



REQUEST FOR QUALIFICATIONS
Noble County
Ohio Department of Development
Brownfield Remediation Program
Just Ask Rentals

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Summary and Background

Buckeye Hills Regional Council (BHRC) is a council of governments established in 1968 and serves the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington in rural Appalachian Ohio. Buckeye Hills administers funding from multiple State and Federal sources in the areas of community and economic development, transportation planning, and aging services to address the needs of member communities.

The Buckeye Hills Regional Council is soliciting a Request for Qualifications (RFQ) in the format outlined herein, and intends to contract for environmental consulting services in connection with the Brownfield Remediation Program Grant with the Ohio Department of Development (ODOD).

As required by the Ohio Revised Code Sections 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this internal evaluation, Buckeye Hills Regional Council will enter into contract negotiations with the most highly qualified firm or firms.

Timeline and Deliverables

Submission and Notification

Interested respondents should respond by email to Kate Dunn, Senior Planner, kdunn@buckeyehills.org. The subject line should read 'Just Ask Rentals - Noble County 2026 ODOD Remediation RFQ.'

RFQ Issued: September 21, 2026

Responses due: October 9, 2026 at 4:30pm

Notification of Award: October 23, 2026 by 4:30pm

Responses received after the time and date specified **are not eligible for consideration**. ALL PROPOSALS MUST BE SIGNED.

Failure to provide this information may result in rejection of the response.

BHRC reserves the right to reject any response not prepared and submitted according to the provisions herein outlined and may reject any or all responses.

All questions regarding this RFQ document or project may be directed to Kate Dunn at kdunn@buckeyehills.org or by phone call or text at 740-516-0370. Questions must be

submitted at least 4 business days prior to Responses Due Date to allow time to issue potential addenda to all prospective respondents.

IMPORTANT NOTE: The respondent is cautioned against last-minute attempts to meet the due date and time, and BHRC will not be responsible for network outages and other related internet malfunctions on the part of the respondent in submitting their proposal.

Period of Performance

This contract will be from the date of contract execution until the grant agreement end date or the end date of any potential grant extensions. Contract is subject to the availability of grant funds as well. The Contract shall not be considered executed unless signed by Buckeye Hills Regional Council's Executive Director.

Project Description

In 2025, Buckeye Hills Regional Council staff submitted an application to the Ohio Department of Development (ODOD) Brownfield Remediation grant program in collaboration with the Noble County Board of Commissioners. Once received, Buckeye Hills Regional Council will execute a grant agreement with ODOD staff. The property identified for programming is the former Just Ask Rentals, 314 West Street Caldwell, OH, 43724.

To begin programming, an environmental consultant/engineer will need to be hired to lead and perform assessment work on the project property, assist in hiring abatement contractors to abate any potential contamination that is found during assessment work, lead property remediation activities, and assist in grant administration duties such as preparing invoices, preparing quarterly and final reports, and any other materials and documentation required by ODOD. Potential services that will be required of the chosen Environmental Consulting firm include:

- Phase I and Phase II Environmental Site Assessments
- Remedial planning and design
- Assistance with community outreach, if needed
- May include planning activities to initiate brownfield revitalization and activities to repair your brownfield site for redevelopment.
- Remediation site supervision
- Building demolition supervision
- Site revitalization and redevelopment supervision

Buckeye Hills Regional Council plans to hire a minimum of one (1) environmental consultant to perform the work for the ODOD Brownfield Remediation grant on behalf of Noble County and will contract directly with the environmental consultant(s). All work will be completed under the direction of an Ohio EPA Voluntary Action Program Certified Professional and will conform to the standards set forth under the Ohio Voluntary Action Program. The selected firm(s) will be subject to federal contract requirements, including, but not limited to project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable. The selected firm(s) will be asked to enter into an agreement with Buckeye Hills Regional Council to provide environmental consulting services. All Hazardous Substances Assessments will be conducted under the standards of the Ohio EPA's Voluntary Action Plan (VAP) using State of Ohio Certified Voluntary Action Program (VAP) Rules (Ohio Administrative Code rule 3745-300-01 through 3745-300-14. All Petroleum Environmental Assessments involving underground storage tanks will be conducted using American Society of Testing and Materials (ASTM) industry accepted protocol and adhere to the regulatory standards of the State of Ohio's Department of Commerce, Division of State Fire Marshall, Bureau of Underground Storage Tank Regulations (BUSTR). The designated environmental firm(s) will be knowledgeable and proficient in conducting both Hazardous Substances and Petroleum Assessments.

