

# REQUEST FOR QUALIFICATIONS & PROPOSALS

## Addendum # 2

**Issued: June 23, 2009**

The Ohio Department of Development, Community Development Division, Office of Housing & Community Partnership, is requesting proposals for:

### **24 CFR PART 58 FEDERAL ENVIRONMENTAL REVIEW RECORDS**

**RFP Number: DEVHCP001**

RFP Issued: June 15, 2009

Inquiry Period Began: June 15, 2009

Inquiry Period Ends: June 23, 2009 at 8:00 A. M.

Qualification Statements and Proposals Due: June 26, 2009 by 5:00 P.M.

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**Reason for Addendum:** This addendum is issued to change the reference to the amount of required environmental review records notated on page 6, Section 3.0, paragraph "G" of the RFP. The reference reads "*Extend the costs for 110 environmental review records*" and has been changed to read "*Extend the costs for 60 environmental review records.*" in accordance with the scope of work.

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Submit Proposals To:

Ohio Department of Development  
Budget & Finance Office  
Attn: Michael Ashford, Agency Procurement Officer  
77 South High Street, 27<sup>th</sup> Floor  
P. O. Box 1001  
Columbus, Ohio 43216-1001

(614) 466-5962



Department of  
Development

**2.6 Anticipated Contract Date**

Development plans to authorize a contract effective July 1, 2009. The contract term will conclude on June 30, 2011.

**3.0 Qualification Statement and Proposal Content**

- A. Describe, in detail, your firm's qualifications and capacity to carry out the requested scope of work. Propose a timeline for each program year. Include expertise in understanding state and federal regulatory agencies' compliance rules and regulations (be specific to those identified on the Statutory and Environmental Checklists), determining site hazards and risks, including lead, asbestos, radon, transformers (PCB), site safety, *etc.*, evaluating noise levels, understanding of the Section 106 historic preservation process, *etc.* Provide a list of disciplines your firm offers (e. g., traffic evaluation, storm water plan evaluation, *etc.*).
- B. Provide a list of previous clients and references with phone numbers of clients for which you have conducted 24 CFR Part 58 Environmental Reviews and Phase I Environmental Site Assessments for Commercial Real Estate during the last 3 years. Provide a sample of your work. You must provide a sample of at least one 24 CFR Part 58 Environmental Assessment and one Phase I Environmental Site Assessment to ASTM Standards.
- C. Indicate whether you have any other current contracts with state agencies. If you have any other current contracts with any other state agency, identify the type of services being rendered, the name of the state agency, the amount of contract, the date of the contract, the percentage completed, and the rate of pay for each contract. Identify any of these contracts that was non-competitively bid. The information must be displayed in the following manner:
- State Agency:  
Contracted Services:  
Percentage Completed:  
Rate/Amount:  
Non-competitive Selection:
- D. If you are an individual, indicate if you have been employed by State of Ohio within the last 12 months. If so, state the agency and capacity in which you were employed and the rate of pay.
- E. Describe, in detail, how your organization (and any and all subcontractors) proposes to conduct the scope of work. Indicate who will be responsible for each task and the experience this person has. Include resumes for each person named. Include a list of staff that will be assigned to carry out duties, and identify the estimated percentage of each person's time that will be allotted to carry out contracted responsibilities. The following format is preferred: Assemble Staff, Project Prioritization, Site Visits and Coordination with Project Sponsors, Determine Need for Other Reviews, Conduct Reviews, and Presentation of Products and Adjustments.
- F. Provide a proposed schedule for completion of the Environmental Review Records, indicating the expected number of ERRs to be completed by month.
- G. Provide base costs to conduct the two types of reviews and for projects with 10 sites or less and greater than 10 sites. Provide a schedule of cost and frequency of additional review items that are not typically required for each review and would not be included in the base price. Extend the costs for 60 environmental review records. Cost should be inclusive of personnel, travel, lodging, overhead and indirect costs. Please note the number of reviews is estimated. The actual number of reviews may be more or less. The budget should be provided in a format similar to the following: