



**Solicitation Information**  
**3 March 2011**

**RFP# 7448348**

**TITLE: Field Services and Support for Environmental Assessment**

**Submission Deadline: 4/4/2011 10AM**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [bidinfo@purchasing.ri.gov](mailto:bidinfo@purchasing.ri.gov) no later than March 22, 2011 at 12 noon EST.

Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**David Cadoret**  
**Buyer**

Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Department of Environmental Management (RIDEM), is soliciting proposals from qualified firms to provide a services contract in order to establish a price agreement for field services and support for environmental assessment as described herein in accordance with the terms of This Request and the State's General Conditions of Purchase which is available from the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

This is a Request for Proposal, not an invitation for Bid; responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Department of Administration / Division of Purchases.

### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Department of Administration / Division of Purchases.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the

work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- Bidder's are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- "Foreign" corporations, corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct business within the State (Corporations Division 401-222-3040). This is a requirement only of the selected vendor(s).
- If applicable, respondents must comply with all federal, state, and local licensing requirements to perform these services
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- The offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8670 or visit the website <http://www.mbe.ri.gov>

*No estimate of or commitment to a specific level of funding is made through this RFP pending appropriation of funds.*

- Vendor must be capable of having a representative, with the appropriate technical expertise, at the scene of an emergency within two (2) hours of verbal notification by an authorized representative of the Department of Environmental Management. Vendor, in the proposal, should indicate how they can be contacted during off-business hours (i.e., cell phones, pagers, 24 hour answering service, etc)
- **BACKGROUND AND PURPOSE**

#### **Summary**

This Statement of Work describes tasks that will enable the Rhode Island Department of Environmental Management (RIDEM) to respond more effectively to environmental emergencies such as oil spills or releases of toxic waste or other hazardous materials. Activities include

- (1) Assisting RIDEM in assessing environmental risks, baselines, and injuries;
- (2) Providing "on call" rapid response during emergencies and drills;
- (3) Contributing to the design and execution of environmental sampling procedures for natural resource damage assessment, remediation, and restoration activities;
- (4) Participating in planning and management of these activities; and
- (5) Developing and maintaining software, utilities, and supporting data sets for such activities, including websites for the delivery of data and information in support of environmental assessment.

## **Background**

RIDEM has statutory authority to assess injuries to natural resources from oil spills and releases of hazardous materials, to recover damages from polluters, and to restore injured trust resources. The Federal Water Pollution Control Act (FWPCA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)-also known as "Superfund," and the Oil Pollution Act of 1990 (OPA) require parties responsible for releasing hazardous materials and oil to pay monetary compensation (damages) for injury to natural resources caused by the release. The National Contingency Plan, promulgated under CERCLA, authorizes the filing of claims against potentially responsible parties to recover damages. Damages must be used to restore, replace or acquire the equivalent of the injured resources. The State of Rhode Island, in cooperation with other (federal) trustees, acts on behalf of the public to conduct natural resource damage assessments (NRDAs) to recover monies from responsible parties to restore marine resources.

RIDEM is in need of logistical and scientific support in performing these and related activities, including: conducting field studies to evaluate the impacts of environmental emergencies, such as oil spills or releases of toxic waste or other hazardous materials; documenting and assessing injuries to natural resources; quantifying damages in terms of lost services and in monetary terms; developing and evaluating restoration alternatives to replace lost services or lost value, as appropriate; as well as implementing successful restoration and long-term monitoring strategies. This involves conducting injury assessment and natural resource valuation studies that will survive the rigors of adversarial litigation when potentially thousands or millions of dollars are at stake. In addition, RIDEM needs assistance in developing, implementing and managing needed studies to culminate in a defensible Damage Assessment and Restoration Plan. RIDEM may acquire contractual services to perform the full range of activities that could be invoked under the NRDA regulations implementing OPA [15 CFR 990], CERCLA [43 CFR 11], or any other regulations as may be applicable.

