



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 222-2317  
Fax: (401) 222-6387  
TDD: (401) 222-1228  
Web Site: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**3/23/2006**

## ADDENDUM # 1

**BID B06067 (MPA309)**

**BID TITLE: RFP – Technical Assistance Contract – MPA 309**

**OPENING DATE AND TIME: April 3, 2006 @ 1:40 pm**

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**This addendum is being issued to publish the attendance sheet from the Pre-Bid Conference, answer questions posed at the meeting and clarify one critical item relative to your submission.**

**Be advised that it is critically important that you clearly mark your submission with the correct bid number on the outside of the box/envelope so that we may assure that it is received and properly evaluated.**

*W. J. Anderson* 3/23/06

**William J. Anderson, C.P.M.  
Purchasing Administrator  
State of Rhode Island  
One Capitol Hill  
Providence, RI 02908  
Tel: (401) 222-2142 x 120  
Fax: (401) 222-6387  
[Wanderson@purchasing.state.ri.us](mailto:Wanderson@purchasing.state.ri.us)**

## RESPONSES TO QUESTION FOR RFP B06067 TECHNICAL ASSISTANCE CONTRACT

RI-DEM wishes to make the following changes to the above-referenced RFP:

1)

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### **MINIMUM EXPERIENCE**

The combined environmental assessment experience of the respondent *shall* include the completion of the following types of projects within the last five years.

2)

On page 38 of the RFP, it states “Proposals.... should be mailed or hand-delivered in a sealed envelope marked “RFP# B06059: Technical Assistance Contract”. This should be RFP# B06067.

### **RESPONSES TO SUBMITTED QUESTIONS**

If a bidder elects to pursue all four service categories, then four separate technical and cost proposals (with appropriate number of copies [10 total], bidder’s forms [10 total] and Reference Material Packages [4 total]) must be submitted. Is this accurate?

**RESPONSE: YES** submittals for each category should be thought of as separate contracts and are to be completely stand alone submittals. This includes a complete proposal as indicated in Section 4, SF330 application, resumes, cost form and reference materials.

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The labor categories and associated rates are associated with technical staff only. How are labor rates for administrative and drafting personnel addressed?

**RESPONSE: Rates for Administrative should be Secretarial (p. 34), drafting should be specified by the respondent using an existing category technical or professional (cannot exceed P2)**

Page 29 (b) Conflict of Interest. The RFP requires the identification of existing clients that are currently under “licensing and permitting” requirements of the Office of Waste Management. Does “licensing and permitting” include other forms of regulatory approvals (e.g., Letters of Responsibility, Voluntary Procedure Letters, etc.)?

**RESPONSE: YES**

Page 20 Section B, Minimum Experience. Please provide clarification as to the expected response for “...budget issues.”

**RESPONSE:** If respondents deem it necessary, they may include information pertaining to budget issues, which may include information regarding their ability to complete projects within proposed budgets, and provide explanations of cost overrun experiences.

Please confirm that intent of RFP instructions is that a bidders response would contain as many as three volumes: Volume I (transmittal letter, complete SF330 Parts I and II), Sections A, B, C and summary cover letter and resume appendix for each category); Volume II (Section D, cost form, sealed in separate marked envelope); and Optional Volume III (other reference materials as needed).

**RESPONSE: YES** submittals for each category should be thought of as separate contracts and are to be completely stand alone submittals. This includes a complete proposal as indicated in Section 4, SF330 application, resumes, cost form and reference materials.

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Does RIDEM intend that if a firm wants to qualify for more than one of the 4 categories, that the technical volume (Volume I) contain a separate section (or Tab) for each category, with each tab following the Section A, B, C outline described beginning page 30 of the RFP?

**RESPONSE: submittals for each category should be thought of as separate contracts and are to be completely stand alone submittals. This includes a complete proposal as indicated in Section 4, SF330 application, resumes, cost form and reference materials.**

Confirm that the transmittal letter (signed and sealed by a RI PE, acknowledging bid instructions in the RFP) is separate from a cover letter (word limited) summary requested for each category. Should there be one cover letter or one per category being requested? Wording seems to suggest a cover letter summary would be provided for each category

**RESPONSE: submittals for each category should be thought of as separate contracts and are to be completely stand alone submittals. This includes a complete proposal as indicated in Section 4, SF330 application, resumes, cost form and reference materials.**

Is project experience scoring weighted towards RI and RIDEM projects? Can appropriate projects be from other states qualify as valid experience?

