



The City of Zanesville

401 Market Street, Zanesville, Ohio 43701

Phone: (740) 617-4910

Email: scott.brown@coz.org

Council-Mayor Government
Donald Mason, Mayor

Department of Public Service
Scott Brown, DIRECTOR

City of Zanesville 2200 Linden Avenue Cleanup Request for Qualifications (RFQ)

The City of Zanesville, Ohio is requesting Qualification Statements from qualified environmental consulting firms to aid in preparing site cleanup and remediation at 2200 Linden Avenue. Qualified Candidates will oversee the cleanup process, conducting public outreach, and work with both US EPA and Ohio EPA in preparing a redevelopment plan for the 28 acre city-owned property at 2200 Linden Avenue.

Attached is the RFQ, including the expected schedule and requirements for submitting responses. If additional information is required to complete your proposal, please follow the procedure in the RFQ for contacting the City of Zanesville.

Scott Brown
Public Service Director
City of Zanesville

Community Initiative RFQ for the City of Zanesville for Environmental Consulting and Project Management for 2200 Linden Avenue

I. Project Information

A. Project Overview

The City of Zanesville, Ohio is Requesting Qualification Statements from qualified environmental consulting firms to oversee the cleanup work, preparing a redevelopment plan, conducting public outreach and the reporting requirements for 28 Acres at 2200 Linden Avenue in the City of Zanesville. The project includes demolition, C&D removal, RACM removal and disposal, OEPA and USEPA permitting, community outreach, Phase II assessment, Remediation, and Property Risk Assessment.

B. Project Time Limits

The project is expected to begin November 1, 2021 with the City of Zanesville entering into an initial agreement with the most qualified firm and extending through site development.

C. Background

The City of Zanesville, in collaboration with the Zanesville Muskingum Port Authority, has already conducted a PHASE I ENVIRONMENTAL SITE ASSESSMENT. A copy of the site assessment can be obtained through the Public Service Directors Office.

D. Project Information Contact

All questions related to the project requirements and requests for clarification must be submitted in writing to the following person by 4:00 p.m. on September 22, 2021:

Mr. Scott Brown
Public Service Director
401 market Street
Zanesville, Ohio 43701

E. Proposers must comply with the provisions presented herein and made part of this RFQ

II. Scope of Services

A. Project Services

The City of Zanesville intends to award a contract to a full-service consulting firms to prepare and submitting an U.S. Environmental Protection Agency's (EPA' s) Removal Action Referral form, Funding Options Assistance, Prepare Ohio EPA Technical Assistance Account

Application, Consulting Support for Superfund De-Listing, Bid Support, project management, Phase II Property Assessment and Preliminary risk Evaluation, grant application and, if awarded, overseeing the completion of the cleanup work, conducting public outreach and completing the reporting requirements under the FY20 Guideline. . The successful consulting firms are expected to perform many tasks including, but not limited to, the following:

- Work collaboratively with the City and EPA Project Managers.
- Conduct work in accordance with EPA and City approved workplan.
- Prepare and maintain schedules and budgets for all assigned grant activities.
- Provide project management, implementation, and technical oversight.
- Prepare presentations to provide information about the project's progress as requested.
- Prepare a Community Relations Plan (CRP) that outlines steps to provide reasonable notice of proposed cleanup, opportunity for involvement, response to comments, and administrative records that are available to the public.
- Prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) planning document and conduct notification, review and comment processes required for the ABCA process.
- Prepare a bid document and oversee the procurement and award process for the cleanup work including construction administration and final inspection requirements according to the grant funding regulations
- Conduct and oversee all phases of environmental site CLEANUPs and response action plan (RAP development, and prepare appropriate technical reports (printed and electronic formats) consistent with U.S. EPA and state environmental regulatory and cleanup standards.
- Provide work updates and information to all stakeholders as requested by the City of Zanesville
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations. Applicants should provide the name of a certified lab to perform the analyses on the samples that are collected. The certification should include all of the analyses in the matrices of interest.
- Deliver to the City of Zanesville completed grant application materials, site investigation reports, response action plans and other environmental reports or plans required under the applicable federal, state and/or local environmental regulations.
- Development of detailed removal plan
- To address existing demolition and debris
- Development of a demolition plan for exiting structures
- Properly segregate RCAM
- Conduct negotiating with the USEPA and OEPA on RCAM disposal
- Removal Action summary report

B. Reporting Requirements

One hard copy and one electronic copy of each one of the following reports shall be prepared by the consultant and submitted to the City of Zanesville:

1. Quarterly and annual financial and progress reports required by the U.S.EPA.
2. Submission or updating of information in the U.S. EPA ACRES reporting system for assessed

sites.