## **Description of Services**

The Contractor shall perform the following activities upon request by RIDEM in accordance with the terms of this solicitation, as specified in this statement of work

### Activity 1. Work Plan

The Contractor shall prepare budgets, invoices, and cost documentation for submission to RIDEM, as requested. Additionally, the Contractor may be requested to draft field sampling plans and quality assurance plans

### Activity 2. General Contractor Readiness

The Contractor shall maintain preparedness for a spill emergency or other environmental incident to ensure the effectiveness of the State of Rhode Island response. To this end, the Contractor shall conduct general standby activities as directed by RIDEM. These activities may include, but are not limited to, the following:

- Identify key personnel, capabilities and contact information;
- Participate in periodic conference calls and meetings;
- Maintain 24-hour notification and response capability;
- Provide technical support to RIDEM;
- Establish and manage a constant inventory of equipment (water and sediment sampling devices) and necessary supplies purchased specifically for use in this program toward the completion of various environmental monitoring operations;
- Maintain software utilities, data sets, and communication pathways required for such activities;
- Establish and maintain a list of the federal and state regulations governing types of actions likely to be implemented in response to an emergency spill or release, with details of the regulatory requirements/considerations to be considered in response strategy and implementation;
- Based on the above, determine the suitability of consultation with federal and state agencies concerning programmatic review/approval of the emergency spill/release response plan; and
- Using historical spill information and in coordination with RI DEM, compile a list/database of likely/potential release substances with summary information on constituent behavior that would affect response actions and monitoring requirements.

Utilizing a combination of state-supplied and/or contractor-owned equipment and supplies, the contractor must maintain the resources to respond in accordance with the criteria listed below:

- Upon verbal notification by an authorized representative of the Department of Environmental Management, Contractor must be capable of dispatching a representative, with the appropriate technical expertise, to the scene of an emergency at any hour. In the proposal, the Contractor shall indicate means of receiving such notification during off-business hours (e.g., cell phones, pagers, 24 hour answering service, etc)
- Within four (4) hours of verbal notice, initial shore-based site visit to proceed. The Contractor shall provide a minimum of one representative who shall remain in contact with the field command center at all times during the course of the response to implement/oversee field monitoring activity
- Within six (6) hours of verbal notice, photographic documentation of initial impacts to proceed, including shoreline surveys toward the assessment of impacted biological resources and/or identification of nearby sensitive habitats at risk of impact within a 12-to-24 hour timeframe.

- Within twelve (12) hours of verbal notice, environmental monitoring/sampling activity (aquatic or terrestrial) to proceed for the parameters listed below, inclusive of the provision of an appropriate work platform (vessel), winches, cable, sampling devices, sample containers, and laboratory services:
  - Water Chemistry/Toxicity – utilizing a closed-open-closed water sampling device;
  - Sediment Chemistry/Toxicity – utilizing a Van Veen surface sediment grab sampler or technical equivalent;
  - Biota Collections (benthic infauna and/or macrofauna, fish, etc.);
  - Underwater Photography/Video;
  - Sediment-Profile Photography;
  - Plume/Slick tracking
- Within sixteen (16) hours of verbal notice, deployment and operation of specialized instrumentation and/or data telemetry network to proceed for the parameters listed below, inclusive of the provision of an appropriate work platform (vessel) for deployment/recovery and data telemetry stations within the Narragansett Bay region:
  - Physical Water Column Properties,
  - Water Column Currents,
  - Water Levels (Tides).
- Within twenty-four (24) hours of verbal notice, transfer of electronic data/GIS-based information to RIDEM in an accepted format to proceed, which could include the following:
  - Development of interactive databases,
  - Operation and regular update of secure web site for data delivery,
  - Maintenance of an data inventory system

The Contractor shall maintain general readiness as described herein throughout the entire period of performance.

### Activity 3. Field Support for Preliminary Assessment of Environmental Injury

On request of RIDEM, the Contractor shall work closely with RIDEM to design and implement environmental emergency data collection, analyze the consequences of pollutant releases, and perform preliminary assessments of the need for studies in support of a damage claim against the responsible party. Potential tasks include:

- Provide assistance at meetings and in discussions with spill responders, other trustees, and the responsible party;
- Assist with determinations of regulatory requirements and obtaining necessary approvals in accordance with programmatic regulatory agreements described in Activity 2 above;
- Identify needs, collect data to characterize ephemeral conditions, and assist in obtaining services for such activities;
- Sample sediment, water, and biota for aquatic, marine, and estuarine toxicity evaluations or impact assessments;
- Collect, telemeter, and provide long-term storage of hydrodynamic data to support spill trajectory predictions, as well as fate-modeling studies;
- Video and/or photographic documentation of terrestrial, intertidal, and subtidal impacts of toxic substance releases;
- Support preassessment sampling activities that may be required to determine the need for and scope and design of a natural resource damage assessment; and
- Assist with developing proposals and funding requests to the US Coast Guard Fund Center (implemented under OPA) and related funding sources.

### Activity 3A. Emergency Response and Preliminary Assessment

The Contractor shall work closely with RIDEM to design and implement emergency data collection, analyze circumstances and consequences of pollutant releases, and perform preliminary assessment of the need for studies and preparation of a damage claim against the responsible party. Potential tasks include:

- Assistance at meetings and with discussions with spill responders, other trustees, and the responsible party;
- Identification of needs, collection of ephemeral data, and assistance in obtaining services for such activities;
- Hydrodynamic, trajectory, fates, and impact assessment modeling;
- Preassessment activities required to assess the need for, scope and design of a natural resource damage assessment; and
- Assistance with developing proposals and funding requests to the US Coast Guard Fund Center (implemented under OPA) and related funding sources.

### Activity 4. Environmental Sampling

To enable RIDEM to respond rapidly to contaminant spills in Rhode Island waters, the services of a Contractor who specializes in rapid response environmental monitoring and assessment for contaminant spills are required. The contractor will remain "on call" to implement sediment, water, and biota sampling; toxicity analysis; and hydrodynamic circulation data collection related to oil spill, chemical spill, or improper dredged material disposal on short notice. The survey and testing results will assist state responders and scientists in evaluating the existing and potential impacts and natural resource damages resulting from pollutant contamination.

The contractor must be capable of performing or supporting subsequent, potentially long-term studies, including environmental monitoring/sampling services and materials testing that may be required to evaluate pollutant concentrations, distribution, and transport. The Contractor must be capable of utilizing existing data sets as well as collecting additional data and information that would be required to characterize ecological impacts. Necessary expertise includes:

- Use of geographical information systems (GIS) to manage, integrate, and update environmental data;
- Rapid integration and communication of environmental information with the State, including possible posting of near-real-time information, maps, and data on a password-protected website for access by RIDEM only;
- The preparation and communication of graphical outputs for communication of results within short timeframes

To determine likely impacts on natural resources, the Contractor must be ready to provide the following monitoring capabilities for coastal and inland waters in Rhode Island and bordering communities:

- Currents and meteorology;
- Chronic and acute contaminant concentrations within water, sediment, biota, and determining other water/sediment quality conditions to assess effects associated with:
  - Oil spills,
  - Chemical spills,
  - Dredged material disposal,
  - Other extreme environmentally-sensitive conditions;
- Water quality and density stratification;
- Biological exposure and effects, including toxicity testing;
- Fisheries impacts, including field surveys;
- Sunken objects (e.g., for search and recovery applications).

It is expected that the monitoring will include time-series aspects to capture the temporal trajectory of potentially adverse conditions.

Depending upon the magnitude of the spill or anticipated effects on the surrounding habitat, expedited analysis and/or rapid reporting of monitoring results may be required. The Contractor shall have access to analytical laboratory services capable of providing expedited analyses (i.e., 3 days) of water, sediment, and tissue samples as well as analyses within a standard timeframe (i.e., 21 days)

#### Activity 4A. Modeling Services

To enable RIDEM to rapidly respond to contaminant spills in Rhode Island waters, the services of a Contractor who specializes in rapid response modeling for contaminant spills are required. The contractor will remain "on call" to implement circulation, oil spill, and chemical spill modeling on short notice. Modeling results will assist responders and scientists evaluating the potential impacts and natural resource damages resulting from pollutant contamination. In addition, as part of subsequent analyses on spills or for long-term (chronic) contamination sites, modeling services may be required to evaluate pollutant transport, fates and impacts. The model systems must be capable of interfacing with existing data sets and geographical information systems in the State, and readily provide graphical outputs for communication of results. The following modeling capabilities are required for surface waters in Rhode Island and nearby coastal waters:

