



**Solicitation Information  
August 29, 2019**

**RFP# 7598946**

**TITLE: Environmental Technical Assistance – MPA-309**

**Submission Deadline: October 1, 2019 at 2:00 PM (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Tuesday, September 10, 2019 at 5:00 PM (ET)**. 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 Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: No**  
**PAYMENT AND PERFORMANCE BOND REQUIRED: No**

**GAIL WALSH  
CHIEF BUYER**

**Note to Applicants:**

1. Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

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

# **Table of Contents**

<b>SECTION 1. INTRODUCTION.....</b>	<b>3</b>
<b>Instructions and Notifications to Offerors.....</b>	<b>3</b>
<b>SECTION 2. BACKGROUND .....</b>	<b>6</b>
<b>SECTION 3: SCOPE OF WORK AND REQUIREMENTS .....</b>	<b>8</b>
CATEGORY ONE – ENVIRONMENTAL ASSESSMENT .....	11
CATEGORY TWO – ENVIRONMENTAL REMEDIATION AND REVIEW .....	16
CATEGORY THREE – PETROLEUM ASSESSMENT AND REMEDIATION; UST OPERATOR TRAINING.....	19
CATEGORY FOUR – AIR POLLUTION PROGRAM TECHNICAL ASSISTANCE .....	25
CATEGORY FIVE – PUBLIC OUTREACH AND PARTICIPATION SERVICES.....	29
<b>SECTION 4: PROPOSAL .....</b>	<b>30</b>
<b>A. Technical Proposal.....</b>	<b>30</b>
<b>B. Cost Proposal .....</b>	<b>31</b>
Definition of Labor Classifications.....	33
ATTACHMENT A – PERSONNEL.....	36
ATTACHMENT B – COSTS FORM.....	37
<b>C. ISBE Proposal.....</b>	<b>38</b>
<b>SECTION 5: EVALUATION AND SELECTION .....</b>	<b>38</b>
<b>SECTION 6. QUESTIONS .....</b>	<b>40</b>
<b>SECTION 7. PROPOSAL CONTENTS.....</b>	<b>40</b>
<b>SECTION 8. PROPOSAL SUBMISSION.....</b>	<b>41</b>
<b>SECTION 9. CONCLUDING STATEMENTS .....</b>	<b>42</b>
<b>APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM .....</b>	<b>43</b>

## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (“RIDEM”), is soliciting proposals from qualified firms to provide Environmental Technical Assistance Contract Services, as described elsewhere herein, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin January 1, 2020 for two years. Contracts may be renewed for up to three additional 12-month periods based on at the sole discretion of the State and the availability of funds.

The intent of this solicitation is to re-establish Master Price Agreement #309 to be used for services on an “as needed” basis. Past utilization is no guarantee of future need. Inclusion as a qualified service provider on a Master Price Agreement is no guarantee of income. As a Master Price Agreement, contracts arising from this solicitation must be made available to all State agencies, quasi-public agencies, and any municipality within the State of Rhode Island.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 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 in the proposal.

6. 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. 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.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

13. Master Price Agreements - Contract Administrative Fee - In 2017 the General Assembly amended the “State Purchases Act”, R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements (“MPA”) a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system. The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

## **SECTION 2. BACKGROUND**

### Purpose:

The purpose of this Request for Proposals (RFP) is to secure the services of environmental engineering and technical firms to provide technical assistance to the Rhode Island Department of Environmental Management (RIDEM). The contract to be awarded is named Technical Assistance Contract (TAC). Proposals are being sought for multi-disciplinary responsibilities including environmental monitoring, outreach and participation services, monitoring well installation, site investigations, remedial designs, technical reviews and project management, and technical assistance for the air pollution program.

The intent of the TAC is to pre-qualify consulting firms as certified bidders for environmental assessment and remediation work, and air pollution program technical assistance. It will make available to RIDEM on a continuing, as-needed basis, a pool of environmental respondents from which RIDEM can use for environmental assessment and remediation projects, and air pollution program technical assistance. Respondents will be evaluated for the best combination of qualifications, capabilities, experience, and cost for the type of work RIDEM anticipates.

### Structure:

Separate contracts to multiple respondents will be awarded for five categories: Environmental Assessment, Environmental Remediation, Petroleum Assessment and Remediation, Air Pollution Program, and Public Outreach & Participation Services technical assistance. Each category is a focused area of technical support necessary to complete projects within RIDEM's jurisdiction. These categories are described separately in Section 3. Each category is divided into two parts: General Capabilities and Tasks. General Capabilities describe the type of projects and services a respondent should have the ability to perform. Tasks describe specific efforts RIDEM has determined that may be necessary to complete the projects and services defined in the General Capabilities section.

Responses to each category will be evaluated individually; respondents wishing to submit for more than one category shall make separate applications within their single RFP response. Each respondent must submit a single response that may consist of multiple applications for the separate, designated scopes of work. Awards will be made to multiple qualified bidders for each category. Bids will be evaluated based on a combination of demonstrated technical capabilities, experience, and cost evaluation.

The RIDEM anticipates that the successful respondents (TAC consultants) will be awarded task order contracts based on project specific estimates from TAC consultants who will use their comprehensive hourly rates and unit prices set in the TAC. No specific assignment can be identified until the contracts are executed. TAC consultants shall be available to the RIDEM to respond to task orders as necessary. The scope of work for each task order shall be developed at the time of the assignment. TAC consultants will be required to provide (at no cost to RIDEM) cost/time estimates for individual projects over the term of this contract. Respondents shall employ, at all times, professional and support personnel with requisite expertise and in adequate numbers to assure the complete and timely delivery of necessary services.

Projects in excess of \$250,000 dollars may not be awarded under this contract and must go out to formal bid consistent with the Division of Purchasing and other State procedures.

Respondents for Categories 1-3 shall directly employ at least one Rhode Island Professional Engineer (PE). The firm shall be actively engaged in the work category of the TAC that they are applying for.

#### Period of Contract:

It is contemplated that the contract will be in force for a twenty-four (24) month period, with three one-year renewal options. The prospective contractors are on notice that the issuance, continuation, and/or extension of the contract is subject to the availability of funding and RIDEM discretion.

#### Performance/Delivery of Services:

RIDEM reserves the right to seek and consider any and all information it deems appropriate to evaluate the responder's ability and fitness to render the services encompassed by this RFP, including interviewing key personnel identified in proposals. Responders shall identify in their proposals their availability to begin work, to assemble, deploy, and maintain qualified project personnel, to maintain high service standards, and any other capabilities and resources which they feel relevant to RIDEM's needs regarding the performance and/or delivery of services, as stated in this RFP.

#### Teaming Arrangements:

Joint ventures, teaming arrangements or consortia for individual components of this package are permissible only if the proposal indicates a single business entity as the prime contractor having complete fiscal and managerial responsibility under the contract. The use of subcontractors is to be kept to a minimum and the severity of subcontracting in a respondent's proposal will be used to evaluate a firm's qualifications.

Prime contractors may charge a maximum 10% markup for supplies and equipment, as well as a 15% markup for subcontractor services for costs not specifically provided in Attachment B of this proposal. Equivalent markups are allowed by subcontractors, with combined markups for prime contractors and subcontractors not to exceed a total of 15% for supplies and 20% for subcontractors on any given project. Respondents shall indicate a fixed percentage for supplies and equipment, and subcontractor markup as required in Section 4.D. Attachment B, which will be evaluated as

part of comparing costs when reviewing proposals. Project specific markups can be changed for project specific bidding.