3. Draft and final site redevelopment plans.
4. Technical memoranda, as requested by the City of Zanesville.
5. Other Grant related reports required by the U.S. EPA.

III. Request for Qualifications

Timetable

Request for Qualifications Issues		September 15, 2021
Deadline for Written Questions	4:00 p.m.	September 22, 2021
Written Responses Sent	4:00 p.m.	September 23, 2021
Responses Due	4:00 p.m.	September 24, 2021

IV. Submission

A. Qualifications Submission Process

1. Notice to Respondents

- The City expressly reserves the right to amend or withdraw this Request for Qualifications at any time and to reject any or all responses.
- The City is not bound to accept the lowest cost proposal.
- The City reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the City deems to be in its best interest.
- The City reserves the right to request any additional information at any stage of the Request for Qualifications process. Compliance shall be at the proposer's expense.

2. Questions

Qualified consulting firms may submit written questions related to the specific project requirements, the RFQ process, and the contents of the Statements of Qualifications by 4:00 p.m. on September 22, 2021 to:

Mr. Scott Brown
Public Service Director
City of Zanesville
401 Market Street
Zanesville, Ohio 43701
scott.brown@coz.org

Written responses to all questions received on time will be transmitted by e-mail to all holders of the Request for Qualifications who either pose a question or request, in writing prior to 4:00 p.m. on September 22, 2021, to be included on the question response distribution list. Oral questions will not be accepted. Consultants are directed to rely only on the provisions of this Request for Qualification Statements and written addenda in preparing their response.

B. Valid Submittal

1. Consultants are asked to submit concise qualifications describing their capacity to manage projects and their experience with similar projects. The proposal must contain the following information:

a. Business Organization

This section shall include the firm's name, areas of expertise, brief history of the firm, number of employees, office locations, and business addresses. The name, address, and telephone number of the consulting firm's assigned project manager shall be included. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

b. Experience and Capabilities

The relevant management and technical experience, capabilities, and knowledge of the consulting firm and key personnel shall be defined with respect to the following activities:

- Conducting Analysis of Brownfields Cleanup Alternatives (ABCA) processes and reports.
- Conducting environmental investigations and cleanups.
- Conducting environmental activities in association with facility deactivations.
- EPA project experience, especially within the Brownfield CLEANUP program.
- Development/redevelopment experience.
- Redevelopment planning related to brownfield properties, including employing Low Impact Development storm water management and renewable energy design techniques.
- Knowledge and expertise pertaining to federal environmental statutes or associated regulations, as well as U.S. EPA-related regulations, processes and procedures pertinent to the scope of services of this project.
- Knowledge and expertise pertaining to OSHA and other health and safety rules.

C. Submission

Responses are due by 4:00 p.m. on Friday, September 24, 2021. Submit to:

Mr. Scott Brown
Public Service Director
City of Zanesville
401 Market Street
Zanesville, Ohio 43701

Faxed or e-mailed responses will not be accepted.

1. The response must include an original, and one electronic copy of the proposal. The first page of the original must have the original signature of the officer who will be accountable for all representations. Unsigned responses may be considered invalid.
2. Failure to submit on time may constitute grounds for the rejection.
3. All information included in the submitted proposal will be classified in accordance with state

statutes governing data practices.

V. Evaluation and Contract Award

1. The City reserves the right to interview any or all respondents at its discretion. The City is not responsible for any costs incurred by the respondent in preparing for or participating in an interview.
2. Responses will be evaluated by an Evaluation Team in accordance with the provisions listed below.
3. The Evaluation Team will be made up as follows: The City of Zanesville
4. The Evaluation Team will review and evaluate responses based on the following criteria:
 - a. The experience, resources, and qualifications of the Project Manager (10%)
 - b. The strength and experience of successful grant writing (25%)
 - c. The firm's current workload and availability of personnel (10%)
 - d. The firm's past performance in the CLEANUP or similar EPA program (30%)
 - e. The Project Approach (25%)
5. An Evaluation Panel will review the responses against the criteria in this RFQ and rank each one accordingly. At its option, the committee may invite one or more respondent for an interview.
6. The City will make the final decision, after considering recommendations by the Evaluation Team.
7. Following a successful price proposal negotiation process, a formal written agreement will be executed between the most qualified firm and the City and will include the scope of work provisions detailed herein.