

# **REQUEST FOR QUALIFICATIONS**

**FOR PROFESSIONAL SERVICES TO EXECUTE THE CITY OF LYNDBURST  
CLEAN OHIO REVITALIZATION FUND (“CORF”) GRANT-FUNDED ACTIVITIES  
FOR VAP-COMPLIANT REMEDIATION WORK AT THE PROPERTIES LOCATED  
AT 5637, 5647, 5649-5651 MAYFIELD ROAD, LYNDBURST, OHIO (THE PENGUIN  
CLEANERS REMEDIATION AND REDEVELOPMENT PROJECT)**

*Statement of Qualifications due 4:00 p.m. on June 28, 2010*

For full solicitation email [bmclean@wxzdevelopment.com](mailto:bmclean@wxzdevelopment.com) or call (440) 686-1442.

## **City of Lyndhurst**



### **REQUEST FOR QUALIFICATIONS**

#### **Consulting Firm with Certified Professional**

#### **Clean Ohio Revitalization Fund City of Lyndhurst and WXZ Retail Group/Lyndhurst LLC**

*Request for Qualifications Released on June 18, 2010  
Statement of Qualifications due 4:00 p.m. on June 28, 2010*

WXZ Retail Group/Lyndhurst, LLC (WXZ), in partnership with the City of Lyndhurst (the City), is soliciting qualified firms for the provision of professional services in connection with the Penguin Cleaners Remediation and Redevelopment Project. The project site is located at 5637, 5647, 5649-5651 Mayfield Road, Lyndhurst, Ohio.

The primary objective of this RFQ is to select a consultant to serve as the Ohio Voluntary Action Program (“VAP”) Certified Professional (“CP”) and to assist with the execution of the City’s Clean Ohio Revitalization Fund (“CORF”) contract for remedial activities at the site. WXZ is the new property owner and is the City’s development partner under the CORF grant. The selected consultant will be required to work closely with WXZ and the City to meet project objectives.

WXZ will direct and manage the work in partnership with the City. The City reserves the right to negotiate additional services as needed for the success of the project in accordance with CORF regulations and pursuant to the Ohio Department of Development (ODOD)-approved scope of work. The consultant will be selected by WXZ, in consultation with the City, and will contract directly with

WXZ. WXZ and the City will determine the project schedule and process for achieving project milestones.

### **PROJECT OVERVIEW**

The proposed scope of work for remedial activities was prepared pursuant to the CORF grant and is consistent with the requirements of the Clean Ohio Fund Disbursement Request Procedures.

The project will include consulting services to provide additional Phase II assessment activities and data evaluation, remedial activities which include: soil data collection/waste characterization; soil excavation activities; in-situ chemical oxidation; data evaluation; risk assessment and modeling; and report preparation. The selected consultant will guide and advise the City and WXZ on options available for adjusting the remedial activities to coordinate with the master plan and develop strategies to implement the CORF grant costs effectively. The selected consultant will be expected to coordinate with the City, WXZ, various regulatory and/or funding agencies, and other consultants as may be deemed necessary by the City and/or WXZ.

### **SCOPE OF SERVICES**

The project is time-critical; therefore, all deliverables are expected to be expedited, as practical. Work under the anticipated contract may include, but is not limited to, the following:

#### **Professional Services**

The selected consultant will:

- complete remedial action activities in accordance with the proposed remedial action plan and the applicable VAP standards;
- provide field and laboratory services by a VAP-certified laboratory in support of the assessment activities; and
- assist the City and WXZ in discussions and grant implementation documentation with Ohio EPA-DERR, Ohio Department of Development, and other regulatory or funding agencies.

### **REQUIREMENTS FOR CONSIDERATION**

Please submit:

1. A Statement of Qualifications (SOQ) following the format outlined below.

Qualifications will be measured against the SCORING CRITERIA included in this RFQ. Interested firms are encouraged to provide documentation addressing elements of the scoring criteria as it complements their statement of qualifications.

## **STATEMENT OF QUALIFICATIONS**

Please submit the following information:

### **I. Firm Identification and Background Information**

1. Firm's name, email address, postal address, contact name, telephone and fax numbers
2. Federal I.D. number
3. Ohio Tax I.D. number
4. The firm's legal formation and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission.

### **II. Qualifications and Experience of the Firm**

1. Provide a concise history of the firm, its main partners/officers and organizational structure.
2. Provide an overview of the firm's general capabilities and quality assurance program.
3. Provide a detailed description of brownfield redevelopment projects completed by the firm. Include project location, period of employment, unique challenges and efforts made to control project costs. Ongoing projects should be identified as such. Please note which projects involved Ohio EPA and the VAP.
4. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment.
5. Demonstrate experience in working with the Clean Ohio Assistance Fund and Clean Ohio Revitalization Fund.
6. Describe experience with administration of state or federal grants.
7. Demonstrate experience working on the projects of similar size or scope.
8. Provide any additional information that the service provider feels would support selection.

### **III. Personnel**

1. Identify the VAP Certified Professional and Project Manager (if different) who will be assigned to the contract.
2. Provide a summary of the project organization structure and qualifications for the firm's personnel who will be responsible for the success of the project.
3. Supply concise resumes of the personnel identified in 1 and 2 above.
4. Supply the firm's billing rate schedule for personnel that will be involved in the project.

### **IV. References**

1. Provide up to three references of 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.

### **V. Required Attachments**

1. Certified Professional's certificate
2. Current certificate of professional liability, malpractice and errors and omissions insurance (Contractor shall obtain and maintain comprehensive general liability insurance with a minimum of \$1 million combined single limit for claims that may arise from their operations for this scope of work. If awarded must name the WXZ, City of Lyndhurst and the State of Ohio as additional insured)

**SCORING CRITERIA**

Qualifications packages will be judged on the following criteria and the respective weightings. Firms can be awarded points ranging from zero to the maximum score per category. Firms are encouraged to provide documentation addressing elements of the scoring criteria as it complements their statement of qualifications.

Firm Background and Experience	up to 10 points
Experience with Ohio VAP and Clean Ohio Fund Programs	up to 25 points
Experience with Coordinating Environmental Assessment Activities	up to 25 points
Experience with Similar Projects	up to 25 points
Staffing and Billing Rate Schedule	up to 10 points
<u>Current Workload/Capacity</u>	<u>up to 5 points</u>
<b>TOTAL</b>	<b>100 points maximum</b>

**SUBMISSION DEADLINES**

To be considered for review, applicants must submit one (1) hard and one (1) digital copy of their Statement of Qualifications to WXZ Retail Group/Lyndhurst LLC no later than 4:00 pm, June 28, 2010 to:

**WXZ Retail Group/Lyndhurst LLC  
22720 Fairview Center Drive #150  
Fairview Park, OH 44126  
Attention: Brad McLean**

Submit all questions regarding this solicitation in writing to Brad McLean at [bmclean@wxzdevelopment.com](mailto:bmclean@wxzdevelopment.com)