### Anti-Collusion Clause:

By submission of a proposal, the responder certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this RFP:

The contract has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of Rhode Island and that said laws have not been violated and shall not be violated as they relate to the procurement of the performance of the contract by any conduct including the paying or giving of any fee, commission, compensation, gift, gratuity or considerations of any kind, directly or indirectly, to any State employees, agent, officer or official; and

Unless otherwise required by law, the prices, which have been quoted in the proposal have not been knowingly disclosed by the responder and will not knowingly be disclosed by the responder prior to award directly or indirectly to any competitor.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### Contract Administrator:

RIDEM will serve as Contract Administrator for the tasks outlined in this Section. The contract administrator(s) will be responsible for managing the contract for that program on a day to-day basis. Project assignments may be made for individual sites or tasks or groups of sites or tasks.

### Prime Contractor Responsibilities:

The prime contractor for each section will be required to assume responsibility for all services offered in response to that section of the proposal whether or not the prime contractor produces them. The State will consider the prime contractor to be the sole point of contact with regard to contractual matters, including payment of any and all subcontractor charges resulting from the contract. If any part of the work is to be subcontracted, the prime contractor shall provide a complete description of work subcontracted and descriptive information about subcontractors' organization and capabilities through the completion and submittal of AIA Form A305. The State reserves the right to approve or disapprove any and all subcontractors. The prime contractor is solely responsible for adherence by subcontractor arrangements.

The prime contractor shall meet all appropriate Federal and State requirements on contracts and cost reimbursements. The prime contractor shall not assign and/or transfer any interest or responsibility in the contract without the prior written consent of the State.

The prime contractor may be required to meet with RIDEM while actively conducting work under this contract. Meetings may take place either at the RIDEM offices in Providence or at the prime contractor's office. In accordance with Section 4.C. of this RFP, contractors will not be reimbursed for travel time or expenses under this contract.



## Services Needed:

As stated previously, responses to each category will be evaluated individually; respondents wishing to submit for more than one category shall make separate applications within their single RFP response.

### **Category 1 – Environmental Assessment & Review**

The respondent shall show the professional and staffing capabilities for assessment and project management activities for projects under:

- 250-RICR-140-30-1, Rules and Regulations for the Investigation and Remediation of Hazardous Material Releases (Remediation Regulations)
- 250-RICR-140-25-1, Rules and Regulations for Composting Facilities and Solid Waste Management Facilities (Solid Waste Regulations)
- 250-RICR-140-10-1, Rules and Regulations for Hazardous Waste Management (Hazardous Waste Regulations)
- 250-RICR-150-05-4, Rules for the Discharge of Non-Sanitary Wastewater and Other Fluid to or Below the Ground Surface (Groundwater Discharge Rules)
- Targeted Brownfields Assessment (TBA) Reports and Quality Assurance Project Plans (Generic and Site Specific)
- ASTM Standard E1527-13 Phase I Environmental Site Assessments (as amended) or EPA All Appropriate Inquiry Final Rule
- Other RIDEM Rules and Regulations as needed

### **Category 2 – Environmental Remediation & Review**

The respondent shall show the professional and staffing capabilities for all activities relating to remediation and project management activities for projects under:

- 250-RICR-140-30-1, Rules and Regulations for the Investigation and Remediation of Hazardous Material Releases (Remediation Regulations)
- 250-RICR-140-25-1, Rules and Regulations for Composting Facilities and Solid Waste Management Facilities (Solid Waste Regulations)
- 250-RICR-140-10-1, Rules and Regulations for Hazardous Waste Management (Hazardous Waste Regulations)

- 250-RICR-150-05-4, Rules for the Discharge of Non-Sanitary Wastewater and Other Fluid to or Below the Ground Surface (Groundwater Discharge Rules)
- Other RIDEM Rules and Regulations as needed

### **Category 3 – Petroleum Assessment and Remediation; UST Operator Training**

The respondent shall show the professional and staffing capabilities for providing technical assistance in all aspects of 250-RICR-140-25-1, the Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials, including, but not limited to, site investigation, site remediation, and project management activities as well as the conducting or overseeing of public workshops on UST operator training and facility compliance.

### **Category 4 – Air Pollution Program Technical Assistance**

The respondent shall show the professional and staffing capabilities for providing technical assistance in all aspects of the state's air pollution program including planning, permitting, mobile source activities, air pollutant emission inventories, air quality monitoring, climate change activities and inspecting air pollution sources.

### **Category 5 – Public Outreach and Participation Services**

The respondent shall show the professional and staffing capabilities for providing public outreach and participation assistance in all aspects of the state's projects under the Remediation Regulations, the Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials, and the Solid Waste Regulations, including, but not limited to, site investigation, site remediation, and project management support activities as well as the conducting or overseeing of public workshops, websites or project updates.

Note: RIDEM is not requesting assistance for laboratory analytical services through this RFP. Analytical services are covered under a separate process.

# CATEGORY ONE – ENVIRONMENTAL ASSESSMENT

## Introduction:

The RIDEM anticipates conducting or overseeing assessments at contaminated sites and hazardous waste sites. At these sites, the respondent may be requested to conduct field activities, make recommendations, create reports and prepare site specific bidding documents for implementation of assessment activities. In addition, the respondent may be requested to oversee assessment actions conducted by responsible parties.

The Respondent should demonstrate professional and personnel experience and proficiency with all of the below listed General Capabilities and Tasks. Where possible, it is preferred that work examples be submitted for projects within Rhode Island.

## General Capabilities:

The respondent shall show the professional and staffing capabilities for the following assessment and project management activities:

1. Site Investigations and Remedial Action Work Plans in accordance with Sections 1.8, 1.9, and 1.10 of 250-RICR-140-30-1, the Remediation Regulations.
2. Targeted Brownfield Assessments (TBA) and Reports, which include Phase I Environmental Site Assessments (ESAs), Phase II ESAs, Generic Quality Assurance Project Plans (QAPP) and Site-Specific QAPP Addendums, under Federal Public Law 107-118 (H.R. 2869) - "Small Business Liability Relief and Brownfields Revitalization Act" and other Brownfield related laws. Respondents working on these tasks will need a generic or site specific QAAP approved by the USEPA.
3. ASTM E1527-13 Phase I Environmental Site Assessment or EPA All Appropriate Inquiry Final Rule.
4. Landfill Monitoring Reports in accordance with Solid Waste Regulations.
5. Site Assessment field work associated with Site Discoveries, Combined Preliminary Assessment/Site Inspections, Site Reassessments, and Expanded Site Inspections as defined under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), 40 CFR Parts 300 –399, as amended.
6. Permit Reviews in accordance with the Hazardous Waste Regulations and Solid Waste Regulations. This may include review of applications for landfills and hazardous waste treatment facilities.
7. Permit Implementation and Oversight may include but not be limited to: Rhode Island Discharge Elimination System (RIPDES), Underground Injection Control (UIC), permits associated with wetlands, local, state and federal permits, and air quality regulations including air plan approval applications, permitting, and air emissions and noise testing.

## Tasks:

The following tasks are intended to be a basic list that is needed to complete work in this section. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. The TAC consultant may be assigned to carry out any combination of tasks listed, as determined by the party assigning the work.

### 1. Bedrock

Respondents shall be able to provide a comprehensive interpretation of hydrogeologic conditions/properties and a conceptual understanding of groundwater flow in fractured rock. They shall show understanding and experience in tasks such as conventional borehole-geophysical logs, borehole imaging, and advanced single- and cross-hole geophysical methods. Tasks included under this category include:

- Surface geophysics
- Bedrock drilling
- Prevention of cross contamination
- Borehole geophysics
- Hydrologic testing and tracer tests
- Discrete interval completion
- Chemical sampling
- Modeling
- Integrated interpretation

### 2. Mapping

Respondents shall have ArcGIS (ESRI) compatible database and computer-mapping program capabilities. Respondents shall have capabilities for utilizing Global Positioning Satellite (GPS) technologies.

