

**Alaska Department of  
Environmental Conservation  
Division of Water**

**INFORMAL REQUEST FOR PROPOSAL**

**IRFP 170007329**

**Ocean Ranger Guidebook Revision**

**Date of Issue: January 18, 2017**

**1. Purpose**

The State of Alaska, Department of Environmental Conservation (DEC or Department) is soliciting proposals from contractors on behalf of its Division of Water to revise the Commercial Passenger Vessel Environmental Compliance Program (CPVEC) Ocean Ranger Guidebook by streamlining the structure and formatting, as well as improve how the information is presented to Ocean Rangers. The Department has recognized a need to improve the guidebook in a way that will lead to greater efficiency in the Ocean Ranger program.

**2. Background**

The Ocean Ranger program is a unique program that oversees marine engineers that monitor for environmental compliance with state and federal requirements onboard large cruise ships. This program started as the result of a 2006 ballot measure.

In 2008 the Ocean Ranger contractor developed a daily checklist and guidebook for training and reference. In 2011, Department staff revised the guidebook to match program needs and improve training of Ocean Rangers. Concurrently, the Job Aid replaced the checklist; and the guidebook became a direct reference to the Job Aid. Then a "Once a Season Checklist" was developed for items only needing annual verification. The guidebook has been updated each year and supplemented with new materials. The guidebook has been a printed and electronic (pdf) reference manual for the Ocean Rangers.

The Guidebook is needed for training and serves as a critical reference for completing the daily report based on the Job Aid. A copy of the 2016 Ocean Ranger Guidebook and Job Aid can be found at:

[http://dec.alaska.gov/water/cruise\\_ships/ocean\\_ranger\\_info.html](http://dec.alaska.gov/water/cruise_ships/ocean_ranger_info.html)

### 3. Scope of Work

The DEC is soliciting proposals from contractors to perform the services, tasks, and deliverables set forth herein. 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 \$10,000. 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 in negotiation with the Department Project Manager. Any changes to the schedules or tasks must be addressed in writing and approved by mutual agreement of the parties, including the CPVEC Program Manager.

The Department requires the contractor have prior experience in editing and structuring documents such as reports, guidebooks, instruction manuals, and government forms and publications. In addition to having experience with editing and structuring printed documents, the Department is looking for prior experience with generating electronic documents and forms. Proposals must describe this experience.

All deliverables must be provided in both Microsoft Word and Portable Document Format.

#### **3.1 Task IA Contract Kickoff Meeting**

The contractor shall coordinate and participate in a contract kickoff meeting, prior to beginning the editing and revision of the guidebook, within 14 days of the Service Commencement Date. The purpose of the kickoff meeting is to establish effective planning, communications, and collaboration; and to identify the roles and responsibilities of key participants. The Department will provide an overview of the Ocean Ranger program, the Job Aid and Once a Season Report, copies of the chapters used in 2017 in an editable format, and potential changes and modifications needed for the guidebook. Participants will discuss expectations, methods of communication, list of materials needed, and a project schedule.

- The Department will provide all DEC materials to be edited prior to the meeting, and a copy of the draft Job Aid and Once a Season Report.

- Prior to the kickoff meeting the contractor shall provide DEC a revised draft of the Reporting Instructions Chapter (first chapter of the guidebook) containing all edits and revisions to the format and structure. This will provide both parties the opportunity to discuss the draft and ensure expectations are clear as to changes, edits, formatting, and structure. The contractor shall also provide any questions from the initial review of the materials provided by DEC for discussion at the meeting.
- The contractor shall write and provide a summary to DEC of the kickoff meeting discussion.

### **3.1.1 Task 1B Table of Contents and Timeline Development**

Following the contract kickoff meeting, the contractor shall develop an outline of chapters (Table of Contents) and a timeline for revising the specific chapters. The Department will provide a list of chapters in order of priority, and provide comments on the Table of Contents. It is the intent that both parties will strive to meet the deadlines associated with the development of the various chapters of the guidebook. The project schedule developed during the contract kickoff meeting will be a tool for developing the timeline of chapter development.

- The Department will provide a list of chapters and prioritize them in order of importance prior to the kickoff meeting, and will provide comments on the Table of Contents and timeline for individual chapter development.
- The contractor shall provide a Table of Contents based on the future edition of the guidebook, and recommend a timeline and schedule for the development and/or revision of all chapters and sections within the guidebook.

### **3.2 Task 2 Editing of the Ocean Ranger Guidebook**

The contractor shall edit and revise the DEC provided Ocean Ranger Guidebook based on the timeline developed in Task 1B. Revisions to the guidebook will provide Ocean Rangers the information needed to complete their daily reporting tasks in a clear and concise manner. The audience is marine engineers who have experience in ship operations but often have limited experience in compliance with environmental regulations.

The guidebook edits shall include formatting and layout changes; consistent references and citations; and general cleanup of the text, grammar, and punctuation. This work shall result in increased readability and comprehension by the reader.