Scope of Services

The following is a list of the types of services typically requested of the selected firm(s).

Hazardous Substance Assessments

Phase I Environmental Site Assessments (ESAs) will satisfy, at a minimum, the requirements for "All Appropriate Inquiry" (AAI) under the Small Business Liability Relief and Brownfields Revitalization Act and any regulations promulgated there under 40 C.F.R. Part 312, which are generally conducted in accordance with ASTM E1527-13 "Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process." Depending on the parameters of the project, Buckeye Hills Regional Council may request a Phase I Property Assessment prepared in accordance with the Ohio EPA Voluntary Action Program as specified in the Ohio Revised Code §3746.04(B)(3) and the Ohio Administrative Code §3745-300-06. This request may include a VAP Eligibility Analysis in accordance with Ohio Administrative Code §3745-300-02.

Eligible Phase II ESA activities include performing partial or complete Ohio EPA VAP Phase II Property Assessments under Ohio Administrative Code §3746.04(B)(4) and Ohio Administrative Code §3745-300-07. Other Phase II ESA-related activities may include:

asbestos surveys, lead-based paint inspections, risk assessments, regulatory file reviews, and the preparation of remedial action plans, in accordance with all applicable federal, state and local regulations.

Brownfield Remediation Guidance

Environmental Consulting Firms should have experience with providing guidance to contractors performing remediation work in the case of Brownfield Remediation projects. Services would include providing assistance with contaminate sampling, reporting, and pre-remediation removal and the creation of bid specifications and any potential remedial planning for remediation contractors. Firms will be expected to be on hand to answer any questions that the contractor may have before, during, and after remediation. Firms will also be expected to be able to answer any questions regarding utilities to remediation sites.

Petroleum Product Assessments

Phase I ESAs will satisfy, at a minimum, the requirements for "All Appropriate Inquiry" under the Small Business Liability Relief and Brownfields Revitalization Act and any regulations promulgated there under 40 C.F.R. Part 312, which are generally conducted in accordance with ASTM E1527-13 "Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process." Depending on the parameters of the project, Buckeye Hills Regional Council may request a Phase I Property Assessment prepared in accordance with the Ohio EPA Voluntary Action Program as specified in the Ohio Revised Code §3746.04(B)(3) and the Ohio Administrative Code §3745-300-06. This request may include a VAP Eligibility Analysis in accordance with Ohio Administrative Code §3745-300-02. Eligible Phase II ESA activities include performing partial or complete Ohio EPA VAP Phase II Property Assessments under Ohio Administrative Code §3746.04(B)(4) and Ohio Administrative Code §3745-300-07. Additional activities under the petroleum-funded assessments may include: risk assessments, regulatory file reviews, BUSTR Tier I and Tier II evaluations, underground storage tank removals, and the preparation of closure reports and/or remedial action plans, in accordance with all applicable local, state and federal regulations.

Expectations

In performing any and all of the aforementioned environmental activities, each firm may be required to participate in the following activities on a per project basis:

- Provide and maintain necessary coverage on firm/individual insurance certificates, licenses or other contractual. Updated documentation of coverage must be sent to Buckeye Hills Regional Council over the grant period.