### 3. Groundwater Monitoring

Respondents shall be able to provide a comprehensive interpretation of hydrogeologic and contamination conditions with computerized groundwater simulation. Show groundwater flow and contamination transport in both 2 Dimensional and 3-Dimensional images. The database and computer-mapping program shall be ArcGIS (ESRI) compatible.

### 4. Report Writing

Respondents shall be able to provide written reports regarding the completion of work or summarizing the review of work completed by others.

### 5. Technical Reviews and Oversight

The TAC may be requested to conduct technical reviews and oversight, and provide comments on technical reports, documents, permit applications, etc. or specific portions of these documents, as well as overseeing field work conducted by third parties. Therefore, it is important that the TAC be familiar with, at a minimum, State and Federal hazardous waste, site remediation, solid waste and air pollution regulations.

## 6. Risk Assessment Review and Evaluation

Review health, exposure, and environmental fate assessment methodologies and documents for hazardous waste/contaminated sites, including Human Health and Ecological Risk Assessments in accordance with EPA methodologies. Screen monitoring data to determine adequacy for use in risk assessment, and recommend additional sampling, if necessary. Perform screening level hazard evaluations.

## 7. Expert Testimony

It may also be necessary to provide expert testimony during public hearings, public meetings or court proceedings concerning hazardous waste, contaminated site, and solid waste projects or issues.

Expert testimony may be required in the following areas of expertise: Site Investigations/assessments; Solid waste, hazardous waste and landfills; Geology; Hydrogeology; Chemical Engineering and Industrial Process Evaluation; Fate and Transport modeling; Hydrology; Toxicology and Risk Assessment; Biology and Ecological Risk Assessment; Civil Engineering; Meteorology and Dispersion Modeling

## 8. Geotechnical/Civil Engineering and Construction Support

The respondent shall have the ability, either directly or through the use of a subcontractor, to provide comprehensive site geotechnical engineering capabilities including soil evaluation, deep excavation and groundwater control, sheet piling and slurry walls. The respondent shall also be able to conduct various methods of geotechnical instruments and monitoring. The respondent shall have the ability to provide construction services, such as construction oversight and structural integrity assessments of buildings as well as performance of demolition oversight and building materials assessments.

## 9. Drilling

The respondent shall have the ability, either directly or through the use of a subcontractor, to install borings and construct and develop wells both in overburden material and in bedrock for the purposes of investigation and remediation. This includes the capability, either directly or through the use of a subcontractor, of installing monitoring wells, recovery wells, soil vapor extraction points, and air sparging wells; including the installation of monitoring wells 2 to 6 inches in diameter and nested wells. The respondent shall also have access to rock coring capabilities, the ability to conduct split spoon penetration sampling and the direct push method of sampling (i.e. Geoprobe type capability), and the capability to install microwells, and employ full decontamination procedures.

The respondent will be responsible for arranging for the identification and marking of the location of utility lines in the area to be drilled.

All monitoring wells shall be constructed and developed according to Section 3.22 of 250-RICR-150-05-3, the Groundwater Quality Rules, as well as all American Society for Testing and materials (ASTM) Standard References for Groundwater Monitoring and Sampling Technology (ASTM Designations C136-92; C150-92; D653-90; D1586-84; D1785-91; D4380-84; D4448-85a; D4750-87; D5088-90; D5092-90; D5299-92; F480-91; or the most

recent version of the aforementioned standards). These requirements include allowing an acceptable period of time between installation and development of new monitoring wells. The respondent or its subcontractors shall have all required training, licenses, and certifications for drilling and conducting related work at sites where petroleum or chemical releases are known or suspected to have occurred.

#### 10. Field Sampling and Screening

The Respondent shall be able to collect, prepare, characterize and label, and transport samples of environmental media collected at various sites, including those contaminated by releases of petroleum and/or hazardous materials identified by RIDEM for laboratory analysis.

The Respondent shall be able to collect samples from the major types of environmental media including, but not necessarily limited to: groundwater (from wells), surface water, pore water, sediment, leachate outbreaks, soil, soil gas, subs-slab soil gas, and air (potentially both inside and outside ambient air sampling). On some occasions, the Respondent may be required to collect waste samples from drums, lagoons, waste piles, landfills, etc.

The respondent shall be able to implement field screening methods for all media, and all methodologies for sample screening, collection, preparation and handling (chain of custody) shall be in accordance with applicable RIDEM and U.S. EPA protocols.

#### 11. Site Surveys

The Respondent shall be able to provide the personnel and equipment to conduct on-site surveys for elevations and as-built conditions as well as to prepare as-built plans. Surveys may be required to the accuracy specified as a Class I Survey as established by the RI Board of Professional Land Surveyors.

The Respondent, or its identified subcontractor, shall be licensed to provide surveys in the State of Rhode Island.

#### 12. Hazardous Building Materials Assessment

The Respondent shall provide the capability, either directly or through a qualified subcontractor, to perform, a hazardous building materials assessment and provide recommendations for the abatement of hazardous building materials that are identified.

#### 13. Air Testing

The Respondent shall provide the capability, either directly or through a qualified subcontractor, for screening potential receptors of contaminant migration according to applicable R.I. Department of Health procedures or other pre-approved standard practices.

#### 14. Vapor Intrusion Assessment

The Respondent shall provide the capability, either directly or through a qualified subcontractor, to perform vapor intrusion assessments for groundwater, soil, sub slab, and indoor air, including all associated test procedures.

## 15. Ground Penetrating Radar and Geophysical Surveys

The Respondent shall provide the capability, either directly or through a qualified subcontractor, of conducting GPR surveys at sites identified by RIDEM. The Respondent shall provide services as required for the location of buried underground storage tanks and associated piping. Investigatory methods may include ground-penetrating radar, electromagnetic conductivity and resistivity. The Respondent shall be able to provide a detailed analysis of data collected, including computer analysis, data reduction, and mapping in both two and three-dimensional frameworks.

## 16. Standard Operating Procedures

Respondents shall have on hand, Standard Operating Procedures (SOPs) for all major tasks outlined in this RFP. SOPs are not to be submitted as part of the RFP bidding response. SOPs are to be submitted from approved respondents after the formal selection process is over and at no cost to the Department. The Department will not be charged for any time expended in the creation, duplication or modification of any respondent SOP for the duration of this contract.

## Additional/Innovative Techniques and Suppliers

The afore-mentioned list is intended to be a basic listing of tasks RIDEM anticipates needed to complete assessment work. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. This can include additional tasks, equipment or subcontractors. RIDEM will require documentation from the prime contractor that costs for these tasks are competitive.

## CATEGORY TWO – ENVIRONMENTAL REMEDIATION AND REVIEW

### Introduction:

The RIDEM anticipates conducting or overseeing cleanups at contaminated sites and hazardous waste sites. At these sites, the respondent may be requested to develop remedial action alternatives, make recommendations, and prepare site specific bidding documents for implementation of remedial activities. In addition, the respondent may be requested to oversee remedial actions conducted by other parties.

The Respondent should demonstrate professional and personnel experience and proficiency with all of the below listed General Capabilities and Tasks. Where possible, it is preferred that work examples be submitted for projects within Rhode Island.

