (RFQ) and intends to contract for environmental consulting services in connection with the FY2026 CCLRC Community-Wide Brownfields Assessment Program (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 (SOQs) no later than 4 P.M., Friday, October 2, 2026. 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 CCLRC based on the combined results of the SOQ evaluation and the interviews. Thereafter, the CCLRC will enter into contracts with the finalists.

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 are mandatory.

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

Project Overview

The CCLRC has been awarded \$500,000 in funding from the USEPA under its Community Wide Brownfield Assessments Program. CCLRC will manage and provide grants to inventory, characterize, assess and conduct planning (the Activities) related to brownfield sites located within Cuyahoga County.

CCLRC, in conjunction with the Site Readiness for Good Jobs Fund, has identified three Target Areas for focused grant activities: 1) the Glenville Target Area, consisting of historic industrial properties around the CSX rail corridor and St. Clair Ave.; 2) Collinwood Target Area 1, encompassing the former General Electric site and Ivanhoe/Mandalay industrial area; and 3) Collinwood Target Area 2, focused on the St. Clair Ave./E. 168th industrial area south of the CSX Railyard. Portions of the Glenville Target Area and Collinwood Target Area 1 extend into East Cleveland. These target areas reflect Cleveland's and East Cleveland's industrial pasts and contain clusters of vacant buildings and parcels affected by suspected or documented contamination. Common environmental concerns include deteriorated structures with asbestos-containing materials and lead-based paint, as well as soil and groundwater contamination from historic manufacturing and rail-related activities, including heavy metals and petroleum hydrocarbons. These conditions pose risks to human health and the environment and create barriers to reinvestment.

USEPA Community-Wide Assessment funding will enable CCLRC to evaluate environmental conditions and prepare priority properties for productive reuse. The reuse strategy focuses on returning former industrial and commercial sites to active commercial and light industrial uses that support stable, employment-generating businesses and leverage existing rail access, arterial roadways, and utility infrastructure. By reducing environmental uncertainty and supporting cleanup planning, this project will help attract investment, create good-paying jobs, and return underutilized land to productive use in communities that have experienced long-term industrial decline and limited economic opportunities.

Under this grant, CCLRC also anticipates the preparation of one Infrastructure Evaluation Plan and one Site Revitalization Plan for the Glenville Target Area, one Site Reuse Plan for Collinwood Target Area 1, and one Site Reuse Plan for Collinwood Target Area 2.

CCLRC plans to hire multiple environmental consultants to perform the Activities during the three-year grant. The CCLRC will contract directly with the environmental consultants. 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. All sites selected by CCLRC will be submitted to USEPA for prior review and approval. The activities to be completed are listed below under Scope of Services.

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.

CCLRC will select firms to complete the Activities, and it will be at the discretion of CCLRC to choose the consultants for each Activity. The selected firms will be asked to enter into an agreement with the CCLRC to provide environmental consulting services. All Phase I Environmental Assessments (ESAs) must comply with American Society of Testing and Materials (ASTM) standards; all Phase II ESAs will be conducted under the standards of the Ohio EPA's Voluntary Action Program (VAP) using State of Ohio Certified Environmental Professionals and must be in compliance with the Ohio EPA VAP Rules. All assessments involving underground storage tanks will be conducted using ASTM industry accepted protocol and adhere to BUSTR regulatory standards.

Scope of Service

Services including, but not limited to:

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

The following is a list of the types of services typically requested of the selected firms.

- Inventory and prioritize Brownfield sites
- Prepare quality assurance project plans, health and safety plans and Phase I Environmental Assessments
- Prepare sampling plans and Phase II Environmental Site Assessments
- Prepare Asbestos Surveys
- Prepare remedial and post-remediation planning and design
- Prepare an Infrastructure Evaluation Plan for the Glenville Target Area
- Prepare a Site Revitalization Plan for the Glenville Target Area
- Prepare a Site Reuse Plan for Collinwood Target Area 1
- Prepare a Site Reuse Plan for Collinwood Target Area 2
- Assist with community outreach
- ACRES* reporting, draft quarterly reporting and annual financial reporting to US EPA for CCLRC approval and submittal to the EPA. (*Assessment, Cleanup and Redevelopment Exchange System)

Phase I environmental site assessments (ESA) will satisfy, at a minimum, the requirements for "All Appropriate Inquiry" under the Small Business Liability Relief and Brownfields Revitalization Act and any regulations promulgated under 40 C.F.R. Part 312, in accordance with ASTM E1527-13 "Standard Practice for Environmental Site Assessment: Phase I

Environmental Site Assessment Process.” Depending on the parameters of the project, a Phase I prepared in accordance with the Ohio EPA Voluntary Action Program as specified in the O.R.C. §3746.04(B)(3) and the Ohio Administrative Code (O.A.C.) §3745-300-06 which may include a VAP Eligibility Analysis in accordance with Ohio Administrative Code §3745-300-02 may also be requested.

Eligible Phase II environmental assessment activities which include performing partial or complete Ohio EPA Voluntary Action Program Phase II Property Assessments under O.R.C. §3746.04(B)(4) and O.A.C. §3745-300-07.

Other Phase II related activities may include asbestos surveys, lead-based paint inspections, risk assessments, regulatory file reviews and remedial action plan preparation, in accordance with all applicable federal, state and local regulations.

Other Activities/Requirements

Selected environmental consulting firms will be required to prepare a Generic Quality Assurance Project Plan (QAPP) as specified in 2 C.F.R. §1500.11 for CCLRC’s Program. The USEPA Region 5 Quality Assurance Reviewer must approve the Generic QAPP. The CCLRC will not provide compensation for the cost of preparing a Generic QAPP.

Upon receipt of approval of Generic QAPP, selected firms will be eligible to conduct Phase II ESAs through this program. When requested to conduct a Phase II ESA firms will be required to prepare site-specific Sampling and Analysis Plans along with site-specific Health and Safety Plans in accordance with the requirements set forth in the firm’s approved Generic QAPP and under O.R.C. §3746.04(B)(4); O.A.C. §3745-300-07 for VAP projects and for non-VAP projects under 40 C.F.R. §31.45 along with EPA Data Quality Objectives (EPA DQO) and Quality Assurance/Quality Control (QA/QC) guidance documents. The costs of preparing a site-specific Sampling and Analysis Plan (SAP) and a site-specific Health and Safety Plan are eligible expenses in the Phase II environmental assessment activities.

Selected firms may be requested to conduct site-specific and area-wide urban setting designations. Requests for urban setting designations will be made to the Ohio EPA director in accordance with O.A.C. §3745-300-10.

In performing all the environmental activities, each firm may be required to participate in the following activities on a per project basis:

1. Provide and maintain necessary coverage on firm/individual insurance certificates, licenses or other contractual documentation as requested.
2. Attend kick-off meetings at project sites with CCLRC staff and Applicants.
3. Review all materials provided, including any previously conducted environmental reports prior to preparing a proposal of work.
4. 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).
5. Enter into project-specific contracts with the CCLRC.
 6. Provide project management, implementation and/or technical oversight as needed.
 7. Provide professional advice regarding environmental issues associated with land reuse, redevelopment and other related matters.
 8. Evaluate, and design Remedial Action Plans (RAPs) pursuant to the Ohio Voluntary Action Program or other applicable standards.
 9. Attend public or project-specific meetings with CCLRC staff and/or officials from federal, state, and local regulatory agencies during assessment or planning projects.
 10. Participate in public and community outreach programs to inform and involve the community in the environmental assessment or planning process.
 11. Communicate with CCLRC staff and officials, and other governmental entities regarding project specifics.
 12. Attend close-out meetings with CCLRC staff and Applicants at the completion of each environmental service contract.

RFQ Submission Procedures

Applicants must submit one original and 2 copies of their application (with only one set of supplemental materials) to the following:

Cuyahoga County Land Reutilization Corporation
Attn: Mandira Pai, Project Manager
Brownfields & Commercial Corridors
812 Huron Rd. E, Suite 800
Cleveland, Ohio 44115

All proposals must be submitted directly to 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 mpai@cuyahogalandbank.org or by letter to Mandira Pai at the above address. The CCLRC must receive all questions by 5 P.M., Wednesday, September 23, 2026.

Statement of Qualifications

Response Format

Cover Page:

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

**Environmental Assessment Work to be Conducted Under the
FY 2026 Cuyahoga County Land Reutilization Corporation
Community-Wide Brownfields Assessment Program**

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 Phase I and Phase II environmental assessments (up to 5) completed 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 in conducting Brownfields Inventories of commercial areas, including a description of the database created.
4. Describe your firm's experience with managing larger-scale assessments and planning projects for land reuse.
5. Describe your firm's experience with preparing site revitalization plans, site reuse plans and infrastructure evaluation plans.
6. 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.
7. Demonstrate experience in preparing Quality Assurance Project Plans (QAPP) as required under federally funded environmental assessment activities.
8. Provide any additional information that the service provider feels would support selection.
9. Provide a list of projects (up to 5), 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 or submitted information that led to an NFA determination from the Bureau of Underground Storage Tank Regulation.
10. Please identify whether your firm has ever submitted an NFA to Ohio EPA for which a CNS was not eventually granted.
11. 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 for suspension, suspended, or revoked by Ohio EPA.
12. 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 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.
2. Include contact information as above for any clients for whom the firm has provided Brownfields Inventories and/or large-scale Brownfields Planning.

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, 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	October 2, 2026
CCLRC Notifies Consultant(s)	October 26, 2026
Contract with Consultant(s)	Week of November 9, 2026

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

- **Brad Cromes, Board Chair, Treasurer, Cuyahoga County**
- **Anthony Brancatelli, Board Vice Chair, Former Council Member, City of Cleveland**
- **Annette Blackwell, Mayor, City of Maple Heights**
- **Michael Booker, Mayor, City of Highland Hills**
- **Dale Miller, Council President, Cuyahoga County**
- **Sally Martin O'Toole, Director of Building and Housing, City of Cleveland**
- **Chris Ronayne, County Executive, Cuyahoga County**
- **Jasmin Santana, Council Member, City of 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 (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, more than \$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 (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, more than \$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 _____)

The foregoing instrument was acknowledged before me this _____ day of _____

2026 by _____, as _____ of

_____ 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 _____)

The foregoing instrument was acknowledged before me this _____ day of _____

2026 by _____, as _____ of

_____ 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.:

(Signature on following page)

ATTACHMENT C

DEBARMENT AND SUSPENSION CERTIFICATION (continued)

Where I am unable to certify 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 _____)

The foregoing instrument was acknowledged before me this _____ day of _____
2026 by _____, as _____ of
_____ whose behalf (he/she) signed.

Notary Public: _____