- Currents
- Oil spills
- Chemical spills
- Chronic contamination, transport, and fates
- Dredged material transport
- Water quality
- Biological exposure and effects
- Fisheries impacts
- Drifting objects (search and rescue applications)

#### Activity 5. Risk, Impact, and Injury Assessment

On request of RIDEM, the Contractor shall assist RIDEM in developing a defensible strategy for documenting and quantifying pathways of exposure and injury resulting from pollutant contamination, such that a claim may be developed against the responsible party and/or the scale of needed remediation/restoration may be determined. Tasks include:

- Development of a strategy and planning;
- Identification of approaches and methods;
- Identification of suitable principal investigators;
- Data collection and analysis;
- Analysis and assessment using chemical and/or toxicity evaluations, survey results, and other scientific methods;
- Preparation of reports and other documents;
- Technical review of studies and reports prepared by other groups and/or agencies; and
- Interactions with scientific, management and legal personnel, as well as representatives of the responsible party, regarding technical issues

#### Activity 6. Remediation and Restoration Planning

On request of RIDEM, the contractor shall utilize data and analyses developed under activities 3 through 5 to develop a range of feasible restoration and/or remediation alternatives for returning resources to baseline and compensating for interim losses. The contractor shall have the necessary expertise, including the proven ability to:

- Evaluate alternative strategies and options;
- Determine regulatory requirements associated with various alternatives, and assist with preparation of regulatory agency coordination and preparing permit application materials;
- Describe and evaluate restoration alternatives;
- Determine compensation for interim losses by scaling restoration alternatives;
- Estimate benefits of restoration/remediation options; and
- Prepare a restoration plan in accordance with regulations and guidance for natural resource damage assessments.

#### Activity 7. Long-Term Monitoring

Based upon the restoration and/or remediation goals established under Activity 6, the Contractor will be prepared to perform environmental monitoring surveys at predetermined intervals to document the course of recovery of previously impacted areas. This activity may include monitoring of any large-scale clean-up or remediation activity to examine the potential of re-release of contaminants into the environment. Scope areas would be similar to those identified in Activity 4 above. Additionally, in-place monitoring equipment and systems may be required to provide long-term temporal sampling (e.g., currents).

#### Activity 8. Management and Administration

Potential tasks under this general set of activities include:

- Work closely with RIDEM to develop robust and defensible case strategies;
- Implement and manage projects to ensure that they are consistent with overall case strategy;
- Identify potential technical support and peer reviewers;
- Facilitate and coordinate interaction among scientific, management, regulatory, economic, and legal disciplines;
- Interact with representatives of the responsible party regarding technical issues;
- Assist RIDEM with on-going/iterative regulatory analysis to ensure streamlined permit evaluations;
- Participate in public interaction and review; and
- Assist RIDEM in dealing with third party issues associated with pollutant contamination

#### Activity 9. Improved Methods and Data Sets

On request of RIDEM, the Contractor shall provide services to improve methods and data used for emergency response and impact assessment, including:

- Participate in contingency planning activities, drills, training programs for emergency response and assessments;
- Restructure existing data, software, and communication pathways to make them more useful for emergency response activities;
- Support studies on pollutant transport and fate, as well as forecast effects of various materials or contaminants on natural resources in the State of Rhode Island;

- Support the development of methods for scaling restoration and remediation to compensate for losses;
- Prepare guidance documents and aids for emergency response and natural resource damage assessment;
- Participate in meetings and conference calls to define goals and objectives for planning and evaluation; and
- Perform general activities to improve emergency response and damage assessment methods

#### Activity 10. Litigation Support

On request of RIDEM, the contractor will support the State of Rhode Island in litigation. The following activities may be required:

- Evaluate the defendant's work and its potential effect on the government's case;
- Make recommendations to strengthen the government's case;
- Identify potential experts and witnesses;
- Assist in review and interpretation of depositions, reports, and testimony;
- Assist in preparing experts and witnesses; and
- Provide expert testimony.