### General Capabilities:

The respondent shall show the professional and staffing capabilities for all activities relating to remediation and project management activities for projects under:

1. Remedial Action Work Plan (RAWP) as defined in Sections 1.9 and 1.10 of the Remediation Regulations.
2. Quality Assurance Project Plans, under Federal Public Law 107-118 (H.R. 2869) - "Small Business Liability Relief and Brownfields Revitalization Act" and other Brownfield related laws.
3. Landfill Closure Plans and Post-Closure Reports in accordance with the Solid Waste Regulations.
4. Remedial Design, Limited Design Investigations, Remedial Pilot Studies, Remedial System Installation, Operation and Maintenance, Remedial System Shut Down, and Post Closure Reporting, in accordance with the Remediation Regulations.
5. Remedial Design, Limited Design Investigations, Remedial Pilot Studies, Remedial System Installation, Operation and Maintenance, Remedial System Shut Down, Quality Assurance Project Plans, and Post Closure Reporting, as defined under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), 40 CFR Parts 300 –399, as amended.
6. Permit Reviews in accordance with the Solid Waste Regulations and Hazardous Waste Regulations. This may include review of applications for landfills, solid waste management facilities, and/or hazardous waste treatment facilities.
7. Permit Implementation and Oversight of the implementation of remediation projects, which may include but not be limited to: Rhode Island Discharge Elimination System (RIDDES), Underground Injection Control (UIC), permits associated with wetlands, local, state and federal permits, and air quality regulations including air plan approval applications, permitting, and air emissions and noise testing.



## Tasks:

Respondents shall have shown the ability to perform all tasks included under Category 2. These tasks are intended to be a basic list of tasks RIDEM anticipates may be needed to complete remediation work. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. The TAC consultant may be assigned to carry out any combination of tasks listed, as determined by the party assigning the work.

### 1. Remedial Pilot Studies and Limited Design Investigations

Respondents shall have shown the ability to perform all related pilot and other preliminary testing needed for the proper design of applicable remediation system technologies, including, but not limited to:

- a. Soil Vapor Extraction (SVE) and Air Sparging (AS)
- b. Soil remediation – capping
- c. Soil Remediation via immobilization (asphalt batching and stabilization)
- d. Enhanced Bioremediation
- e. Chemical Oxidation via the injection of compounds
- f. Sub-slab depressurization (passive and active) and other vapor intrusion remediation technologies
- g. Groundwater Pump & Treat Systems, including separate-phase product recovery
- h. Injection based DNAPL remediation pilot studies

### 2. Remedial Design and Implementation of a Remedial Action Work Plan (RAWP)

Respondents shall have shown the ability to properly design applicable remediation systems, including, but not limited to:

- a. Soil Vapor Extraction (SVE) and Air Sparging (AS)
- b. Soil remediation – capping
- c. Soil Remediation via immobilization (asphalt batching and stabilization)
- d. Enhanced Bioremediation
- e. Chemical Oxidation via the injection of compounds
- f. Sub-slab depressurization (passive and active) and other vapor intrusion remediation technologies
- g. Groundwater Pump & Treat Systems, including separate-phase product recovery
- h. Injection based DNAPL remediation both in shallow and deep bedrock groundwater

### 3. Expert Testimony

It may also be necessary to provide expert testimony during public hearings or court proceedings concerning hazardous waste, contaminated site, remediation, remediation systems and solid waste projects or issues.

#### 4. System Installation and Maintenance

Setup, installation, operation and maintenance, and long-term monitoring of remediation systems as listed under Capabilities and Tasks, including periodic performance monitoring activities and reports.

#### 5. Bid Preparation

Preparation of bid documents for remedial designs, pilot studies and limited design investigations, system installation and maintenance, and long-term monitoring.

#### 6. Soil Management

The ability to provide removal, storage, transportation and disposal of soil in accordance with all local, state and federal guidelines and regulations.

#### 7. Storage, Transportation and Disposal of Contaminated Media

Respondent must have shown the ability to manage, store, transport and dispose of all forms of contaminated media including but not limited to soil, sludge, and water in accordance with all local, state and federal guidelines and regulations.

#### 8. Standard Operating Procedures

Respondents shall have on hand, Standard Operating Procedures (SOPs) for all major tasks outlined in this RFP. These SOPs shall have been reviewed and approved by a senior staff member of the firm. SOPs are not to be submitted as part of the RFP bidding response. SOPs are to be submitted from approved respondents after the formal selection process is over and at no cost to the Department. The Department cannot be charged for any time expended in the creation, duplication or modification of any respondent SOP for the duration of this contract.

#### Additional/Innovative Techniques and Suppliers

The afore-mentioned list of capabilities is intended to be a basic listing of tasks RIDEM anticipates needed to complete work. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. This can include additional tasks, equipment or subcontractors. RIDEM will require documentation from the respondent that costs for these tasks are competitive.

## CATEGORY THREE – PETROLEUM ASSESSMENT AND REMEDiation; UST OPERATOR TRAINING

### Introduction:

The RIDEM anticipates conducting and overseeing assessments and/or remediation activities at sites contaminated by petroleum products. At these sites, the respondent may be requested to conduct field activities, make recommendations, create reports, perform subsurface contamination investigations, design remediation systems and install remediation systems. In addition, the respondent may be requested to oversee assessment and remediation actions conducted by other parties.

The Respondent should demonstrate professional and personnel experience and proficiency with all of the below listed General Capabilities and Tasks. Where possible, it is preferred that work examples be submitted for project within Rhode Island.

### General Capabilities:

The respondent must show the professional and staffing capabilities for the following assessment and project management activities. Respondent is directed to review the referenced UST regulations for detailed information on these types of work:

Underground Storage Tank Closure, as defined in of 250-RICR-140-25-1, the Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials (the UST Regulations). This work involves the supervision of UST removals and retaining of subcontractors for excavation and disposal of contaminated materials. Actual completion of this work in Rhode Island and under RI DEM UST Regulations is preferred.

Respondent must provide the following to demonstrate capability, project experience and specific staff's capability/experience for conducting a Underground Storage Tank Closure (UST Closure):

Capability: Respondent will discuss the company's capabilities for conducting a UST Closure for both gasoline and fuel oil.

Experience: Respondent will discuss the company's specific projects completed involving:

- UST Closure for gasoline.
- UST Closure for fuel oil.

Key staff's capability/experience: Respondent will identify key staff members' participation with:

- UST Closure for gasoline.
- UST Closure for fuel oil.

LUST Site Investigation Report (SIR): as defined in the Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials. This work involves the investigation of contamination from USTs, including the contamination's source, severity and extent. Actual completion of this work in Rhode Island and under RI DEM UST Regulations is preferred.

Respondent must provide the following to demonstrate capability, project experience and specific staff's capability/experience for conducting a LUST Site Investigation Report (SIR):

Capability: Respondent will discuss the company's capabilities for conducting a SIR for both gasoline and fuel oil.

Experience: Respondent will discuss the company's specific projects involving:

- SIR for gasoline.
- SIR for fuel oil.
- SIR for a petroleum product within a bedrock aquifer.

Key staff's capability/experience: Respondent will identify key staff members' participation with:

- SIR for gasoline.
- SIR for fuel oil.
- SIR for a petroleum product within a bedrock aquifer.

LUST Corrective Action Plan (CAP): as defined in RIDEM Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials.

Respondent must provide the following to demonstrate capability, project experience and specific staff's capability/experience for conducting a LUST Corrective Action Plan (CAP). This work involves the remediation of contamination from USTs. Actual completion of this work in Rhode Island and under RI DEM UST Regulations is preferred.

Capability: Respondent will discuss the company's capabilities for conducting Corrective Actions for both gasoline and fuel oil. The CAP/remediation capabilities must include discussions for pilot studies, system design, system construction and maintenance of mechanical systems.