The revised guidebook shall include the following sections:

- Table of contents
- Reporting Information
- Job Aid Information Section
- Job Aid Sections on Wastewater, Solid waste, Hazardous Materials, Safety, Air, Sanitation, and Oil.
- Definitions/abbreviations/citations

At a minimum, the guidebook shall also include sections on program background,

the Once a Season Report, wastewater treatment systems, and other sections as identified by DEC. The guidebook shall be indexed and the electronic version must be searchable with hyperlinks as needed. All figures, photographs, and tables shall be labeled. The electronic version may contain additional reference materials as attachments.

The contractor shall develop and write original content based on Department needs for the guidebook, to include without limitation:

- Brief background of the Ocean Ranger program and description of the Alaska cruise ship trade
- Flow diagrams of regulatory requirements, wastewater permitting requirements, water sampling, advanced wastewater treatment process, and EPA Vessel General Permit waste streams.

The contractor shall incorporate Department provided content and references, to include without limitation:

- Maps
- Photographs
- Definitions and abbreviations
- Previously produced Department materials such as Oil Reporting Guidebook

The intent of Task 2 is for the contractor to work with the Department to develop draft chapters of the revised guidebook for the Department to review and provide comments and feedback in return. The contractor shall incorporate the edits and feedback into a final draft of that chapter.

- The Department will provide comments on the draft chapters of the guidebook.
- The Department will provide materials to be used in the creation of original content.
- The contractor shall provide the Department with draft chapters of the guidebook for review according to the schedule developed in Task 1b, a mechanism for capturing the Department's comments and edits, and then a final draft of each chapter that incorporates the comments and edits made by the Department.

### **3.3 Task 3 Consolidation of the Ocean Ranger Guidebook**

The contractor shall assemble all the final versions of each chapter within the revised Ocean Ranger Guidebook, and submit the final version of the revised guidebook to the Department for approval. Once approved, the contractor shall submit a final electronic version of the revised guidebook to the Department, as a Microsoft Word document that is editable.

## **4 Point of Contact**

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

Edward White  
Commercial Passenger Vessel Environmental Compliance Program  
410 Willoughby  
Juneau, AK 99811  
Phone: 907-465-5138 Fax: 907-465-5274

Email: [edward.white@alaska.gov](mailto:edward.white@alaska.gov)

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:

Natalie Wolfe, CPPO  
Procurement Services Unit  
555 Cordova St  
Anchorage, AK 99501  
Phone: 907-269-0291 Fax: 907-269-3061  
Email: [Natalie.wolfe@alaska.gov](mailto:Natalie.wolfe@alaska.gov)

## 5 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
<b>Proposal Due Date</b>	<b>February 15, 2017</b>	<b>4:00 pm</b>
Proposal Evaluation complete, NOIA issued	February 20, 2017	
Contract award issued	March 2, 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
Kick-off meeting	Within 14 days of service commencement date
Table of Contents and timeline for chapter development	Within 14 days of the contract kickoff meeting
Draft Guidebook	Within 60 days of the contract kickoff meeting
Final Ocean Ranger Guidebook	30 days after receiving comments

## 6 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 4. 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 may be rejected as non-responsive.

The technical proposal shall include the following information, and will be evaluated using the method described in subsection 6.1 Evaluation. Describe the skills and experience of the personnel identified to provide the services herein, to include experience developing and editing similar types of professional documents.

### Section 3 Scope of Work, subsections 3.1 Task IA through 3.3 Task 3

Describe in your proposal your company's approach to perform and accomplish each of the 3 Tasks in Section 3 Scope of Work. The proposal must outline the specific methods that will be used to achieve the project's objectives. Describe what, when, where, and how, and the sequence that work will be done. Provide a schedule of work tasks and their proposed deadlines or completion dates.

Technical proposals shall include assumptions made for each task or service within the scope of work. Proposals shall not exceed 6 single-spaced pages (not including attachments) and be Arial 12-point font (or comparable). 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 and be submitted using Appendix A Cost Proposal:

1. Labor costs
2. Expenses (including printing)
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. The costs proposed using Appendix A shall be the total cost amount proposed for each cost category, to include a project grand total that will be the not to exceed amount of the contract to be awarded from this solicitation. Travel is not anticipated for this project.

### 6.1 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
Task 1 - 3	Approach to the project, to include meeting Task objectives and a proposed schedule for work product milestones	60

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:

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

## 6.2 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 10 calendar days. The offeror with the best overall combined score will be awarded the contract resulting from this IRFP.

## 7 Attachments

The following are provided as an attachment to this IRFP.

2017 Ocean Ranger Job Aid  
2016 Ocean Ranger Guidebook  
2017 Sample Chapter Type 1 and Type 2

## 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	
EXPENSES	
FIXED FEE	
GRAND TOTAL PROJECT COST	

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