

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

**INFORMAL REQUEST FOR PROPOSAL (IRFP)
180000111**

**Prince William Sound Tanker Escort Assurance
Date of Issue: April 19, 2018**

1. Purpose

The State of Alaska, Department of Environmental Conservation (DEC) is soliciting proposals on behalf of its Division of Spill Prevention and Response (SPAR) to provide marine assurance oversight services, towing and tether exercise evaluation and operational readiness recommendations as they relate to the transition of marine service providers to certain regulated Plan holders in Prince William Sound (PWS). The marine service provider for the PWS tanker escorting system is changing from Crowley Marine Services to Edison Chouest Offshore. Edison Chouest is providing a fleet of 7 tugboats and 4 barges in addition to operating and support crews and an existing fleet of 4 barges. The purpose of this contract is to secure marine assurance expertise to help validate that operating crews and equipment meet contingency planning commitments. The new-build timeline may be delayed, and, given contract transition milestones, the time available to test, demonstrate, and accept incoming vessels and crews may be compressed into a few short weeks, or extended over several months.

2. Background

The tanker escorting system in Prince William Sound is to transition from one service provider to another "on the fly" while it is operating. Given the short variable timing of the new-build vessel delivery, the time available to train, assure and approve the transitioning assets, and operating crews may be limited to a few short weeks. If new-build delivery is delayed, the transition of those delayed assets and crews may take several months. As such, a nimble, ready, experienced cadre that could perform transition-related assurance functions and recommendations to the DEC could both assure a quality transition as well as provide a modicum of stability in the event a major spill occurs elsewhere in the State.

3. Scope of Work

The DEC is soliciting proposals from offerors to perform the services, tasks, and deliverables set forth herein. Proposals shall include a description of how each of the subsections designated as **Mandatory Evaluated (ME)** shall be accomplished, to include a description of experience and capability to perform each element, service, or task. If a proposal does not address each **Mandatory Evaluated (ME)** criteria, that proposal may be rejected as non-responsive.

The contractor awarded the contract resulting from this IRFP shall manage and perform all aspects of the scope of work as noted herein and within its proposal. The scope of work shall be performed on time and on budget. The anticipated budget for this IRFP is a not to exceed amount of \$50,000.00. Funding for the contract resulting from this IRFP is subject to legislative appropriation

Any requested change to the time, scope, or cost of the contract resulting from this IRFP 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:

1. Adherence with all applicable federal, state, and local laws and ordinances.
2. Work shall be performed by qualified personnel, experienced with work of the nature described herein.
3. 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.
4. Should the effort of the contract resulting from this IRFP, 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.

3.2 **(ME)** Task I Marine Transition Related Assurance Work

The contractor shall perform marine transition-related assurance work including, but not necessarily limited to:

- a) Observing vessel performance demonstrations and evaluating that performance against set standards
- b) Review technical marine vessel design detail to understand capacity and capability
- c) Review crew training and licensing records
- d) Observe crew performance demonstrations
- e) Evaluate crew function and efficacy against established standard and provide a professionally-based opinion/recommendation to the DEC about that asset's ability to perform in the broader context of the PWS escort/response system
- f) Evaluate field deployment exercises and apply objective performance criteria to provide a professionally based recommendation to the DEC
- g) Provide professional observation and evaluation of overall operational readiness and Prince William Sound tank ship escorting system health
- h) Develop and produce exercise evaluation reports, technical equipment evaluation and operational crew training effectiveness.
- i) Perform evaluation activity on short-notice and at add hours including nights, weekends and holidays.

Training drills, exercises and/or performance demonstrations/evaluations will be dependent on the departure timing of tankers leaving the Valdez Marine Terminal.

Access to PWS tanker escorting facilities are subject to Department of Homeland Security port security regulations, the contractor shall either possess, or be able to acquire in the appropriate period of time TWIC cards or other necessary credentials in order to gain access to Alyeska-controlled facilities.

Describe how this subsection will be accomplished, to include deliverables and services set forth herein.

3.3 **(ME)** Experience and Qualifications

The contractor shall have a valid driver's license, and a U.S. Coast Guard license, Master GT 500 tons, with towing endorsement. Prince William Sound route endorsement or experience operating in Prince William Sound will be considered a plus, but not a requirement. Alternatively, related experience, such as Marine Pilot or crude oil tank ship Master, may be accepted on a case by case basis.

The contractor shall have experience conducting tank ship escorting, towing or ship assist work (preferably with Trans Alaska Pipeline System (TAPS) Trade tank ships).

The contractor shall possess credentials necessary to gain access to Port Valdez facilities and Alyeska Pipeline Service Company facilities.

Describe in detail your experience in crude oil tankship escorting, tethering and arresting, ship assist work, operational field exercise evaluation and a statement of qualification for making operational readiness recommendations. Include the number of year experience in each position held in the while in the towing industry.

4. Alaska Business License and Other Required Licenses Scope of Work

Prior to the award of a contract, an Offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an Offeror must hold a valid Alaska business license prior to the Deadline for Receipt of Proposals. Offerors 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 Offeror possesses a valid Alaska business license may consist of any one of the following:

- Copy of an Alaska business license;
- Certification on its proposal that the Offeror 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 Offeror 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 an Offeror 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, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the IRFP 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, Offerors must attach a copy of their certification letter to its proposal. An Offeror's failure to provide this certification letter with its proposal will cause the State to disallow the preference.

5.01 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 an Offeror 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 Offeror's current Alaska business license
- Has maintained a place of business within the State staffed by the Offeror, or an employee of the Offeror, 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 Offeror is eligible to receive the Alaska Bidder Preference.

If the Offeror is a Limited Liability Company (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 Offeror 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.

5.02 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 an Offeror 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
- LLC 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 Offeror is eligible to receive the Alaska Veteran Preference.

5.03 Alaska Offeror Preference, 10%

In accordance with AS 36.30.321 and 2 AAC 12.260(e), Alaska Offerors are eligible for a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska Offeror will receive 10% of the total available points added to their overall evaluation score as a preference.

6. Point of Contact

Questions or matters pertaining to this IRFP, 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, AK 99501
Phone: (907) 269-3090 Fax: (907) 269-3061
Email: 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:

Geoff Merrell
555 Cordova Street
Anchorage, Alaska 99501
Phone: (907) 269-7682
Email: Geoff.merrell@alaska.gov

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

Response Fund Administration
410 Willoughby Avenue
Juneau, Alaska 99811
Phone: (907) 269-7520 Fax: (907) 269-7687
Email: dec.spar.contract@alaska.gov

7. Deliverables

The contractor awarded the contract resulting from this IRFP 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](#).

- a) Evaluator Availability schedule
- b) Exercise packet review, exercise critique, and exercise conduct pass/fail recommendation based on objective performance standard(s) provided in the exercise packet
- c) Technical assessments as requested by the DEC
- d) Overall operational readiness input and recommendation(s) based on observations and professional judgement.
- e) Accurate accounting of personnel time, travel (if applicable) and materials (if applicable)
- f) Project final technical report to the DEC on the completion of the contract or contract scope.

8. IRFP and Project Schedule

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

Event	Date Due	Time Due
Inquiries	April 26, 2018	2:00pm
Response to Inquiries	April 27, 2018	
Proposal Due Date	May 10, 2018	2:00pm
Proposal Evaluation complete, NOIA issued	May 14, 2018	
Contract award issued	May 24, 2018	

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
a) Evaluator Availability schedule	To be determined
b) Exercise packet review, exercise critique and exercise	Within 5 days of review
c) Technical assessments	Upon request by the DEC
d) Overall operational readiness input and recommendation	Upon request of the DEC
e) Accurate accounting of personnel time, travel	Weekly
f) Project final technical report to the Department	October 31, 2018

9. Proposal Requirements

Technical Proposals

Offerors shall provide both a technical proposal and a separate cost proposal identified with the title of this IRFP clearly noted on the envelope. 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, over budget, contain proposed terms that are in conflict with requirements set forth herein, or do not respond to each criteria noted as Mandatory Evaluated (ME) may be rejected as non-responsive.

Technical proposals shall include assumptions made for each task or service within the scope of work. Proposals shall not exceed 15 single-spaced pages (not including attachments). Cost proposals shall be provided in a separate, sealed envelope within the proposal package. No cost data is allowed to be included in the technical proposal.

Cost Proposals

Cost proposals shall be divided into the following 3 cost categories, shall include sufficient detail, and be submitted using Appendix A Cost Proposal:

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

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. Travel that is proposed to occur outside of Alaska (out-of-state travel) must be identified within the cost proposal and is subject to DEC approval.

9.1 Evaluation

All proposals will be evaluated by a DEC Procurement Officer or Procurement Evaluation Committee (PEC). Evaluations will be based on the factors identified below.

Evaluation Categories and Points

The table below indicates the total number of points assigned to each category of the IRFP proposal evaluation:

Technical Proposal	60 points
Cost Proposal	40 points
Total	100 points

The technical proposal will be based upon the following:

IRFP Section	Technical Proposal Evaluation Criteria	Points
5.03	Offeror Preference	10
3.2	(ME) Task I Marine Transition Related Assurance Work	20
3.2	(ME) Experience and Qualifications	30

Technical proposals will be scored using the evaluation criteria and point factors noted above. The scores for each proposal will be based upon the assigned scores identified through the evaluation process. Technical proposal scores will not be normalized.

The scores for the cost proposal portion of the evaluation will be normalized as follows: The proposer's cost proposal with the Lowest Total Cost will receive 40 points, the maximum points available. All other responsive cost proposals will be assigned a portion of the maximum score using the following formula:

$$\frac{\text{Lowest Total Cost X 40}}{\text{next lowest Total Cost}}$$

9.2 Award and Selection

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

Appendix A Cost Proposal

Offeror Name

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

Project Category	Total Cost (not to exceed amount)
LABOR COSTS	
DIRECT COSTS	
FIXED FEE	
TOTAL PROJECT COST	

Authorized Representative (Print)	
Signature	
Date	