Experience: Respondent will discuss the company's specific projects involving:

- CAP for gasoline.
- CAP for fuel oil.
- CAP for a petroleum product within a bedrock aquifer.
- CAP involving the removal of large volumes of petroleum contaminated soils (500 cubic yards minimum) with groundwater dewatering.
- CAP utilizing Soil Venting Technology (SVE) for a petroleum product.
- CAP utilizing Groundwater Pump and Treat for a petroleum product.
- CAP utilizing the injection of remediation compounds for a petroleum product.

Key staff's capability/experience: Respondent will identify key staff members' participation with:

- CAP for gasoline.
- CAP for fuel oil.

- CAP for a petroleum product within a bedrock aquifer.
- CAP involving the removal of large volumes of petroleum contaminated soils (500 cubic yards minimum) with groundwater dewatering.
- CAP utilizing Soil Venting Technology (SVE) for a petroleum product.
- CAP utilizing Groundwater Pump and Treat for a petroleum product.
- CAP utilizing the injection of remediation compounds for a petroleum product.

Permit Implementation: Rhode Island Discharge Elimination System (RIPDES), air quality regulations including air plan approval applications, permitting, and air emissions and noise testing.

## Tasks:

The following tasks are intended to be a basic list that is needed to complete work in this section. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. The TAC respondent may be assigned to carry out any combination of tasks listed, as determined by the party assigning the work.

### 1. Bedrock

Respondents must be able to provide a comprehensive interpretation of hydrogeologic conditions/properties and a conceptual understanding of groundwater flow in fractured rock. They must show understanding and experience in conventional borehole-geophysical logs, borehole imaging, and advanced single- and cross-hole geophysical methods. Task included under this category include: Surface geophysics; Bedrock drilling; Borehole geophysics; Hydrologic testing and tracer tests; Discrete interval completion; Chemical sampling; and Modeling.

### 2. Mapping

Respondents shall have ArcGIS (ESRI) compatible database and computer-mapping program capabilities. Respondents shall have capabilities for utilizing Global Positioning Satellite (GPS) technologies.

### 3. Groundwater Modeling

Respondents must be able to provide a comprehensive interpretation of hydrogeologic and contamination conditions with computerized groundwater simulation. Show groundwater flow and contamination transport in both 2 Dimensional and 3-Dimensional images. The database and computer-mapping program must be ArcGIS (ESRI) compatible.

### 4. Technical Reviews and Oversight

The respondent may be requested to conduct technical reviews and oversight, and provide comments on technical reports, documents, permit applications, etc. or specific portions of these documents, as well as overseeing field work conducted by third parties. Therefore, it is important that the respondent be familiar with, at a minimum, State and Federal hazardous waste, site remediation, solid waste and air pollution regulations.

## 5. Expert Testimony

It may also be necessary to provide expert testimony during public hearings or court proceedings concerning petroleum contamination issues.

## 6. Geotechnical/Civil Engineering and Construction Support

The respondent shall have the ability, either directly or through the use of a subcontractor, to provide comprehensive site geotechnical engineering capabilities including soil evaluation, deep excavation and groundwater control, sheet piling and slurry walls. The respondent shall also be able to conduct various methods of geotechnical instruments and monitoring. The respondent shall have the ability to provide construction services, such as construction oversight and structural integrity assessments of buildings as well as performance of demolition oversight and building materials assessments.

## 7. Drilling

The respondent must have the ability, either directly or through the use of a subcontractor, to install borings and construct and develop wells both in overburden material and in bedrock for the purposes of investigation and remediation. This includes the capability, either directly or through the use of a subcontractor, of installing monitoring wells, recovery wells, soil vapor extraction points, and air sparging wells; including the installation of monitoring wells 2 to 6 inches in diameter and nested wells.

The respondent must also have access to rock coring capabilities, the ability to conduct split spoon penetration sampling and the direct push method of sampling (i.e. Geoprobe type capability), and the capability to install microwells, and employ full decontamination procedures.

The respondent will be responsible for arranging for the identification and marking of the location of utility lines in the area to be drilled. The Respondent will be required to provide legible copies of all field notes to the RIDEM.

All monitoring wells must be constructed and developed according to Section 3.22 of 250-RICR-150-05-3, the Groundwater Quality Rules, as well as all American Society for Testing and materials (ASTM) Standard References for Groundwater Monitoring and Sampling Technology (ASTM Designations C136-92; C150-92; D653-90; D1586-84; D1785-91; D4380-84; D4448-85a; D4750-87; D5088-90; D5092-90; D5299-92; F480-91; or the most recent version of the aforementioned standards). These requirements include allowing an acceptable period of time between installation and development of new monitoring wells. The respondent must also be capable of evaluating the conditions of existing wells (both monitoring wells and residential drinking water wells) at the request of the RIDEM. The respondent or its subcontractors must have all required training, licenses and certifications for drilling and conducting related work at sites where petroleum or chemical disposal is known or suspected to have occurred.

The respondent, at a minimum, shall have the access to the following type rigs: hollow stem auger drilling, air rotary and rock coring and direct push technologies.

## 8. Field Sampling and Screening

The Respondent must be able to collect, prepare, characterize and label, and transport samples in accordance with appropriate Chain of Custody procedures from environmental media collected at various sites, including those contaminated by releases of petroleum and/or hazardous materials identified by RIDEM for laboratory analysis.

The Respondent must be able to collect samples from the major types of environmental media including, but not necessarily limited to: groundwater (from wells), surface water, sediment, leachate outbreaks, soil and air (potentially both inside and outside ambient air sampling).

The respondent must be able to implement field screening methods for all media, and all methodologies for sample screening, collection, preparation and handling must be in accordance with applicable RIDEM and U.S. EPA protocols.

## 9. Tank Testing

The Respondent must be able, either directly or through a qualified subcontractor, to arrange for testing the integrity of underground storage tanks by an approved tightness tester. The Respondent shall provide services for all State approved methodologies for tank testing including the Petro-Tite Ullage, Estabrook EZY3 Locator Plus, Triangle System, and Vacutec tank tightness tests.

## 10. Alternate Leak Testing

The Respondent must provide the capability, either directly or through a qualified subcontractor, of performing Inventory Reconciliation Research. Inventory Reconciliation Research shall include a comprehensive analysis of tank inventory provided by target site operators and must follow accepted procedures documented by the American Petroleum Institute and Heath Petro Tite Inc.

## 11. Soil Management

Respondents shall have the ability to provide removal, storage, transportation and disposal in accordance with all local, state and federal guidelines and regulations.

## 12. Standard Operating Procedures

Respondents must have on hand, Standard Operating Procedures (SOPs) for all major tasks outlined in this RFP. SOPs are not to be submitted as part of the RFP bidding response. SOPs are to be submitted from approved respondents after the formal selection process is over and at no cost to the Department. The Department cannot be charged for any time expended in the creation, duplication or modification of any respondent's SOP for the duration of this contract.

## 13. Vapor Intrusion Assessment

The Respondent shall provide the capability, either directly or through a qualified subcontractor, to perform vapor intrusion assessments for groundwater, soil, sub slab, and indoor air, including all associated test procedures.

## Additional/Innovative Techniques and Suppliers

The afore-mentioned list of capabilities is intended to be a basic listing of tasks RIDEM anticipates needed to complete assessment and remediation work. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. This can include additional tasks, equipment or subcontractors. RIDEM will require documentation from the prime contractor that costs for these tasks are competitive.



