

**REQUEST FOR QUALIFICATIONS (RFQ)
CLEAN OHIO ASSISTANCE FUND
PIQUA POWER PLANT
919 SOUTH MAIN STREET**

Project Overview

The City of Piqua is soliciting a qualified environmental consultant to perform all required investigative work and prepare a Phase II Environmental Assessment for the City of Piqua Power Plant located at 919 South Main Street, Piqua, Ohio 45356.

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 Miami County Park District’s Clean Ohio Assistance Fund (“COAF”) Grant. The Miami County Park District expects to award a contract for no more than \$219,955 for the Phase II Environmental Assessment.

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

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 Assistance Fund projects.
- Familiarity with the City of Piqua

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 and the Miami County Park District 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 Miami County Park District and/or the City of Piqua 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 of Piqua and the Miami County Park District 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 and the Miami County Park District. 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. 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 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 name and certificate number
- B. Current certificate of professional liability, malpractice and errors and omissions insurance (if awarded, must name City of Piqua and Miami County Park District as additionally insured)
- C. Declaration regarding Material Assistance (DMA)
- D. IRS Form W-9

Interested parties should mail or deliver three (3) copies of the Statement of Qualifications to:

City of Piqua
Development Department
201 W. Water St.
Piqua, OH 45356
Attn.: Power Plant COAF 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 Friday, April 2, 2010. 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 before 5:00 p.m. on March 26, 2010. Written responses will be sent directly back to the person making the inquiry. All questions and answers will be posted to the City of Piqua's website www.piquaoh.org. No oral questions will be answered.

The Statement of Qualifications will be primarily evaluated on project experience with the Clean Ohio Assistance Fund and familiarity with the City of Piqua. Other factors may include the quality of the proposal, qualifications of the firm, and reviews of the prior work for the City of Piqua and/or the Miami County Park District, if any.