

## LEGAL NOTICE REQUEST FOR QUALIFICATIONS

Abandoned Gas Station Grant Implementation at 1229 and 1231 E. Main Street, Ashland, Ohio

**Response Submission Date and Time:** Friday, August 3, 2018, 2:00 pm

**Requirements for Submittal** Consultants must submit one hard or electronic copy of their RFQ to: Shane Kremser, PE, City Engineer, City of Ashland, 206 Claremont Avenue, Ashland, Ohio 44805, [kremser.shane@ashland-ohio.com](mailto:kremser.shane@ashland-ohio.com)

### **Background Information**

The City of Ashland (City) has been awarded a \$100,000.00 Ohio Development Services Agency Abandoned Gas Station Cleanup Grant. The City will be selecting a qualified environmental consulting firm to complete the remediation of a former gas station located at 1229 and 1231 East Main Street. The City is expected to submit and achieve a Bureau of Underground Storage Tank Regulations (BUSTR) No Further Action (NFA) at project completion.

### **Scope of Work**

#### Professional Services:

- Grant administration
- Review 2017 Phase I ESA written by The Mannik & Smith Group, Inc.
- Complete BUSTR Tier 1 Investigation/Delineation
- Prepare Interim Response Action (IRA) Notification or Remedial Action Plan (RAP) based on results of the Tier 1 Investigation
- Enter into contract with remediation contractor to complete remedial actions to achieve NFA
- Oversight of remedial activities and collection of confirmation samples and lab analysis
- Preparation of IRA or RAP Completion Report

#### Anticipated Remedial Actions:

- Petroleum contaminated soil and/or groundwater removal and disposal
- Site restoration including import and placement of backfill.

### **Selection Process and Evaluation Criteria**

Consultants are asked to prepare a submittal that is organized based on the following rating factors so that each submittal may be effectively and efficiently reviewed. Submittals will be reviewed based on the weighted rating factors and evaluated by the City. Each proposal will be rated on a zero to five point scale and multiplied by the rating factor to arrive at a weighted score.

#### **Criterion #1 Background and related experience - Factor 10**

The submittal should include a review of the professional services background and experience of the firm and principal(s). It should include a history of the firm and principal(s) and the number of employees as well as a listing of previous experiences similar to the requested work.

#### **Criterion #2 Familiarity with Ohio's Abandoned Gas Station Grant Program - Factor 15**

The submittal should include a description of the firm's familiarity with Ohio's Abandoned Gas Station Grant program and applicable State of Ohio and/or federal standards and requirements.

**Criterion #3 Understanding of the project - Factor 25**

The provider shall describe in detail the services to be rendered to complete the project, including alternative considerations and evaluations that may be prudent to undertake to effectively minimize the project budget and most satisfactorily achieve the project goal. Specific points of understanding should be listed to include the professional approach to the project with any related economic benefits that may impact efficiency and effectiveness.

**Criterion #4 Staffing - Factor 10**

List your key personnel who will work on this project and their qualifications and experience as well as their proposed roles on the project.

- Confirm that the project team is available to begin work on this fast-paced project immediately upon receipt of written authorization from the City.

**Form of Response**

Email bid submission is preferred. A hard copy may also be submitted to the address listed below. Submission must be received by the City no later than 2:00 p.m. E.S.T. on Friday, August 3, 2018.

All questions must be submitted via email to [kremser.shane@ashland-ohio.com](mailto:kremser.shane@ashland-ohio.com)