## CATEGORY FOUR – AIR POLLUTION PROGRAM TECHNICAL ASSISTANCE

### Introduction:

Respondents for this category must have experience providing technical assistance in the field of air pollution. The Office of Air Resources (OAR) is responsible for the preservation, protection and improvement of air quality in Rhode Island. This is accomplished, in partnership with the U.S. Environmental Protection Agency, by regulating the emission of air pollutants from stationary and mobile emission sources. Planning, permitting, air pollutant emission inventory, air quality monitoring and inspecting emission sources are among the major activities of OAR.

### Capabilities/Tasks:

1. Assure stationary sources comply with air pollution control regulations - Inspect regulated sources of air pollution such as: major industrial sources, power plants, degreasing sources, drycleaners, and minor sources. Reduce emissions by implementing new regulatory requirements. Oversee routine stack testing and audits of continuous emission monitors.
2. Evaluate new and modified sources of air pollution - Evaluate new or modified installations of process equipment capable of emitting air contaminants and air pollution control equipment prior to construction/installation. The applications are reviewed to ensure that the installation will comply with the applicable air pollution control requirements and that the best available control technology is being used.
3. Implement the Operating Permits Program - Issue operating permits in order to provide a mechanism by which all of the state and federal air pollution control requirements applicable to an emission source are clearly identified in a single document. The clarity provided by this program will assist industry, regulatory agencies, environmental groups and the public in ensuring compliance with applicable emission control requirements.
4. Protect the public from toxic air emissions - Identify air toxics sources whose emissions may have public health impacts and require those sources to reduce impacts to acceptable levels. Screen proposed new sources to determine appropriate emissions limitations for the protection of public health.
5. Protect the public from improper removal of lead-based paint - Assure that anyone, including homeowners, who remove lead-based paint does so in a manner that minimizes releases of lead paint in the environment.
6. Reduce emissions from mobile sources - Assure the State's motor vehicle inspection/maintenance program identifies high emitting vehicles and gets them repaired. Reduce diesel emissions by assuring roadside and periodic emissions inspections take place and by working to reduce unnecessary idling. Assure the cleanest new vehicles come to Rhode Island by implementing the Low Emission Vehicle Program. Support the introduction of and infrastructure development for alternative cleaner burning fuels.

7. Attain and maintain the ozone and particulate matter air quality standards - Develop and carry out the State Implementation Plan (SIP) to assure attainment and maintenance of National Ambient Air Quality Standards. Participate in regional workgroups for SIP planning, regional modeling and emission control program development.
8. Monitor and forecast ambient air quality - Support and direct the Department of Health Air Pollution Laboratory's operation of the statewide air quality monitoring network. Operate two monitoring sites for precursors to ozone and a National Air Toxics Trends site. Periodically collect, analyze and interpret the results of samples for a variety of toxic organic substances to determine the impacts from particular sources or to evaluate potential neighborhood problems. Predict air quality for the following day and alert the public of elevated ozone and particulate matter concentrations.
9. Inventory air pollutant emissions - Collect emissions data from approximately 600 stationary sources in the State. The data is used to: calculate emission fees, determine compliance with emission limitations, identify air toxics sources, identify emission sources that would be regulated by newly promulgated state and federal regulations, respond to citizen inquiries and complaints, model regional ozone levels and to track the success of emission reduction programs.
10. Implement and oversee Rhode Island's role in the Regional Greenhouse Gas Initiative (RGGI) – Through the promulgation and revision of Air Pollution Control Regulation Nos. 46 “CO2 Budget Trading Program” and 47 “CO2 Budget Trading Program Allowance Distribution”, participate in a regional cap and trade program to reduce carbon dioxide (CO2) from power plants, manage CO2 allowance accounts and ensure compliance with the program's regional cap, and provide guidance to the Office of Energy Resources on how to invest the proceeds of the program.

### Additional Requirements:

#### 1. Indemnification

- a. The State of Rhode Island will provide no indemnification to the selected contractors in the contract.
- b. The State of Rhode Island requires the contractor to provide an indemnification running to the benefit of the State of Rhode Island.

#### 2. Insurance Requirements

Refer to General Conditions

RIDEM reserves the right to specify: the limits of and deductibles from such insurance coverage, the extent of such coverage, requirements for notice of insurance coverage termination and coverage renewal, requirements for production of terms and conditions of insurance coverage. Because of the difficulties in acquiring Environmental Impairment and Professional Errors and Omission Insurance, the RIDEM will not require these insurances as a necessary requirement of the bidder's proposal. However, a qualified proposal which includes the protection afforded to the State of Rhode Island by the above instruments (or a substantial equivalent thereof) will be given additional consideration as is warranted by the additional protection offered by the bidder.

### 3. Training

The prime contractor shall certify in writing to RIDEM that its and all appropriate subcontractor personnel have completed and EPA and OSHA approved training program (or the equivalent thereof) in relation to the work called for in a particular project assignment prior to the deployment of any such personnel to field duty. RIDEM will not reimburse the contractor for such training costs.

### 4. Standard Operating Procedures (SOPs)

The prime contractor shall have SOPs for all equipment, tasks and procedures they are proposing for. Each contractor will provide their SOPs to RIDEM (at no charge to RIDEM) after they are selected as a contractor. They shall submit SOPs with any new or innovative tasks they may subsequently propose to RIDEM as part of their non-billable project specific cost proposal for work on a specific project.

### 5. Health and Safety

The nature of some of the work to be performed under this contract is inherently hazardous. Therefore, in performance of work under this contract, the Contractor shall, as a minimum, satisfy all federal, state, and local laws, regulations, ordinances, etc., regarding health and safety of both workers and the general public. Responders are advised that RIDEM will not pay the contractor for medical monitoring of the responder's staff.

### 6. Rework

RIDEM will classify instances of error, lateness or machine failure as rework and will not be financially responsible for any costs associated with such work. The prime contractor will be solely responsible for all rework costs, time and materials, including those associated with its subcontractors. RIDEM reserves the right to bill the prime contractor for its own time costs in the event RIDEM expends significant time in determining, reviewing or rectifying rework.

### 7. Licenses and Permits

Responders shall provide assurance in their proposals that they and all proposed subcontractors have any and all licenses, permits, or approvals necessary and available for work to be performed in response to this RFP. Finalists may be required to provide evidence of such licenses, etc.

### 8. Accounting Records

The contractor will be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the RIDEM. Financial and accounting records shall be made available, upon request, to the RIDEM at any time during the contract period and for up to six (6) years from expiration date and final report on the contract.

### 9. Reporting Requirements Schedule

Reporting requirements and schedules for project assignments entered into as the result of the RFP will be mutually agreed upon. However, RIDEM contemplates requiring monthly contract status

reports and project-specific progress reports (e.g., outlining activities, accomplishments, problems encountered, recommended changes, and anticipated accomplishments), as well as any other reports, notices and the like identified in this RFP. (e.g., performance appraisals, change notices, and reports of personnel substitutions, MBE/WBE utilization). Failure to meet reporting requirements and schedule deadlines will result in the RIDEM withholding all outstanding payments for any projects completed until which time that all reporting requirements and schedule deadlines are met.

#### 10. Conflict of Interest

The Contractor will be responsible for identifying and reporting to RIDEM all potential cases of conflict of interest involving either itself and/or its subcontractors in performing work under a specific project assignment. Responders shall also state in their proposals that they agree to immediately disclose any such information discovered after submission of their proposal and throughout the proposal evaluations time period.

