

**REQUEST FOR QUALIFICATIONS (RFQ)
CLEAN OHIO REVITALIZATION FUND PROJECT
PIQUA MEMORIAL HOSPITAL REMEDIATION AND DEMOLITION PROJECT
624 PARK AVENUE/813 NICKLIN AVENUE
PIQUA, OHIO**

Project Overview

The City of Piqua is soliciting a qualified environmental consultant to perform all required professional work required in the administration of a recently awarded Clean Ohio Revitalization Fund grant to the City of Piqua for the environmental remediation and demolition of the old Piqua Memorial Hospital located at 624 Park Avenue and 813 Nicklin Avenue in the City of Piqua.

The primary objective of this RFQ is to select a consultant to serve as the Ohio Voluntary Action Plan ("VAP") Certified Professional ("CP") to assist with the execution of City of Piqua's Clean Ohio Revitalization Fund ("CORF") Grant. The City of Piqua expects to award a contract for professional services at an amount of no more than \$197,100 for the administration of the Clean Ohio Revitalization Fund ("CORF") Grant.

Appropriate reports and documentation will be required to ensure compliance with applicable regulations and grant requirements. Attendance at public meetings may be required.

The Selected firm will:

- Assist the City of Piqua in discussions with regulatory or funding agencies.
- Consult with City of Piqua on the best practices addressing environmental concerns.
- Provide assistance in field supervision of professional staff and contract demolition and remediation staff.
- Provide Certified Professional services necessary to prepare all necessary documents for compliance under the Ohio Voluntary Action Program.
- Implement the expected portions of the Remedial Action Plan, as outlined in the City of Piqua's Clean Ohio Revitalization Fund grant application.
- Attend meetings with the City of Piqua, Ohio Environmental Protection Agency, the Ohio Department of Development and other governmental agencies, potential contractors and stakeholders, as required.
- Provide preparation of bid specifications and other documents that may need to be required by the Ohio Department of Development, the City of Piqua and other regulatory agencies.
- Provide Voluntary Action Program Certified Professional oversight of the demolition process.
- Prepare the No Further Action letter and complete any associated documents. Also, complete revisions to the Phase I and Phase II Environmental Assessments that may be required under the Voluntary Action Plan.

- Properly decommission any monitoring wells on the property in accordance with the requirements of the Ohio Department of Natural Resources.

The Selected firm will be required to demonstrate the following:

- Presence of an Ohio VAP CP on staff, and
- Experience with successfully managing Clean Ohio Revitalization Fund projects
- Familiarity with the City of Piqua
- Familiarity with the Project Site

The selected firm must provide Worker's Compensation insurance in the amounts required by the State of Ohio. The firm will also be required to provide comprehensive general liability insurance, professional liability insurance and environmental liability insurance. Said insurance shall be in the minimum of one million dollars per occurrence and said policy shall name the City of Piqua as additionally insured. Certified copies of said policies must be furnished to the City of Piqua before commencing work, and must be maintained for the duration of the project. The selected firm will be expected to enter into a contract with the City of Piqua for the completion of the work funded through the Clean Ohio Revitalization Fund grant.

Requirements for Consideration

The Statement of Qualifications should include all the information requested below. The City of Piqua reserves the right to reject any or all statements of qualifications, to waive any irregularities in a statement of qualifications or to accept the statement of qualifications which, in the judgment of appropriate officials, is in the best interest of the City of Piqua. All proposals will become property of the City of Piqua and will not be returned. All documents will become public record, available for public inspection, unless specifically identified as proprietary.

The Statement of Qualifications should consist of the following

- Section 1. Firm Identification and Background Information
 - A. Firm's name, website address, postal address, contact name, telephone and fax numbers
 - B. Federal Tax I.D. Number and Ohio Tax I. D. Number

- Section 2. Qualifications and Experience of the Firm
 - A. Provide a concise history of the firm, its partners/officers and organizational structure.
 - B. Provide an overview of the firm's general capabilities and resources.
 - C. Provide a description of the firm's resources, including staff, equipment and capital available for project use and deployment.
 - D. Provide a detailed description of Clean Ohio projects completed by the firm. Include project location, period of project duration and unique challenges. Ongoing projects should be identified as such.
 - E. Demonstrate experience working in or near the City of Piqua, especially in reference to environmental and/or brownfield projects.
 - F. Demonstrate experience working at, or in the proximity, of the project site.

- G. Provide any additional information that would support selection.

Section 3. Personnel

- A. Identify the VAP CP and Project Manager(s) who will be assigned to the contract.
- B. Provide a summary of the project organization structure and qualifications for firm's personnel who will be responsible for the success of the project.
- C. Provide concise resumes of the personnel identified in Section 3A and Section 3B.
- D. Provide the firm's billing rate schedule for personnel that will be involved in the project.

Section 4. References

- A. Provide three references of Clean Ohio Revitalization Fund clients whose projects reflect a similar scope and complexity. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

Section 5. Required Attachments

- A. Certified Professional's name and certificate number
- B. Current certificate of professional liability, malpractice and errors and omissions insurance (if awarded, must name City of Piqua as additionally insured)
- C. Declaration regarding Material Assistance (DMA)
- D. IRS Form W-9

Interested parties should mail or deliver one (1) original and three (3) copies of the Statement of Qualifications, signed and in a sealed envelope to:

City of Piqua
Development Department
201 W. Water St.
Piqua, OH 45356
Attn.: Piqua Memorial Hospital Remediation and Demolition Project

The Statements of Qualifications must be received by the City of Piqua at the above address no later than 3:00 p.m. on Wednesday, August 24, 2011. Postmarks will not be accepted. Late materials will not be accepted or reviewed. E-mailed responses to this Request for Qualifications will not be accepted. All questions must be submitted in writing to William Lutz at blutz@piquaoh.org or at above mentioned mailing address before Monday, August 22, 2011 at 3:00 p.m.

The Statement of Qualifications will be primarily evaluated on project experience with the Clean Ohio Revitalization Fund and familiarity with the City of Piqua. Other factors will include the quality of the proposal, qualifications of the firm, and reviews of the prior work for the City of Piqua, if applicable.