



Solicitation Information
7/5/2016

RFP#7550757

TITLE: MPA 380-FIELD SERVICES AND SUPPORT FOR ENVIRONMENTAL ASSESSMENT

Submission Deadline: 8/3/16 AT 2PM

Questions concerning this solicitation must be received by the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than 7/22/16 at 5pm. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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

NAME OF BUYER: David A. Cadoret
TITLE OF BUYER: Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: 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

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.

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

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division 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 Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: 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.

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)

SECTION 3: SCOPE OF WORK

General Scope of Work

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.

Specific Activities / Tasks

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.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

•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 or 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**

SECTION 5: COST PROPOSAL

A comprehensive price list for services. The Cost Proposal Summary forms must be completed and submitted with the Cost Proposal.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Environmental Management reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Overall Quality and responsiveness of the proposal	15 Points
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	40 Points
Familiarity with technical aspects of oil and chemical spill emergencies and pollutant impact assessment and the strategies proposed to be employed by RIDEM.	15 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550757** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 222-3766.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7550757-Field Services and Support for Environmental Assessment**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

Submission deadline is 8/3/16 at 2pm.

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal. Cost Proposal Summary sheets included in this bid should be submitted.**
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (disc)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

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

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

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.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,
DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill

- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.