

**REQUEST FOR QUALIFICATIONS (RFQ)
CLEAN OHIO ASSISTANCE FUND
Former Rable Machine, Inc. Property
137 Touby Court
Mansfield, Ohio**

Project Overview

The City of Mansfield (City) is soliciting for a firm with Environmental Engineering/Consulting Services/Construction Management Services to perform all required investigative work and prepare a VAP Phase II Environmental Assessment and Asbestos Survey for the former Rable Machine Property, 137 Touby Court, Mansfield, Ohio.

The selected firm will serve as the Ohio Voluntary Action Plan (“VAP”) Certified Professional (“CP”) to assist with the execution of City’s Clean Ohio Assistance Fund (“COAF”) Grant. The City expects to award a contract for no more than \$233,790.00 for the Phase II Environmental Assessment and Asbestos Survey.

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 in discussions with regulatory or funding agencies;
- Consult with the City on the best practices addressing environmental concerns;
- Provide Certified Professional services necessary to prepare a Phase II Environmental Assessment under the Ohio VAP.
- Provide field supervision of field investigators and/or field investigators;
- Provide assessments of discovered environmental conditions;

The Selected firm will be required to demonstrate the following:

- Presence of an Ohio VAP Certified Professional on staff;
- Presence of a licensed Ohio Professional Engineer on staff;
- Experience with successfully managing Clean Ohio Assistance Fund projects;
- Familiarity with the City of Mansfield; and
- the Ability to Conform to the Project Schedule (all final documents submitted to the City by February 29, 2012)

The selected firm will be expected to enter into a contract with the City for the completion of the work funded through the Clean Ohio Assistance Fund grant.

Requirements for Consideration

The Statement of Qualifications should include all the information requested below. The City 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.

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, especially in reference to environmental and/or Brownfield projects.
- F. 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.

Section 4. References

Provide two references of Clean Ohio Assistance 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 Current Certificate with name and CP number
- B. Current certificate of professional liability (if awarded, must name City of Mansfield and Rable Machine Inc. as additionally insured)
- C. IRS Form W-9
- D. Current Bureau of Workers' Certificate

All questions should be emailed to Tim Bowersock at tbowersock@ci.mansfield.oh.us by 3:00 p.m., Monday, February 28, 2011.

Interested parties should mail or deliver two (2) copies of the Statement of Qualifications by 3:00 p.m., Friday, March 11, 2011.

City of Mansfield
Economic Development Department
Attn: Tim Bowersock
30 N. Diamond Street
Mansfield, OH 44902