**Proposed Contract Term:** Three years, with option to renew on an annual basis for up to two additional years

#### **PROPOSAL QUESTIONS & SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on page one of the solicitation. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the RI VIP Help Desk at 401 222-3766.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time indicated on page one of this solicitation. Proposals received after that time and date will not be considered.

Responses (an original plus four (4) copies) should be sent or hand-delivered in a sealed envelope marked:

**“RFP # 7448348                      Field Services and Support for Environmental Assessment” to:**

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered. The “official” time clock is located in the Reception Area of the Division of Purchases, One Capitol Hill, Providence, RI.

**Responses must include the following:**

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov> )
2. A completed and signed W-9 (Taxpayer Identification Number and Certification) which is also downloadable from the Division of Purchases website listed above (item 1)
3. A statement of experience describing the Contractor s background, qualifications, and experience with and for similar projects, and all information described in this solicitation.
4. A comprehensive price list for services. The Cost Proposal Summary forms must be completed and submitted with the Cost Proposal.

The Technical Proposal must contain the following sections:

- **Executive Summary**  
The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide the State evaluators with a broad understanding of the offeror's technical approach and ability.
- **Organization and Staffing**  
This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration or effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualifications)
- **Workplan/Approach Proposed**  
This section shall describe the offeror's understanding of the state's requirements, including the results intended and desired, the approach to be employed, and a workplan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each activity. The workplan shall demonstrate a familiarity with the tasks included in the project. The workplan shall include a detailed proposed project schedule and a list of tasks, activities and/or milestones that will be employed to administer the project/activity.

- **Previous Experience and Background**  
Please provide background and history of your firm as well as information regarding work experience in the following areas:
  - Monitoring in marine and estuarine habitats
  - Experience with local conditions and oceanography of Narragansett Bay and RI waters
  - Habitat Evaluation and Impact Assessment in local waters
  - Scientific support to determine contaminant loading in water, sediment, and biota
  - Pollutant distribution and toxicity evaluation
  - Ecological risk assessment
  - Environmental restoration
  - Natural Resource Damage Assessment (NRDA)
  - Analysis, management and dissemination of marine environmental data
  - Federal and state regulations governing work in waterways and marine and estuarine habitat areas

Provide a representative list of projects undertaken and clients serviced, including a brief description of the projects. **Attach at least three examples (total) of work product relative to the area of expertise referenced in the preceding paragraph.**

#### **EVALUATION AND SELECTION**

The State will commission a Technical Review Subcommittee, which will evaluate and score all proposals

The following criteria will be used to evaluate and score proposals:

- |   |  |                  |
|---|--|------------------|
| 1 | Overall quality and responsiveness of the proposal.  | <i>25 points</i> |
| 2 | Competence of the firm and all associated subcontractors to perform the services as reflected by technical training and education; general experience, experience in providing the required services, and the qualifications of professional staff as evidenced by the resumes of staff who would be assigned to perform direct services | <i>50 points</i> |
| 3 | Familiarity with technical aspects of oil and chemical spill emergencies and pollutant impact assessment and the strategies proposed to be employed by RIDEM.  | <i>25 points</i> |
| 4 | Project Costs  | <i>25 points</i> |

NOTE: Submittals which fail to attain a minimum aggregate score of seventy-five (75) points under performance criteria 1, 2 and 3 shall be disqualified from further consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all offers, to award on the basis of cost alone, and to act in its best interest

Proposals found to technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Environmental Management.

Activity 1. Work Plan

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 2. General Contractor Readiness

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed

Activity 3. Field Support for Preliminary Assessment of Environmental Injury

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 3A. Emergency Response and Preliminary Assessment

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task/Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
subtotal \$			_____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal		\$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
subtotal \$		_____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
subtotal \$		_____

**TOTAL** \_\_\_\_\_  
**(A,B,C,D)**

Attach additional pages as needed.

Activity 4. Environmental Sampling

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 4A Modeling Services

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task/Hours	Hr Rate	Total
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
subtotal \$			_____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal		\$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
subtotal		\$ _____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
subtotal		\$ _____
TOTAL		\$ _____
(A,B,C,D)		_____

Attach additional pages as needed.