**RESPONSE: Rhode Island experience was not listed as a minimum experience and should not be considered as an absolute necessity. But since most work completed under the TAC will be to comply with Rhode Island regulations, Rhode Island experience will be viewed by the Technical Review Committee as an indicator of a firm's experience with these regulations. A respondent can include Rhode Island experience if applicable, but the main goal is to include projects that best exemplify their experience and capabilities.**

Is the time frame for project experience restricted to the last 5 years for all four categories?

**RESPONSE: Yes, the minimum experience section in Category 3 will be amended.**

How would the SF330 form be scored if projects are also documented under each category submittal? RIDEM intends each response contain the complete part I and Part II of the SF330 in addition to the Section A, B, C information for each category?

**RESPONSE: The SF330 Form should be viewed as a brief summary of a respondent's formal proposal as listed under Section 4 of the TAC. Experience, personnel and projects used for the formal proposal should also be used in the appropriate SF330.**

Is the reference to SF330 mean to provide just the SF330 Part II form only for the whole firm, or a separate Part II form for each firm office and team partner, or other? Does SF330 Part II forms need to be provided for team partners or just the prime?

**RESPONSE: The SF330 should be completed in total. IF the respondent has attached resumes, experience or references elsewhere it should be noted on the Form with a note regarding their location in the response.**

Is the score for each firm based on a composite of experience, or is a score generated for each separate category the firm is requesting consideration?

**RESPONSE: Submittals for each category should be thought of as separate contracts, are to be completely stand alone submittals and will be scored as such.**

Is the capacity/organization and management approach score based on the Section A Cover Letter for each category, or does Section A include introductory, management, and organization details in addition to a cover letter summary?

**RESPONSE: Since this section's intent is to gauge a respondent's capability to complete a project, the capacity, organization and management review will be based on the review of the entire proposal, including the cover letter.**

Can RIDEM define how “past performance” is to be measured in the Section B Experience and Capabilities?

**RESPONSE:** Past Performance will be considered on a case by case basis, as it specifically pertains to each Category, including work done for the Department , work submitted before the Department, and work conducted outside of the Departments purview.

Can all resumes be provided alphabetically in one appendix in the technical volume regardless of categories? Or do resumes have to be provided under each category in an appendix? Alternatively are the resumes just the ones provided in the SF330?

**RESPONSE:** Submittals for each category should be thought of as separate contracts and are to be completely stand alone submittals. This includes a complete proposal as indicated in Section 4, SF330 application, resumes, cost form and reference materials.

On page 6 under Category 2, the RFP states that “In order for respondents to qualify for this section they shall have applied and be approved for Section 1.” Does this statement mean to state that in order to be selected for Category 2 (Environmental Remediation) a respondent must have applied and been approved for Category 1? If yes, this statement seems in conflict with statements made on page 3 (Section 2) where under Structure it is stated that “Responses to each category will be evaluated individually...”

**RESPONSE:** Respondents can submit just for Category 1. If they wish to qualify for Category 2 (Environmental Remediation), a respondent must have applied and been approved for Category 1. The review and scoring of a respondent’s Category 2 proposal will be made solely on the content of the Category 2 proposal, nothing within the Category 1 application will be used during this review.

Can we add an additional billing rate category for Expert Testimony?

## **RESPONSE: NO, Expert Testimony will be billed utilizing a Professional Classification**

On page 13 of the RFP under AIR TESTING it says, "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 (see attachment)." No attachment was provided. Can you please provide the necessary information?

**RESPONSE: Please refer to [Air Toxics Guidelines](#) [Air Toxics Modeling Guidelines](#)**

**At the following:**

**<http://www.dem.ri.gov/programs/benviron/air/index.htm>**

The RFP indicates that all pricing submitted will be locked in for the initial 36 month contract period. However, during the pre-bid meeting it was stated that pricing increases will be allowed during the initial 36 month period to accommodate for cost of living increases. Please clarify.