- Review all provided materials, including any previously conducted environmental reports prior to preparing a proposal of work.
- Attend outreach and informational meetings, if necessary, with Buckeye Hills staff, local government, and clients/property owners.
- Attend public or project-specific meetings with Buckeye Hills staff and/or officials from federal, state, and local regulatory agencies during assessment of projects, as needed.
- Prepare project-specific proposals to Buckeye Hills, which would include a chart showing the names, titles, and responsibilities of personnel to be assigned to the project; a chart showing the fee range for all possible professional services to be conducted along with a detailed budget of costs to be proposed for each task including subcontractor costs.
- Execute a contract with Buckeye Hills Regional Council for each project.
- Provide project management, implementation and/or technical oversight as needed.
- Provide professional advice regarding environmental issues associated with building remediation and other related matters.
- Provide professional advice regarding environmental issues associated with land reuse, redevelopment and other related matters.
- Evaluate and design Remedial Action Plans (RAP) pursuant to the VAP or other applicable standards.
- Prepare health and safety plan and Phase I Environmental Assessments.
- Communicate with Buckeye Hills Regional Council staff on a regular basis regarding project-specifics.
- Provide updates to Buckeye Hills Regional Council on all currently active assessment projects on a monthly basis via e-mail.
- Attend close-out meetings with Buckeye Hills staff at the completion of each environmental service contract, if requested.

Additional Firm Qualifications

In addition to having an Ohio EPA VAP CP on staff, who meets the qualifications under Ohio Administrative Code §3745-300-05, Buckeye Hills Regional Council will only consider environmental consulting firms that include the following documentation:

- Demonstration of the attainment of BUSTR NFA status on at least two project sites.
- Demonstration of the attainment of Ohio VAP Covenant Not to Sue (CNS) status on at least two project sites.

- Demonstration of successfully supervising an abatement project and communicating with project sponsors.
- Demonstration of successfully supervising a remediation project and communicating with project sponsors.

Form of Task Order and Deliverables

Firm(s) will be required to submit a detailed project quote to Buckeye Hills Regional Council for review and approval prior to executing a project-specific contract with Buckeye Hills Regional Council. All quotes must include detailed tasks, detailed budgets for each task proposed, the personnel rate schedule, labor hours, and a list of personnel and subcontractors assigned to each project. The contract will be prepared by Buckeye Hills Regional Council on a project-by-project basis prior to commencing assessment activities. Each project-specific contract requires the approval of the Buckeye Hills Regional Council prior to the commencement of work.

Other project specific requirements include: bi-monthly updates to the program manager on all active projects; preparation of reports/letters/forms and submit all supporting information to Buckeye Hills Regional Council for review and use. All final reports and supporting information shall be submitted to Buckeye Hills Regional Council in e-mail form. Copies may also be submitted via hard copy. Reports may also be requested for federal, state or local regulatory agencies or other third parties.

Work Schedule

The work schedule is determined on a project-by-project basis. The contract time period will be from date of contract execution until the end of the grant period as described in the grant agreement with the Ohio Department of Development, any potential future sources of funding, and dependent on any potential grant extensions. All work schedules will be agreed upon and defined in the project proposal.

Record-Keeping and Audit Requirements

- All procurement records must be retained for a minimum of three years after final payment, per 2 CFR 200.333.
- All contracts will be subject to federal audits and performance reviews.
- The consultant must comply with all reporting requirements for cost documentation.

Public Participation Compliance

This project must adhere to the BHRC Public Participation Plan (PPP) and 23 CFR 450.316, ensuring meaningful public engagement, including:

- Opportunities for public review and comment
- Virtual and in-person engagement strategies
- Inclusive outreach for disadvantaged and underrepresented communities

Accessibility Standards

All deliverables and final reports must meet Web Content Accessibility Guidelines (WCAG) 2.0 and PDF/UA (Universal Access, or ISO 14289). All PDFs should contain searchable text, as screen readers cannot process text embedded as images. Meaningful images within PDFs must be tagged with alternative text to provide descriptions for people with vision impairments. Documents must adhere to proper tagging and structure to ensure logical navigation and compatibility with assistive technologies. Fonts and formatting should prioritize readability, with sufficient contrast and clear text layouts.

Requirements to be Responsive to RFQ

Responses to this Request for Qualifications shall be prepared in accordance with the rules codified in 2 CFR 200 (Unified Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and submitted with the following listed sections completed as part of one singular document. The submission must be in a digital format with print capabilities. BHRC may solicit additional information at a later time.