Activity 5. Risk, Impact, and Injury Assessment

**COST PROPOSAL SUMMARY**

A Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
			subtotal \$ _____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 6. Remediation and Restoration Planning

**COST PROPOSAL SUMMARY**

A Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
subtotal \$			_____

B Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal \$		_____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal \$		_____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal \$		_____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 7. Long-Term Monitoring

**COST PROPOSAL SUMMARY**

A Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1 _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
		subtotal \$	_____

B Equipment/Materials	Costs	Total	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		subtotal \$	_____

C. Travel	Costs	Total	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		subtotal \$	_____

D. Other Expenses	Costs	Total	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		subtotal \$	_____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 8. Management and Administration

**COST PROPOSAL SUMMARY**

A Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
		subtotal \$	_____

B. Equipment/Materials

	Costs	Total	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		subtotal \$	_____

C. Travel

	Costs	Total	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		subtotal \$	_____

D. Other Expenses

	Costs	Total	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		subtotal \$	_____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 9. Improved Methods and Data Sets

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
subtotal \$			_____

B Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal \$		_____

C Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal \$		_____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
subtotal \$		_____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

Activity 10. Litigation Support

**COST PROPOSAL SUMMARY**

A. Personnel Cost

Name/Title	Task /Hours	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B. Equipment/Materials

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

C. Travel

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses

	Costs	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
		subtotal \$ _____

TOTAL \_\_\_\_\_  
(A,B,C,D)

Attach additional pages as needed.

## VENDOR QUESTIONS FROM PREVIOUS SOLICITATION

Q Please clarify the requirements for the cost proposal. Is the State requesting that the Contractor provide:

A) A fixed price for the completion of each activity identified in the solicitation, or;

B) Fixed unit prices (e.g. hourly rates for labor) that will provide the basis for establishing a price once the parameters for a specific incident and/or task are known?

If the answer to question (1) is (A), then we recommend that the State more clearly specify the parameters of the tasks in the Description of Services. Normally, the types of parameters that are specified to ensure adequate and comparable pricing include: name of oil or hazardous material released, location of release, type of release (surface, sub-surface), source of release (vessel, storage tank, pipeline, railcar, etc.) resources at risk, weather conditions, and response strategy (e.g. dispersant applications and booming strategies). For activities 9 and 10 (Improved Methods and Data Sets, Litigation Support), additional parameters are needed, including the number of drills and training courses, the number and type of guidance documents, the number of cases brought to trial, the number of expert reports, the number of depositions, and the subject(s) of expert testimony. Absent such clarification, it is unlikely that the cost proposals will provide a common basis for price evaluation. We respectfully recommend that the State request a schedule of fixed unit prices rather a fixed budget for the existing Description of Services.

**A THE DEM IS LOOKING FOR FIXED UNIT PRICING.**

Q Please clarify the statement on page 8 of the solicitation, which states: "The Contractor shall have access to analytical laboratory services. ..." Does Rhode Island require the Contractor to secure laboratory services and pricing as part of the procurement? Or, is it sufficient to identify one or more laboratories that are capable of providing the required services and that are available to the Contractor if and when needed? Likewise, the text references access to a capability for expedited analyses. Does Rhode Island require the Contractor to provide pricing for each expedited turnaround time available, or is it sufficient to identify the capabilities of laboratories available under the Contractor's proposal?

**A. IT IS REQUIRED THAT PROPOSED LABORATORIES BE IDENTIFIED AND A PRICING SCHEDULE BE PROVIDED. BECAUSE SOME OF THE ANALYTICAL REQUIREMENTS MAYBE SPECIALIZED, IT IS IMPORTANT FOR THE DEM TO KNOW WHAT LABORATORY MAY BE PROVIDING THE SERVICE.**

Q. On page 10 of the solicitation the proposed contract term is listed as three years, with options to renew on an annual basis for up to two additional years. However, the State of Rhode Island General Conditions of Purchase Article 7, Term and Renewal, indicates that a base term not exceed twelve (12) months, subject to renewal annually at the State's sole option and the availability of appropriated funds. Additionally, Article 23 of the General Conditions, State Controller's Certification of Funding, states that where delivery or service requirements extend beyond the end of the fiscal year, such extensions are subject to both the availability of appropriated funds and a determination of continued need. Would the State please clarify how the base period of the proposed contract would work?

