

**Alaska Department of  
Environmental Conservation  
Division of Spill Prevention and Response**

**REQUEST FOR QUOTE (RFQ) 170007345**

**13201 Soapstone Road Heating Oil Tank Investigation**

**Date of Issue: June 19, 2017**

**1. Purpose**

The State of Alaska, Department of Environmental Conservation (DEC) is soliciting quotes on behalf of its Division of Spill Prevention and Response to conduct environmental investigation activities at 13201 Soapstone Road in Palmer, Alaska. This residential property was the site on a home heating oil tank release in 2016.

DEC received funding to conduct a Home Heating Oil Tank Pilot Project at sites where responsible parties are unable to conduct the necessary work at the site. The objective of this project is to obtain sufficient information to allow for site closure or to determine what additional activities may be necessary at the site.

**2. Background**

Approximately 250-300 gallon of heating oil were released from a home heating oil tank when the stand collapsed. Fuel soaked into the ground immediately and no removal actions have occurred.

**3. Scope of Work**

The DEC is soliciting quotes from bidders to perform the services, tasks, and deliverables set forth herein. The contractor awarded the contract resulting from this RFQ shall manage and perform all aspects of the scope of work as noted herein. The scope of work shall be performed on time and on budget.

Any requested change to the time, scope, or cost of the contract resulting from this RFQ must be agreed upon and executed through a written amendment to the contract. The DEC reserves the right to request documentation that supports and justifies an increase to the cost of the contract, and reserves the right in good faith to either accept or reject any such request. Any conflicting technical requirements will be resolved between the contractor and DEC in a timely manner throughout the duration of the contract.

### 3.1 General Requirements

The contractor shall comply with each of the following:

- Adherence with all applicable federal, state, and local laws and ordinances;
- Unless otherwise specified, the contractor shall perform all work in accordance with the Alaska Administrative Code, section 75;
- Work on this project shall be conducted by qualified personnel who are experienced with investigations of this nature and all samples are to be collected by a Qualified Person as defined in 18 AAC 75.990;
- All analytical work will be performed by a DEC approved laboratory. Designated methods shall be in accordance with approved methods and procedures. A normal two-week turnaround time for analytical testing must be followed unless otherwise approved by the DEC Project Manager;
- The site shall be evaluated using the cleanup levels in 18 AAC 75.345 Table C, and 18 AAC 75.341 (c) Table B.1 and B.2 for the over 40 inches of precipitation climate zone;
- Utility locates are the sole responsibility of the Contractor and shall be performed prior to conducting sub-surface work at the site;
- Proposals that exceed the budget are subject to either rejection by DEC or contract negotiation, at DEC's sole discretion. DEC reserves the right to not accept proposals that are not in the best interest of the state;
- Should the effort of the contract resulting from this RFQ, within this scope of work, develop into more than originally anticipated, DEC reserves the right to increase the time, scope, or cost of the contract as agreed upon and memorialized through a written amendment.

#### Task I Work Plan and Field Work

Upon contract award the contractor shall draft and submit a brief work plan for review by the project manager that includes details on both subtasks below. The work plan shall include an introduction, a detailed description of how boreholes will be advanced and sampled, how soil will be screened in the field, how samples will be selected for analytical sampling, the analytical methods that will be used, and QA/QC information. Costs for work plan development must be included in the Appendix A Cost Proposal.

##### 3.2.1 Subtask 1- Source Area and Vapor Intrusion Evaluation Boreholes

- Advance one borehole in the source area to a planned depth of 80 feet below ground surface (bgs);
- Collect soil for field screening from 5 foot intervals;

- Submit the soil sample from the highest field screening location from 0-15 feet for laboratory analysis for DRO, RRO, GRO, BTEX, and PAHs. Submit the sample from the next highest field screening location from 15-45 feet for analysis of same analytes;
- Continue the borehole to a depth of 50 feet bgs, bedrock, or the groundwater interface, whichever comes first;
- If contamination is suspected at the 50-foot interval based on field screening information, continue the borehole to 80 feet bgs. If contamination is not suspected of being present, collect a soil sample for laboratory analysis for DRO, RRO, GRO, BTEX, and PAHs;
- If the borehole is continued to the 80 foot interval, collect a soil sample at this depth, at bedrock, or at the groundwater interface, whichever comes first and submit the sample for laboratory analysis for DRO, RRO, GRO, BTEX, and PAHs;
- Advance a second borehole between the source area and the structure within 10 feet of the structure to a planned depth of 10 feet below ground surface;
- Collect samples for field screening from 2 foot intervals;
- Submit the soil sample from the highest field screening location from 0-10 feet for laboratory analysis for DRO, RRO, GRO, BTEX, and PAHs;
- Segregate and containerize drill cuttings for disposal pending analytical results. Assume disposal of two drums of cuttings as non-hazardous petroleum contaminated soil at an approved facility.

