

ATHENS COUNTY PORT AUTHORITY, ATHENS COUNTY, OHIO

REQUEST FOR QUALIFICATIONS (RFQ)

Ohio Department of Development Grant Application and Implementation Assistance

RFQ Release Date: January 7, 2022

Proposal Due Date: January 18, 2022

1. GENERAL INFORMATION

1.1 Purpose of this Request for Qualifications

The Athens County Port Authority (PORT), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide assistance with: (a) securing state grants for the assessment, cleanup, or redevelopment of brownfields properties, and (b) implementation of environmental remediation, risk assessments, community outreach, and other environmental or planning components of grants for which funding is secured.

This solicitation is being issued in part to comply with State of Ohio Revised Code Chapter 153 requirements to hire a consulting firm to assist communities with grants awarded by Ohio Department of Development, and/or the State of Ohio.

1.2 Background Information

The purpose of the RFQ is to select a consultant with experience in brownfield assessment and remediation. The objectives of the PORT may expand at a later date to include individual sites targeted for assessment, depending on the future availability of funding. The successful consultant will bring experience and insight to a relationship with the PORT to obtain and implement a Ohio Department of Development grant as well as explore other grants and brownfields initiatives as funds become available.

1.3 Type of Contract and Contract Term

The PORT prefers to award a contract to one full-service firm to serve as a consultant in successfully obtaining Ohio Department of Development grant funding and then achieving the goals within the subsequent Work Plan. The contract period will begin with the start of grant application activities and continue through the completion of the grant agreement and No Further Action status of the project. The contract period may be extended at the option of the PORT if additional grant funds are obtained.

1.4 Payment Procedures

Payments for implementation of any successful grants will not be made more often than monthly, for work specified and completed and in accordance with the budget developed and approved by the PORT and the grant program.

3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit qualifications describing their capacity and success within the Ohio Brownfield Grant Programs as well as their ability to manage and implement these types of grant funded projects. In addition, the PORT will be asking for consultants to provide a rough cost estimate to develop a new remedial action plan for a site, as well as a contract of services for each project outlining estimated costs and hourly rates. Any clarification or questions regarding this proposal shall be submitted in writing via email to the below email. Clarification will be provided within 3 business days, phone calls or in person visits will not be accepted.

AthensCoRFP@athenscountyohedc.com

Proposals should be prepared on standard size paper and limited to ten single sided (10) pages, exclusive of a maximum of five (5) resumes, limited to 2 pages each. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

Business Organization: name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included.

Management Outline and Project Approach: A description of how the consulting firm will work with the PORT in preparing successful Jobs Ohio grant application(s) and subsequent implementation of said brownfields grants.

Experience and Capabilities: The relevant management and technical experience and capabilities of the consulting firm shall be defined with respect to the following activities related to implementation of any successful grants:

Experience with project sites in Athens County: A description of relevant brownfield projects the consultant is currently working on or recently completed in Athens County.

A. Project Experience of Key Personnel:

1. Experience preparing successful Ohio grant applications.
2. Conducting environmental investigations and cleanups.
3. Athens County project experience.
4. Community involvement activities related to brownfields properties.

B. Regulatory and Scientific/Technical Knowledge:

1. Knowledge and expertise pertaining to federal and state environmental grant programs and track record preparing successful grant applications.
2. Knowledge and expertise working with Ohio EPA.
3. Knowledge and expertise pertaining to Ohio EPA environmental and other Federal, laws, and regulations.

4. Individual staff knowledge and technical experience relative to ESAs, brownfield projects and contaminated site remediation.

3.3 General Process

The PORT will review and evaluate the proposals with the following criteria in mind: successful track record in obtaining grant funding; expertise related to relevant project component; firm and staff experience related to brownfields assessment, familiarity with the local community; ability to facilitate public outreach activities; demonstrated ability to provide comprehensive and innovative environmental services. The PORT reserves the right to accept or reject proposals on any basis it deems appropriate.

3.4 Terms and Conditions

The PORT reserves the right to accept or reject any and all proposals, of portions thereof, without stated cause. The PORT reserves the right to re-issue any RFQ or cancel the RFQ if none of the proposals are deemed satisfactory to the PORT.

If the PORT, for any reason, is unable to reach a final agreement with this finalist; the PORT then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The PORT may also elect to reject all proposals and re-issue a new RFQ.

3.5 Public Information

Information supplied by the Proposer to the PORT is subject to the Ohio Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Proposer believes any information which is not public will be supplied in response to this RFQ, the vendor shall take reasonable steps to identify for the PORT what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the PORT will treat the information as public and release it upon request. In addition, the PORT reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions of the statute.

3.6 Proposal Time Schedule

The timeline for completion of this request for proposals is outlined below.

January 7, 2022 Formal announcement date for RFQ

January 18, 2022 Deadline for submittal of proposals

January 20, 2022 Proposal evaluation is completed (anticipated)

January 25, 2022 Agreement date (anticipated actual date may depend on approval by the County Commissioners & PORT Board)

3.7 Notification of Award

The PORT plans to select a consultant by approximately January 20, 2022. Should either party fail to execute a contract within 30 days of notification of award, the PORT reserves the right to rescind the award and select services from another interested firm.

3.8 Number of Proposals to Submit; Deadline, Mail/Hand Delivery Addresses & Email Address

One (1) original copy of the proposal must be submitted by 4:00 p.m. EST on January 18, 2022 via postal service.

The mailing address is:

Athens County Port Authority

Attn: Mollie Fitzgerald

Executive Director

340 West State Street, Unit 26
Athens, Ohio 45701

One (1) electronic copy of the proposal must be submitted via email to:

AthensCoRFP@athenscountyohedc.com

3.9 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the PORT, the Proposer shall furnish a written affirmative action plan.