**RESPONSE:** The contracts associated with this solicitation will be reviewed on an annual basis beginning on July 1, 2007. This award provides for a modification of your pricing based upon the annual evaluation of the Cost of Living Price Index in effect for the annual period ending on June 30<sup>th</sup> of each year of the contract. We will use the figure relating to the latest data published by the Boston Information Office of the Department of Labor, Bureau of Statistics and adjust your pricing according to this figure.

Is the 10% markup on subcontractors only on prices not quoted in the cost proposal?

**RESPONSE: Markup of all subcontractor costs is allowed to a maximum of 10%, a respondent can use any amount at or under 10% as part of their proposal. You must list a markup you wish to use, refer to Attachment B, page 37. Your markup will be part of the cost comparison process.**

Please define "supplies & equipment" versus "subcontractor" in regards to markup. For example, if we are to purchase a remedial system for a project, would this be considered supplies & equipment and therefore we can only charge a 6% markup? Or can the

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company we purchase the system from be considered a subcontractor and therefore we would be allowed to charge a 10% markup?

**RESPONSE: In General terms supplies and equipment are items an approved contractor would supply to complete a task/project. Subcontractor costs are those incurred by an approved contractor through another company, they can include items and labor costs. While there can be overlap, such as the situation listed, these issues will be handled on a case by case basis with the approved contractor and RI-DEM manager.**

On page 38 of the RFP, it states "Proposals.... should be mailed or hand-delivered in a sealed envelope marked "RFP# B06059: Technical Assistance Contract". However, everywhere else it is referred to as RFP# B06067. Please clarify.

**RESPONSE: Please use RFP# B06067**

I would like to know if the agency ever had a contract with any vendor for these services before?

**RESPONSE: Yes it is still in effect MPA 309, please use this link to review.**

<http://www.purchasing.ri.gov/RIVIP/MPAAwards.asp?MPANumber=309&MPADesc=Technical+Assistance+Contract+Services>

If this is not a brand new requirement, I want to know who is the incumbent contractor, the contract amount and duration including renewal options.

**RESPONSE: Again MPA 309, please use the above link to review.**

How are proposed costs and rates going to be evaluated? For example, how will the "lowest price" be determined when assigning the "highest" score, by simply summarizing the individual prize categories or by a weighting procedure.

Sent to Bill A. for a response

Will proposed costs and rates be held fixed for the 3 year period of the contract and the subsequent 3 years of potential renewal periods? Page 2 of the RFP suggests they will be held fixed but information provided verbally at the pre-proposal meeting suggested there would be an opportunity for an annual increase in rates.

Sent to Bill A. for a response

Typically we use graphics, figures and tables to illustrate points made in the main proposal text. However, due to the wording limitations outlined in the RFP, can graphics, figures, and tables be included in the main body of the proposal to augment the wording limits? Should wording in graphics, figures, and tables be considered part of the overall wording limits? Must graphics, figures, and tables be included only as reference materials?

**RESPONSE: Graphics, figures and tables can be used and will not be counted against word limitations. The intent of word limitations is to keep respondent's submittals brief and to the point. Do not use an inappropriate amount of graphics, figures and tables, ie much larger than of the size of the written response.**

Should each proposal Category have an associated cover letter? If we are submitting in all four Categories, should we have four separate cover letters for each Category proposal? Can we provide an additional, overall cover letter if we submit on more than one Category?

**RESPONSE: YES submittals for each category should be thought of as separate contracts and are to be completely stand alone submittals. This includes a complete proposal as indicated in Section 4, SF330 application, resumes, cost form and reference materials.**

As the contract is an on-call contract without specific job work scopes described, how should a contractor document compliance with MBE/DBE requirements? Is a commitment to use MBE/DBE services, if requested under the contract, enough to demonstrate compliance.

**RESPONSE: The MBE/DBE compliance will be determined on a project-by-project basis. It would behoove you to contact the State MBE Administrator, Charles Newton at 401-222-6670 to identify potential subcontractors early on in each project, to ensure that you meet the State's goal of a minimum of 10% participation by MBE's.**

In order for a contractor to be approved for a particular Category, must the contractor be capable of providing every Task service itemized under that Category? For instance, could a contractor be approved for Category One projects if that contractor demonstrates

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expertise in all listed Tasks with the exception of Meteorology and Dispersion Modeling Expert Testimony, which is typically not a primary service needed on RIDEM site assessment projects.

