

# SOLICITATION INFORMATION

DATE: JULY 10, 2000

RFP # 3363

**TITLE: TECHNICAL ASSISTANCE – CONTRACT SERVICES**

**OPENING DATE AND TIME: 8/9/00 AT 3:00 PM**

NOTE: THE COMPLETE RFP PACKAGE CAN BE PICKED UP AT NO CHARGE AT THE DIVISION OF PURCHASES, ONE CAPITOL HILL, 2<sup>ND</sup> FLOOR, PROVIDENCE, RI BETWEEN 8:30 AM AND 3:30 PM WEEKDAYS (EXCLUDING RHODE ISLAND HOLIDAYS), OR UPON MAILING OR FAXING A WRITTEN REQUEST INCLUDING A FEDERAL EXPRESS PREPAID AUTHORIZATION NUMBER TO "COMMUNICATIONS COORDINATOR" (FAX #401-222-6387). THE RFP NUMBER MUST BE CLEARLY REFERENCED.

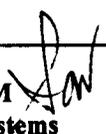
PRE-BID/ PROPOSAL CONFERENCE: YES                      DATE: 7/26/00      TIME: 3:00 PM

MANDATORY: NO

LOCATION: DIVISION OF PURCHASES, ONE CAPITOL HILL, 2<sup>ND</sup> FLOOR, PROVIDENCE, RI 02908.

SURETY REQUIRED: NO

BOND REQUIRED: NO

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Administrator of Purchasing Systems

SAV/mb

Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) to be able to download a Bidder Certification Cover Form which must accompany each offer.

## NOTE TO VENDORS:

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

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

TECHNICAL ASSISTANCE: R.I. DEPARTMENT  
OF ENVIRONMENTAL MANAGEMENT

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 Technical Assistance Contract Services, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase.

This is a Request for Proposals, not a Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals. The RIDEM intends to issue a Master Price Agreement for these services and reserves the right to make single or multiple awards in each category.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

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

## SECTION 2 - BACKGROUND AND PURPOSE

### PURPOSE

The purpose of this request for proposal is to secure the services of environmental engineering and technical support firms to provide technical assistance to the Rhode Island Department of Environmental Management's (RIDEM) hazardous waste, solid waste and site remediation programs. Proposals are being sought for Multi-disciplinary responsibilities including environmental monitoring, monitoring well installation, site investigations, remedial designs, technical reviews and project management.

### STRUCTURE

Section 3 of this request for proposal outlines 2 general categories that the RIDEM is requesting assistance in implementing. Each is a focused area of technical support necessary to complete projects within the RIDEM's jurisdiction the overall magnitude of the level of effort for each task is variable and is solely dependent on the regulatory circumstances associated with each project and the funding available to implement and complete each project.

Responses to each task outlined in Section 3 will be evaluated individually and separate awards will be made to the qualified, lowest bidder for each task. Bids will be evaluated based on a technical and cost evaluation.

### PERIOD OF CONTRACT

It is contemplated that the contract will be in force for a twenty-four (24) month period (with 3 annual renewable 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 receipt of appropriate RIDEM approvals after evaluation.

### 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 surpass RIDEM's minimum 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. Regardless of the arrangement, responders are advised that the prime contractor must possess significant management and technical capability, experience, and resources.

## 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

### CONTRACT ADMINISTRATOR

RIDEM will name a Contract Administrator for each group of tasks outlined in this Section. Each contract administrator will be responsible for managing the contract on a day to-day basis. Project assignments may be made for individual sites or tasks or groups of sites or tasks.

The Contract Administrator shall authorize all work, budgets and payments.

### 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 changes resulting from the contract. If any part of the work is to be subcontracted, the prime contractor must provide a complete description of work subcontracted and descriptive information about subcontractors' organization and capabilities. The State reserves the right to approve or disapprove any and all subcontractors. The prime contractor is solely responsible for adherence by a 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.

### SERVICES NEEDED

The RIDEM is requesting proposals for assistance in two (2) major areas of technical assistance:

#### CATEGORY I

Expert Consulting and Project Evaluation – to collect appropriate data to compile, evaluate and prepare

reports on sites and projects being investigated or considered by RIDEM. Such projects shall include the preparation of Site Investigation Reports, Remedial Action Work Plans, Remedial Action Closure and Post-Closure Reports, and other related reports as outlined in the RIDEM Remediation Regulations; Site Inspection and Expanded Site Inspection reports under the CERCLA format outlined in Appendix B; the preparation of Site Investigation Reports for Leaking Underground Storage Tank sites as required by Section 14.09 of the Regulations for Underground Storage Facilities used for Petroleum Products and Hazardous Materials ; design, management and oversight of remedial actions and technical support in evaluating applications for hazardous waste and/or solid waste management facilities.

## CATEGORY II

Field Investigation Services and Oversight - to conduct field investigatory and/or oversight activities, or have the ability to quickly subcontract for such activities, including (but not necessarily limited to:) conduct site surveys for boundaries and elevations, surface soil sampling, ground water sampling from pre-existing wells, surface water sampling from shore, sediment sampling, soil gas surveys, underground storage tank integrity testing, monitoring well installations, geophysical investigations, direct-push /micro well subsurface investigations and oversight of third party field activities.

The RIDEM will make a separate award for each category to the respondent who demonstrates that they are qualified for the category in question, responsive to the request for the category in questions, and submits the lowest-cost proposal of all qualified and responsive contractors.

## CATEGORY I

### EXPERT CONSULTING AND EVALUATION SERVICES

#### Objective

The objective is to obtain a statewide Technical Assistance Contractor (TAC) possessing the knowledge, experience, resources and capabilities to provide technical assistance to RIDEM in the development and implementation of some of its responsibilities under State and Federal (EPA) programs. It is anticipated that several programs within RIDEM, primarily within the Office of Waste Management, including the Site Remediation (hazardous waste/contaminated site pre-remedial and remedial activities) Solid Waste and Underground Storage Tank sections may require the service of the TAC.

The contractor must be capable not only of providing a variety of specialized technical, managerial, and administrative skills and resources (e.g., chemical engineering, civil engineering, environmental engineering, hydrogeology, field sampling and investigation, air monitoring safety and health planning, toxicology, risk assessment, fiscal accounting, data management, community relations, hazard assessment, enforcement support, GIS/GPS services, etc.) but also of providing those specialized skills and resources at several sites simultaneously. The contractor must be capable of conducting state and federal site investigations, recommending, reviewing and designing short and long-term options for characterization and remediation at sites, and providing technical reviews and additional management support.