Part 1 – Company and Response Information Summary

The respondent must provide information as follows:

1. Company Name and Address in which to send contract/service agreement (if awarded)
2. Company Description and Overview
3. Website Address
4. Name, Bio, Phone Number, Email Address of Key Representative(s) that will be responsible for carrying out project activities, inclusive of billing for services
5. Comprehensive list of company's technical assistance expertise area(s) relative to the scope of work

Part 2 – Consultant Qualifications and Experience (50%)

1. Provide a description of the qualifications and experience of key personnel as it pertains to the scope of work for which respondents are submitting. Please specifically include details on work completed within the Appalachian region of Ohio.
2. Provide descriptions of previous projects that the Respondent has undertaken that are similar to this Project. Please include references as detailed in Part 3 of this RFQ
3. Sample client listing of entities receiving similar assistance. Please include dates for provision of service
4. Web links to related projects are encouraged

Part 3 – References (40%)

Provide a minimum of 3 and a maximum of 10 references for clients receiving similar services. References of projects should ideally be similar to those that are in development in the BHRC region. If such references are not available, list references that match as closely as possible.

Part 4 – Cost (10%)

BHRC anticipates entering into an agreement for services with the successful respondent. The successful respondent should expect to provide invoices to BHRC on an as-needed basis or at least monthly for the duration of the project.

Respondents should address the following in response to this RFQ:

1. Total cost of services
2. Retainer fee cost
3. Detailed breakdown of activities/tasks to be completed and cost associated with each
4. Methodology for tracking and billing on an as-needed basis

Evaluation and Selection

All qualified responses submitted in accordance with the terms of the RFQ will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

Staff from BHRC will review and evaluate all responses received in response to this Request for Qualifications. Proposals will be evaluated and ranked based on the selection criteria outlined below. After the conclusion of the evaluation process, the firms, groups, or persons

will be ranked in priority order, with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with BHRC. If a contract satisfactory to both parties cannot be negotiated, BHRC will then enter negotiations with the next highest-ranked firm, group, or person, and so on until an agreement is reached.

In the event BHRC elects to negotiate a contract with a selected firm, group, or person, BHRC reserves the right to negotiate such terms and conditions of the contract, including, but not limited to, scope, role, price, and staffing which may be in the best interests of BHRC.

Proposal evaluation will be based upon the following criteria:

- Scope of services
- Experience and ability to successfully complete the scope of services
- Experience working in Appalachian Ohio
- Demonstrated experience from the perspective of references

Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d *et seq.*); as amended, BHRC is required to include the following in any solicitation or contract, and these provisions will be incorporated into the contract between BHRC and the selected consultant (CONSULTANT). The CONSULTANT will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or

agencies thereto, as well as public or private entities that provide public transportation.

4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

Disclaimers

Buckeye Hills Regional Council reserves the right to accept or reject any and all responses received to this posted RFQ and to re-advertise for new submissions.

Buckeye Hills Regional Council will not be responsible for any costs incurred by respondents in the preparation of a response to this RFQ.

Buckeye Hills Regional Council reserves the right to delay or discontinue the selection process at any time.

Buckeye Hills Regional Council reserves the right to award all, part, or none of the project in the best interest of the overall project and will not be held responsible for any impact on respondents resulting from this decision.

Buckeye Hills Regional Council reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection.

Buckeye Hills Regional Council reserves the right to request clarification or additional information from a respondent prior to selection.

Buckeye Hills Regional Council reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFQ if necessary and in the best interest of the project.

The evaluation and selection of the Consultant will be based on the information submitted in the entity's proposal, including estimated cost, scope of work, and creativity. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a response. Entities should respond clearly and completely to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

Deviations and exceptions from terms, conditions, or specifications from this RFQ shall be described fully on the entity's letterhead, signed, and attached to the response. In the absence of such a statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

This RFQ is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by the issuing office.

Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. BHRC may contact any RFQ respondent after receiving its submittal to seek clarification on any portion thereof.

Proposals will not be returned to the RFQ respondents.