**RESPONSE:**

**NO, Tasks describe specific efforts RIDEM has determined that may be necessary to complete the projects and services defined in the capabilities section; they are not a minimum qualification. A respondent lacking in specific tasks interpreted by the Technical Review Committee as critical can be deemed as non-qualifying.**

NAME	COMPANY	ADDRESS	EMAIL	PHONE
Brian Percoff	Triunvirate Environmental	61 Inner Belt Rd Somerville, MA 02143	bpercoff@trunvirate.com	617-628-8098
Bill Anderson	DOA - Purchasing		WANDERSON@PURCHASING. STATE.RI.US	401-233-2142 X120
John Hertzog	GZA	140 BRADWELL PROVIDENCE RI	jhertzog@spa.com	421-4146
John Chambers	F&O	279 Providence St Providence RI	jchambers@foundo.com	861-8070
Eric Axelrad	Ransom Env.	195 Wampanoag Tr. E. Prov. RI	EAXELRAD@RANSOMENV	401-258-3616
David Heislain	MADTEC EIC	107 Audubon RD WAREHOUSING MA	dheislain@madtec.com	581-213-5500 781-245-6606
SKIAJ LESNICKI	EIA CONSULTANT	2350 PUTNAM WARREN, RI 02886	blesnick@earth.com	401-736-3440
Carole Kaslice	CDM	50 Exchange Terrace Providence, RI	kaslice@cdm.com	617-451-6323
Brian Balukons	Hager-Geo Science	58 Ave. St. Watson, NY	brian@hagergeoscience.com	761-953-5234
John Kubicki	Western's Sampson	5 Centennial Drive Pawtucket, MA 01860	Kubickij@wseinc.com	(978) 532-1900 X5017

Please Sign In

NAME	COMPANY	ADDRESS	EMAIL	PHONE
AL HANCOCK	BETA Group, Inc.	6 BIRKENHEAD WAY SUITE 104 LITCHFIELD	al.hancock@beta-inc.com	978-331-4000
LINDI HIGGINS MIKA CLARK	Earth Tech	196 Baker Street Concord, MA	linda.higgins@earthtech.com mike.clark@earthtech.com	978-331-4000
GARY EZEUSKI	Lincoln Environmental	333 WASHINGTON BLVD SUITE 200 PROVIDENCE, RI 02908	gary.ezeuski@lincolnenv.com	401-232-3337
Chris Feeney	Louis Berger Group	295 Providence Providence, RI 02908	Chris.Feeney@louisberger.com	401-521-5780
CLAYTON CHARLISE	"	"	charlisc@louisberger.com	"
Rich Hittinger	Alliance Environmental	100 TESSERON BLVD LEDARVICK 02888	RHittinger@AllianceEnvironmental.com	401-732-7600
Tom Daley	LFIR	300 METSO CENTER BLVD WARRICK 02886	Tom.Daley@LFIR.com	401-738-3887
Tom Skonius	VHR	530 BRADLEY PROVIDENCE, RI 02905	tom.skonius@vhr.com	401-272-5100
RICK LAMONTE	ESS GROUP	1400 WASHINGTON ST PROVIDENCE, RI 02905	rlamonte@essgroup.com	401-330-7214
SHANNON DAIGLE	Woods + Curran	780 WASHINGTON ST SUITE 325 DEDHAM, MA 02826	sdigle@woodscurran.com	781-446-5318

NAME	COMPANY	ADDRESS	EMAIL	PHONE
SIM FRANKS	ESS CAB	1000 Main St, Providence, RI 02910	simfranks@esscab.com	
Dawn Pollock	LFR	300 Kefauver Blvd Watwick RI 02886	dawn.pollock@lfr.com	401-738-3887
Skim Odonath	Lincoln	333 Washington Hwy Smithfield, RI	Scdonath@lincolnri.com	401-232-3353
MARK WOODRUFF	WATERMAN	1000 Main St Providence, RI 02910	MWOODRUFF@waterman.com	1-888-986-7378
DAVID EASTEBROOKS	PARE ENGINEERING CORP.	8 BLACKSTONE VALLEY RD LINCOLN, RI 02865	deastebrooks@parecorp.com	334-4100