The contractor will not perform work where RIDEM has determined that a conflict of interest is significant and cannot be avoided or resolved. Since specific project assignments have not been identified, the RIDEM requires that the offers include in the proposal the following potential conflict of interest information to the best of their knowledge:

- a. Identify clients currently under an enforcement action issued by the RIDEM.
- b. Identify clients that are currently under licensing or permit requirements of the Office of Waste Management if submitting a proposal for Categories 1-3 and the Office of Air Resources if submitting a proposal for Category 4.

Conflicts of Interest will be considered in the evaluation process in terms of the Respondent's ability to provide the services to RIDEM. The existence of an apparent or actual conflict does not preclude awarding of the contract.

The duration of these restrictions shall at a minimum, extend throughout the period of the award.

# CATEGORY FIVE – PUBLIC OUTREACH AND PARTICIPATION SERVICES

## Introduction:

The RIDEM anticipates conducting or overseeing assessments at contaminated sites and hazardous waste sites. At these sites, the respondent may be requested to conduct various support functions to facilitate public participation.

The respondent shall show the professional and staffing capabilities for providing public outreach and participation assistance in all aspects of the state's projects under the Remediation Regulations, the Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials, and the Solid Waste Regulations, including, but not limited to, site investigation, site remediation, and project management support activities as well as the conducting or overseeing of public workshops, websites or project updates.

## Capabilities/Tasks:

The respondent shall show the professional and staffing capabilities for the following activities:

1. Stakeholder identification and data management in accordance with activities in support of the regulations listed above.
2. Messaging assistance and coordination in accordance with activities in support of the regulations listed above.
3. Public meeting facilitation and support in accordance with activities in support of the regulations listed above.
4. Media planning, management and identification of community concerns in accordance with activities in support of the regulations listed above.
5. Creation of project hotlines and project websites in accordance with activities in support of the regulations listed above.
6. Public meeting support and interest group identification in accordance with activities in support of the regulations listed above.

## Additional/Innovative Techniques and Suppliers:

The afore-mentioned list of capabilities is intended to be a basic listing of tasks RIDEM anticipates needed to complete public outreach and engagement work. It is not intended to be all-inclusive. RIDEM reserves the right to utilize its respondents to complete tasks not listed. This can include additional tasks, equipment or subcontractors. RIDEM will require documentation from the prime contractor that costs for these tasks are competitive.

## SECTION 4: PROPOSAL

### A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

#### Section A – Cover Letter

The proposal should begin with a cover letter, which confirms that the respondent understands and agrees to the provisions of this RFP. This cover letter should not exceed 1200 words. In its cover letter the respondent shall discuss in general terms their abilities, experience, cost effectiveness and organizational structure. The respondent should demonstrate its capacity to successfully apply and commit itself to the project's tasks, and to complete the required services on schedule. The respondent should provide a description and chart of the project team organization including identification of all team members, reporting relationships, functional responsibilities and work location.

#### Section B – Experience, Capabilities, and Qualifications

The Respondent's proposal will be qualitatively evaluated to determine if the Respondent has demonstrated that it has the background, qualification, and experience with and for similar programs or projects.

##### Capabilities/Qualifications:

The respondent shall describe the work which best illustrates its team's most relevant experience, ability and expertise in performing the requested services. They are to discuss in a brief summary key personnel and their ability to complete work listed under Capabilities Section for the category the respondent is submitting for. The respondent submission should include each listed capability in the order listed in this document and the respondents experience, ability and expertise in performing the requested services.

##### Tasks:

The respondent shall describe the work which best illustrates its team's most relevant experience, ability and expertise in performing the requested services. The respondent shall discuss in a brief summary key personnel and the ability to complete work listed under Tasks. The respondent submission should include each listed task in the order listed in this document and the respondents experience ability, and expertise in performing the requested services.

#### Section C – Personnel

The respondent should provide the identity and describe the qualifications of key personnel, team members and subcontractors, if any, to be involved with this project, including their project assignments, location and the extent of their participation (Attachment A). The respondent should include resumes for all Key Personnel in an Appendix to the proposal. In this section, highlight which personnel from the team have the respective experience, capability, and/or qualification outlined in the category the respondent is applying for. Key personnel must be available for face-to-face meetings. The respondent should describe its key personnel and project teams and those of its subcontractors, demonstrating their capability and relevant experience.

When estimating personnel time, appropriate individuals shall be identified and placed into classifications as outlined in the descriptions listed in Appendix A. Resumes of all individuals classified as P3 or P4 shall be submitted with the response.

Rates should be prepared and submitted which are all-inclusive and contain provisions for direct costs, indirect costs including all office expenses (copying, phone, fax, etc.), and profit.

RIDEM will not pay for travel time or expenses for travel to and from sites in Rhode Island or meetings related to said sites, except in the cases where work is required at sites on Block Island and Prudence Island.

RIDEM will not pay overtime expenses except in the case where over-time is specifically required of the Respondent's personnel by the RIDEM project manager and contract administrator. If such overtime is required, overtime will be paid at a rate of one and one-half times straight time. The basis for this contract will be an eight-hour day with a five-day, Monday through Friday, workweek. Holidays will include all days where State offices in Rhode Island are closed due to recognized State holidays.

If, during the duration of the contract period, the contractor wishes to change the classification of personnel assigned under this contract, it shall submit a request in-writing to RIDEM explaining why said change in classification is warranted.

If, during the duration of the contract period, the contractor wishes to assign new personnel to be billed at the P3, P4, or P5 rate, it shall submit their resumes with a written request to RIDEM explaining how the new individuals meet their proposed classification.

## **B. Cost Proposal**

All respondents shall submit their proposed costs on Attachment B, contained herein, including comprehensive hourly rates. Respondents are advised that the technical review committee will award points under this criterion based on the highest score for the lowest price, etc.

**The cost section shall be submitted under separate cover and in a sealed envelope.**

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein. All pricing submitted will be locked in for the initial 24-month contract period. Pricing may be adjusted with each of the 3 annual renewable options, upon receipt of an adjusted pricing schedule which may be calculated based upon the Consumer Price Index-Urban Index (CPI) for Boston. Pricing will not be adjusted without the expressed written approval of the Department of Environmental Management, after consultation with the Department of Administration, Division of Purchases.

Project-specific budgets will be submitted to the RIDEM for approval prior to initiation of the project. RIDEM will provide the contractor with a written approval to proceed for each project. In no case will the contractor exceed the initial budget estimate without prior written approval from RIDEM.

Time spent on general program administration by the Contract Administrator will be billed at no higher than the P2 hourly rate. RIDEM does not permit billing time for field sampling activities above the P2 without prior written approval from the Project Manager and the Contract Administration.



## Definition of Labor Classifications

The following definitions of the labor classification appearing below are provided to aid in the preparation of the technical and cost portion of your proposal.

### Professional

**P5/Level 5:** Plans, conducts and supervises projects of major significance, across many senior and other staff, necessitating proven managerial skills and knowledge of hazardous waste and contaminated sites and air pollution programs. Administers contracts and provides firm-wide scientific or engineering review and certifying report conclusions and recommendations.

Typical Title: Vice President, Director

Normal Qualifications and Experience:

- Ph.D. degree or equivalent with 12 years' or more experience
- M.S. degree or equivalent with 15 years' or more experience
- B.S. degree with 20 years or more experience

Experience Factors: Technical experience in contaminated site investigations and cleanup activities, solid waste management, water pollution control, air pollution programs or other discipline directly related to the requirements of the contract. Minimum of 10 years' experience in leading technical staff on complex projects and office management including budgetary requirements.

**P4/ Level 4:** Plans, conducts and supervises projects of major significance, necessitating proven managerial skills and knowledge of hazardous waste and contaminated sites and air pollution programs. Shall demonstrate ability to originate and apply new and/or unique methods and procedures. Administers contracts and provides firm-wide scientific or engineering review and certifying report conclusions and recommendations.