3.2.2 Subtask 2- Monitoring well installation- Subtask 2 may or may not be awarded at DEC's sole discretion based on the results of subtask 1. Appendix A Cost proposal must identify costs separately for the two subtasks listed above. The work plan and budget shall include details for both subtasks.

- If groundwater is encountered in the first borehole described above, complete the borehole as a groundwater monitoring well;
- Develop, purge, and sample the well for DRO, GRO, BTEX, and PAHs;
- Assume disposal of one drum of purge water as non-hazardous pending analytical results.

#### Experience and Qualifications

Work plan preparation, sample collection, interpretation of data, and reporting shall be conducted by a Qualified Environmental Professional as defined by 18 AAC 75.333. DEC retains the right to request and review the qualifications of the company and staff assigned to perform the work herein.

#### 4. Alaska Business License and Other Required Licenses

Prior to the award of a contract, a Bidder must hold a valid Alaska business license if they are located in the State of Alaska. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Bidder Preference, a Bidder must hold a valid Alaska business license prior to the Deadline for Receipt of Quotes. Bidders should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the Bidder possesses a valid Alaska business license may consist of any one of the following:

- Copy of an Alaska business license;
- Certification that the Bidder has a valid Alaska business license and has included the license number in the proposal;
- A canceled check for the Alaska business license fee;
- A copy of the Alaska business license application with a receipt stamp from the State's occupational licensing office; or
- A sworn and notarized affidavit that the Bidder has applied and paid for an Alaska business license.

#### 5. Application of Preferences

Certain preferences apply to State solicitations, regardless of their dollar value, and must be claimed by a Bidder in its proposal. The DEC reserves the right to validate claim of a preference before the preference is applied to ensure the claim's validity. The Alaska Bidder and Alaska Veteran Bidder preferences are the most common preferences involved in the RFQ process. Additional preferences that may apply to this procurement are listed in the subsections below. Guides that contain excerpts from the relevant statutes and codes, explain when preferences apply, and provide examples of how to conduct calculations are available at the Department of Administration, Division of General Service's web site: <http://doa.alaska.gov/dgs/policy.html>.

To take advantage of these preferences, Bidders must attach a copy of their certification letter to its proposal. A Bidder's failure to provide this certification letter with its proposal will cause the State to disallow the preference.

##### Alaska Bidder Preference, 5%

In accordance with AS 36.30.321(a), AS 36.30.990(2), and 2 AAC 12.260 an Alaska Bidder Preference of 5% will be applied to the overall price in the cost proposal. The preference will be given to a Bidder who meets all of the following:

- Holds a current Alaska business license prior to the Deadline for Receipt of Proposals;
- Submits a proposal for goods or services under the name appearing on the Bidder's current Alaska business license;

- Has maintained a place of business within the State staffed by the Bidder, or an employee of the Bidder, for a period of 6 months immediately preceding the date of the proposal;
- Is incorporated or qualified to do business under the laws of the State, is a sole proprietorship and the proprietor is a resident of the State, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the State, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the State;
- If a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

#### Alaska Bidder Preference Statement

In order to receive the Alaska Bidder Preference, a proposal must include a statement certifying that the Bidder is eligible to receive the Alaska Bidder Preference.

If the Bidder is a LLC or partnership as identified in bullet 4 of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the State.

If the Bidder is a joint venture which includes a LLC or partnership as identified in bullet 5 of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the State.

#### Alaska Veteran Preference, 5%

In accordance with AS 36.30.321(f), an Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the cost proposal. The preference will be given to a Bidder who qualifies under AS 36.30.990(2) as an Alaska bidder and is one of the following:

- Sole proprietorship owned by an Alaska veteran;
- Partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- Limited Liability Company organized under AS 10.50 if a majority of the members are Alaska veterans;
- Corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans;

#### Alaska Veteran Preference Statement

In order to receive the Alaska Veteran Preference, a proposal must include a statement certifying that the Bidder is eligible to receive the Alaska Veteran Preference.

## 6. Point of Contact

Questions or matters pertaining to this RFQ, the resulting contract, amendments, contract negotiations, modifications, or procurement protests are to be directed to the DEC Procurement Officer:

Shawn M. Olsen  
Procurement Services Unit  
555 Cordova Street  
Anchorage, Alaska 99501  
Phone: (907) 269-3090 Fax: (907) 269-3061  
Email: [shawn.olsen@alaska.gov](mailto:shawn.olsen@alaska.gov)

Questions or matters pertaining to the technical aspects of the scope of work, deliverables, and reports are to be directed to the DEC Project Manager:

Bill O'Connell  
Contaminated Sites Program  
555 Cordova Street  
Anchorage, Alaska 99501  
Phone: 907-269-3057  
Email: [bill.oconnell@alaska.gov](mailto:bill.oconnell@alaska.gov)