**A. CONTRACTS WILL BE FOR MULTIPLE YEARS, UNLESS FUNDING, NEED, OR VENDOR PERFORMANCE BECOME AN ISSUE. DEM LABORATORY AND RESPONSE CONTRACTS HAVE BEEN FOR MULTIPLE YEARS.**

Q. On page 11 of the solicitation the text states that the Cost Proposal Summary Forms must be completed and submitted with the Cost Proposal. Would the State please clarify what additional data should be provided in the cost proposal?

**A. PROVIDE ANY ADDITIONAL INFORMATION THAT FURTHER CLARIFIES THE VENDOR'S COST PROPOSAL.**

Q. The Cost Proposal Summary Forms provide space for the name and title of personnel bid. May the Contractor use labor categories in lie of specific individuals?

**A. YES, A LABOR CATEGORY IS APPROPRIATE.**

Q. The Cost Proposal Summary Forms do not address particular contract periods. Would the State clarify if Contractors must bid a single rate to apply to each individual/labor category for the five year term of the contract or if separate rates can be developed for each contract period?

**A. SEPARATE RATES CAN BE DEVELOPED FOR EACH CONTRACT PERIOD.**

Q. May the Cost Proposal Summary Forms be transferred to a spreadsheet format to incorporate additional lines of data under each section? For example, Under Section A, Personnel Cost, there is only room for three entries.

A. **YES**

Q. The Cost Proposal Summary Forms request detailed information regarding equipment, travel, and other expenses that cannot be predicted based on the information provided in the Solicitation. For example, specific details regarding an incident (e.g. product released, type of release, weather conditions, resources at risk) are necessary to determine the appropriate response strategy. Pricing factors that would be significantly affected by the incident facts include the number and type of samples to collect, the required number and type of sampling platforms, and the number and type of sampling devices. We request that the State either clarify the Description of Services to provide additional detail or modify the Solicitation to request fixed unit prices for equipment, travel, and other expenses.

A. **FIXED UNIT PRICING WAS INTENDED**

Q. May the cost data for proposed subcontractors be incorporated in the Contractor's pricing sheets or are separate sheets required for each proposed subcontractor?

A. **SUBCONTRACTORS MAY BE INCORPORATED; HOWEVER SERVICES THAT ARE TO BE SUBCONTRACTED NEED TO BE IDENTIFIED.**

Q. The State of Rhode Island General Conditions of Purchase Article 19, payment, indicates that payment is due upon completion of all services, however due to the broad nature of activities defined in the solicitation it would appear that the State of Rhode Island would anticipate incremental progress billings. Would the State please clarify if the Contractor will be permitted to invoice its costs monthly as incurred in accordance with the fixed unit prices proposed under the Solicitation?

A. **INVOICING FOR COSTS INCURRED ON A MONTHLY BASIS IS ACCEPTABLE.**

Q. The State's request for a "work plan for accomplishing the results proposed," including a justification for the approach for each activity and "a detailed proposed project schedule and a list of tasks, activities and/or milestones . . .," is fairly unusual given the broad and relatively imprecise Description of Services. While a work plan that outlines a *general* approach to many of the issues identified could be developed for the proposal, such a document would not be the best approach for distinguishing the bidders' ability plan and execute an effective spill response. In lieu of a work plan addressing each

activity in the Description of Services, would the State consider revising the Solicitation to request that Contractors develop a work plan for a specific hypothetical incident? This approach would benefit the State as bidders could then describe a *detailed* approach to the situation thereby providing the State with a more complete comparison of individual firms' approach, capabilities, and experience. This approach has been used by other contracting agencies for similar solicitations.

**A. NO. IT HAS BEEN THE DEPARTMENT'S EXPERIENCE THAT UTILIZING SCENARIOS INCREASES CONFUSION AND DOES NOT ALLOW FOR DIRECT COMPARISONS.**