Typical Title: Senior Program Manager, Senior PE, Project Leader, Chief Engineer or Scientist.

Normal Qualifications and Experience:

- Ph.D. degree or equivalent with 10 years' or more experience
- M.S. degree or equivalent with 12 years' or more experience
- B.S. degree with 14 years or more experience

Experience Factors: Technical experience in chemical waste and contaminated site investigations or chemical cleanup activities, solid waste management, water pollution control, air pollution programs or other discipline directly related to the requirements of the contract. Minimum of 4 years experience in leading technical staff on complex projects and office management including budgetary requirements.

**P3 / Level 3:** Under general supervision of Senior Program Manager plans, conducts and supervises assignments on a project-by-project basis. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results, makes changes in methods, design or equipment where necessary. For Categories 1-3 Responsible for safety and designing cost-effective approaches to define the extent of contamination at various waste/contaminated sites in an accurate manner and to develop feasibility remedial options.

Typical Title: Regional Team Leader, Project Engineer

Normal Qualifications and Experience:

- Ph.D. degree or equivalent with 4 to 10 years' experience
- M.S. degree or equivalent with 6 to 12 years' experience
- B.S. degree with 8 to 14 years experience

Experience Factors: Technical experience in chemical waste/contaminated site investigations or chemical cleanup activities, water pollution control, air pollution programs or other discipline

directly related to the requirements of this contract. Minimum of 4 years or equivalent. Shall have demonstrated ability to manage group of interdisciplinary professionals.

**P2 / Level 2:** Under supervision of a senior or project leader, carries out assignments associated with project. Work assignments are varied and require some originality and ingenuity. Applies training of professional discipline to assigned projects and translates technical guidance and training received into usable products and reports. For categories 1-3, evaluates data associated with various projects for use in defining extent of contamination and for developing feasibility studies for possible remedial action. Other duties as assigned.

Typical Title: Engineer, Scientist, Analyst

Normal Qualifications and Experience:

- M.S. degree or equivalent with 2 to 6 years' experience in discipline
- B.S. degree or equivalent with 3 to 8 years' experience in discipline

Experience Factors: Minimum of 2 years in area.

**P1 / Level 1:** Entry level for professional classification; works under supervision of team or project leader. Gathers and correlates basic data and performs routine tasks and other duties as assigned. Makes recommendations on work assignments and on variables which affect field operations. Assist fields operations as directed, including manual tasks of equipment setup and maintenance. Performs other duties as assigned.

Typical Title: Junior Associate (Biologist, Ecologist, Earth Scientist, etc.)

Normal Qualifications and Experience:

- B.S. degree or equivalent with 0 to 3 years' experience

Experience Factor: None

## Technician

**T2 / Level 2:** Performs non-routine and complex tasks in addition to routine assignments. Works at the direction of the team or project leader. Gathers and correlates basic data and Performs routine analyses. May also perform experiments or tests which may require nonstandard procedures and complex instrumentation. May construct component or subassemblies or prototype models. May troubleshoot malfunctioning equipment and make simple repairs as authorized by team or project leader.

Typical Title: Senior Technician

Normal Qualifications and Experience:

- Two to six years' experience or equivalent

Experience Factor: Related to scope of contract.

**T1 / Level 1:** Entry level; performs simple, routine tasks under supervision as established in chain-of-command procedures. Performs routine maintenance and may install, setup or operate field equipment of moderate complexity. Provides a wide variety of support functions during field operations.

Typical Title: Junior Technician (field technician)

Normal Qualifications and Experience:

- Zero to two years' experience

Experience Factor: None

## Experience/Qualifications Substitutions

1. Any combination of additional years of experience in the proposed field of expertise plus full-time college study level in the particular field totaling 4 years will be an acceptable substitute for a B.S. degree.
2. B.S. degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling 2 years will be an acceptable substitute for a master's degree.
3. B.S. degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling 4 years or a master's degree plus 2 years of either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. degree.
4. Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.
5. For the technician categories, each year of full-time college level study will be considered equivalent to a year of practical experience.

## ATTACHMENT A – PERSONNEL

The Project Manager and principal personnel who will provide the professional services under this Agreement shall be as included herein.

<u>Labor Classification</u>	<u>Name</u>
Vice President/Director	
Principal	
Project Manager	
Senior Engineer/Scientist	
Engineer/Scientist	
Technician	

## ATTACHMENT B – COSTS FORM

Personnel rates should be outlined in the following format and can be broken down into sub-categories within Category 1, 2, 3, and 4 of Section 3:

Respondents' cost proposals will be compared by evaluating the rate schedules provided as set forth in the RFP.

1. Personnel Rate schedule for each of the sub-categories listed in Section 2 shall be listed in the following format:

Classification	Billing Rate (dollars (\$) per hour)
P5	\$ _____/hour
P4	\$ _____/hour
P3	\$ _____/hour
P2	\$ _____/hour
P1	\$ _____/hour
T2	\$ _____/hour
T1	\$ _____/hour
Secretarial	\$ _____/hour

2. Subcontractor and Equipment Markup

Percentage markup of supplies, equipment and subcontractors is allowed pursuant to Section 2 of this RFP. Respondents shall indicate a fixed percentage for supplies and equipment markup, which will be evaluated as part of comparing costs when reviewing proposals. Project specific markups can be changed for project specific bidding.

Percentage Markup:

Prime Contractor: Supplies/Equipment (%):

Prime Contractor: Subcontractors (%):

Total Combined for Contractors and Subcontractors: Supplies/Equipment (%):

Total Combined for Contractors and Subcontractors: Subcontractors (%):

### C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

#### SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

Criteria	Possible Points
Key Personnel - the experience and qualifications of key personnel, team members, and subcontractors available to work on this project, including their expected project assignments and the extent of their participation. This will include the quality (i.e., appropriateness, capability, and relevant project experience) of key personnel and continuity of the project team, key personnel, and subcontractors.	30 Points
Capability, Capacity, and Qualifications of the Offeror - the respondent’s prior similar experience. This includes issues listed under General Capabilities and Tasks. The work which best illustrates the respondent’s current qualifications and ability, including descriptions of prior experience similar to the services discussed. Also, the respondents must have the capacity to commit the adequate staffing resources to successfully complete projects in a timely manner.	40 Points

<b>Points</b>	<b>Total Possible Technical 70 Points</b>
Cost proposal*	30 Points
	<b>Total Possible Evaluation Points 100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Points</b>	<b>Total Possible 106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

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

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate

X Maximum ISBE participation points)

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

#### General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

### SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598946** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

### SECTION 7. PROPOSAL CONTENTS

- Proposals shall include the following:
  - a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
  - b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13\\_RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
  - c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
  - d. 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).



- a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
  - b. One (1) Electronic copy on a CD-R, marked “Technical Proposal – Copy”.
  - a. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
    - e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
  - f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
  - g. One (1) Electronic copy on a CD-R, marked “Cost Proposal – Copy”.
  - 8. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- Formatting of proposal response contents should consist of the following:

14. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- Vendor’s name
- RFP #
- RFP Title
- Proposal type (e.g., technical proposal or cost proposal)
- If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

15. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- a. The cost proposal shall be typed using the formatting provided on the provided template.
- c. Printed copies are to be only bound with removable binder clips.

## SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598946 Environmental Technical Assistance MPA-309**” to:

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

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

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **7. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **8. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification:     MBE     WBE     Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

**Prime Contractor/Vendor Signature**

**Title**

**Date**

**Subcontractor/Supplier Signature**

**Title**

**Date**