Questions or matters pertaining to invoicing, payments, and project completion are to be directed to:

Ryan Dukowitz  
Contaminated Sites Program, 2<sup>nd</sup> Floor  
555 Cordova Street  
Anchorage, Alaska 99501  
Phone: (907) 269-7520 Fax: (907) 268-7507  
Email: [dec.spar-clerical-anchorage@alaska.gov](mailto:dec.spar-clerical-anchorage@alaska.gov)

## 7. Deliverables

The contractor awarded the contract resulting from this RFQ shall complete and provide the following project deliverables. All deliverables shall be provided to the DEC Project Manager as set forth in [Section 6. Point of Contact](#).

Work Plan- The work plan shall include an introduction, a detailed description of how boreholes will be advanced and sampled, how soil will be screened in the field, how samples will be selected for analytical sampling, the analytical methods that will be used, details on the disposal of investigative derived waste and QA/QC information.

Project Report- The report shall include an introduction, details on all field activities, a site figures, analytical data tables, field notes, DEC's QA/QC checklist, and laboratory reports.

## 8. RFQ and Project Schedule

The RFQ schedule is as follows. In the event the schedule needs adjusted, the Procurement Officer will issue the adjustments via a written amendment to the RFQ. All times are Alaska Standard Time (AKST).

Event	Date Due	Time Due
RFQ Quote Due Date	June 29, 2017	4:00pm
NOIA issued	July 3, 2017	
Contract award issued	July 13, 2017	

The estimated project schedule is as follows. In the event the schedule needs adjusted, the DEC Project Manager will communicate the adjustments via written correspondence to the awarded contractor. Upon contract execution, the DEC may work with the contractor to determine a firm schedule, and that schedule shall supersede the estimated schedule provided herein. All deliverables or tasks are due by the Close of Business (COB) on the due date noted below.

Deliverable or Task	Date Due
3.2.1 Task I – Work Plan	August 3, 2017
3.2.2 Task I – Subtask 1 – Source Area and Vapor Intrusion Evaluation Boreholes	August-September, 2017
3.2 Task I – Subtask 2 – Monitoring Well Installation	August-September, 2017
Project Report	November 30, 2017

## 9. Proposal Requirements

### **Cost Proposal**

The bidder shall provide a cost proposal identified with the title of this RFQ clearly noted. Proposals shall be submitted to the DEC Procurement Officer noted in Section 6. Point of Contact via email, mail, or hand delivery. Only written proposals will be accepted. Proposals that are late may be rejected as non-responsive.

Cost proposals shall be divided into the following 3 cost categories, shall include all costs associated with the performance with Task I Subtask1 and Subtask 2, shall include sufficient detail, and shall be submitted using Appendix A Cost Proposal:

1. Labor costs;
2. Direct costs;
3. Fixed Fee.

DEC retains the right to award all of subtask 1 and 2 initially or some point in the future at its sole discretion. All costs shall be stated as a fully burdened rate, and costs for this project will be paid based on actual services rendered and costs incurred for the performance and completion of the requirements herein.

### 9.1 Evaluation

All cost proposals will be evaluated by a DEC Procurement Officer based on the factors identified below.

### **Evaluation Categories and Points**

The total number of points assigned to the RFQ cost proposal is 100 points:

The scores for the cost proposal portion of the evaluation will be normalized as follows: The proposer's cost proposal with the Lowest Grand Total will receive 100 points, the maximum points available. All other responsive cost proposals will be assigned a portion of the maximum score using the following formula:

$$\frac{\text{Lowest Grand Total} \times 100}{\text{next lowest Grand Total}}$$

### **9.2 Award and Selection**

After completion of the cost proposal evaluations and contract negotiation, if any, the Procurement Officer will issue a Notice of Intent to Award (NOIA) to all responding bidders and allow for protest rights. The protest period shall be no more than 10 calendar days. The bidder with the best overall combined score will be awarded the contract resulting from this RFQ.

### **10 Attachments**

The following are provided as an attachment to this RFQ:

Attachment 1: Site figure



## Appendix A Cost Proposal

**Bidder Name**

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**Cost Proposed as a Single Fully Burdened Rate per Category as noted below:**

3.2.1 Task I Subtask 1	Total Cost (not to exceed amount)
LABOR COSTS	
DIRECT COSTS	
FIXED FEE	
TOTAL COST	
3.2.2 Task I Subtask 2	Total Cost (not to exceed amount)
LABOR COSTS	
DIRECT COSTS	
FIXED FEE	
TOTAL COST	
GRAND TOTAL	

<b>Authorized Representative (Print)</b>	
<b>Signature</b>	
<b>Date</b>	

## Attachment 1: Site Figure

