



**CITY OF CUYAHOGA FALLS- MAYOR DON WALTERS**  
**REQUEST FOR PROPOSAL FOR PROFESSIONAL QUALIFICATIONS**  
**FOR**  
**ENVIRONMENTAL SERVICES AND PROJECT MANAGEMENT OF AN**  
**ABANDONED GAS STATION CLEANUP GRANT**

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**FOR**  
**PROFESSIONAL QUALIFICATIONS**  
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**FOR AN ABANDONED GAS STATION CLEANUP GRANT**

**AS DESCRIBED HEREIN**  
**STATEMENT OF QUALIFICATIONS**  
**ACCEPTED UNTIL 5:00 PM ON JUNE 18, 2021**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**2310 SECOND STREET**  
**CUYAHOGA FALLS, OHIO 44221**

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**I. Introduction & Overview**

The City of Cuyahoga Falls, Ohio (the “City”) is seeking qualifications for environmental services and project management for the assessment and corrective action of an Abandoned Gas Station Cleanup Grant. The purpose for this request is to identify and select a qualified environmental services provider that has knowledge and experience in both environmental remediation and project management of an Abandoned Gas Station Cleanup Grant as administered through the State of Ohio Development Services Agency.

**II. Basic Scope of Services**

The basic scope of services shall include providing tools, materials and labor to perform the environmental assessment and remediation work at a former gas station located at 1704 Front Street, Cuyahoga Falls, Ohio 44221. The work shall include the following:

1. Environmental Assessments, including VAP Phase 1, Tier I Investigation, Tier I Delineation Notification, Tier II Evaluation, and Hydraulic Lift Sampling.
2. Environmental remediation, including the closure and removal of the UST system, in ground lifts, and all asbestos abatement on existing structures prior to demolition.
3. Preparation of Interim Response Action (IRA) plans (including remediation).
4. Demolition of all existing structures.
5. Project management, including competitive bidding of contractors, payment of contractors, and the creation of necessary project summaries for reimbursement from the Ohio Development Services Agency.

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6. Submission of BUSTR No Further Action (NFA) letter, or if an NFA is not achievable, environmental assessment reports, will serve as evidence for the completion of this project.

**III. Format of Statement of Qualifications**

The specific format of the Statement of Qualifications shall be per the responding firm's judgement. However, they shall include the following data:

- Five-page maximum Project summary narrative defining the firm's interpretation of the scope of the Project and approach to construction management.
- Project personnel organization.
- Firm profile.
- Principal profile.
- Technical Expertise Profile.
- A list of each Abandoned Gas Station Clean-up grant project management/environmental assessment and remediation awarded to them and the dates of completion.
- General anticipated project schedule or timeline.
- General anticipated man-hours to complete the project based on past experience.
- Additional pertinent information.

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, and mailing address of the general contractor(s).

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The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the employee-in training level.

Sub-professional: level employees not providing a significant role on the project do not need to be included in this summary.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm, educational background, and professional background. Sub-consultant's roles on the project should also be listed.

**IV. Interviews**

The City reserves the right to conduct interviews with any, all, or none of the responding firms. In the event that the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting via teleconference at a mutually acceptable time. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.

**V. Evaluation Criteria**

The following are the primary evaluation criteria that the City plans to utilize in order to select the best-qualified firm. Selection is very subjective in many areas and the decision of the City Administration will be final and not subject to reevaluation by the firms submitting a Statement of Qualifications.

- Responsibility and stability- Such considerations, such as length of time the firm has been in business, length of time principals have been with the firm, financial responsibility, professional liability coverage, etc.

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- Experience- Firms must have experience in the project management and environmental assessment/remediation of a

Ohio Development Services Agency Abandoned Gas Station Clean-up grant. In their response for Request for Qualifications, the firm must list each Abandoned Gas Station Clean-up grant project management/environmental assessment and remediation awarded to them.

- Location- Such consideration as to the location of the firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc.

**VI. Applicable Laws**

By submitting a Request for Qualifications on the proposed project, the firm acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including but not limited to, the following:

- Equal Employment Opportunity/Nondiscrimination. The firm agrees that if it is awarded a contract, that in the hiring of employees for performance of work under the contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, color, creed, sex, or disability as defined in Sections 4112.01 and 4112.02 of the Ohio Revised Code, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The firm further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work



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under the contract on account of race, color, creed, sex, or disability as defined in Sections 4112.01 and 4112.02 of the Ohio Revised Code.

- Ethic Laws. The Firm represents that is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

**The City will accept Statement of Qualifications until 5:00 pm on June 18, 2021. All Statement of Qualifications should be addressed to the Community Development Deputy Director and mailed to 2310 Second Street, Cuyahoga Falls, Ohio 44221.**