

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

**REQUEST FOR QUOTE (RFQ) 180000031  
1003 2<sup>nd</sup> Street, Douglas – Heating Oil Tank  
Investigation  
Date of Issue: October 24, 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 (SPAR) to conduct environmental investigation activities at 1003 2nd Street in Douglas, Alaska. This residential property was the site of a home heating oil tank release in 2011.

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**

On November 28th 2011, the ADEC Southeast Alaska Response Team (SART) received two phone calls reporting a fuel spill at the residence. One of two 275 gallon aboveground heating oil tanks (ASTs) had been recently filled and was found empty due to a pin hole in the fuel line that led to the heater. Petroleum contamination was found near the base of the tank and because the ground was frozen, the fuel migrated to the crawlspace of the home. At that time, both SART and Nortech were on site to help with initial characterization and cleanup. Initial cleanup activities included re-routing the sump pump to discharge outside the foundation wall to avoid direct discharge into the sewer lines, fertilizer addition to the contaminated soil in the crawlspace to enhance microbial activity and begin the remediation process, and installation of a vapor barrier in the crawl space. Under SART direction, 4 soil samples were collected from the area where the spill occurred and the results were that Diesel Range Organics (DRO) contamination in soil was present at 7,600 mg/kg at the foundation wall where the fuel enters the building, 4,800 mg/kg at 3 feet northeast of the tank, 12,000 mg/kg in the crawlspace where the fuel line enters the building, and 97 mg/kg in the crawlspace next to the sump pump. Since the initial spill, and sample collection, the responsible party under DEC direction has applied fertilizer to the crawlspace and has maintained a vapor barrier. Additional samples have been collected, however, no formal characterization has been completed. The complete record of characterizations activities shall be reviewed by the contractor prior to submitting a work plan for DEC review.

### 3. Scope of Work

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. 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:

- a) Adherence with all applicable federal, state, and local laws and ordinances;
- b) Unless otherwise specified, the contractor shall perform all work in accordance with the Alaska Administrative Code, section 75;
- c) Work on this project shall be conducted by qualified personnel who are experienced with investigations of this nature, and all work plan preparation, sample collection, interpretation of data, and reporting shall be conducted by a Qualified Environmental Professional as defined in 18 AAC 75.333 which is the following: A qualified Environmental Professional meets 1 or more of the following minimum educational qualification and experience requirements:
  1. has a four-year undergraduate or a graduate degree from a nationally or internationally accredited postsecondary institution in environmental science or another related scientific field, and has at least 1 year of professional experience in contaminated site characterization and cleanup activities under the direct supervision of a qualified environmental professional completed after the degree described in this subparagraph was obtained;
  2. has a four-year degree from a nationally or internationally accredited postsecondary institution in any field or a two-year associate degree from a nationally or internationally accredited postsecondary institution in environmental science or another related scientific field, and has at least three years of professional experience in contaminated site characterization and cleanup activities under the direct supervision of a qualified environmental professional completed after a degree described in this subparagraph was obtained;
  3. is certified as an environmental technician under an apprenticeship program with a registration under 29 C.F.R. Part 29, and has at least 3 years of professional experience in contaminated site characterization and cleanup activities under the direct supervision of a qualified environmental professional completed after the certification described in this subparagraph was obtained.

This information is typically contained within a resume. However ADEC reserves the right to request further documentation if needed, such as diplomas, certificates, etc.

- d) All activities will be performed in accordance with the *DEC Field Sampling Guidance* dated 2017 and the *DEC Vapor Intrusion Guidance for Contaminated Sites*, dated November 2016.
- e) 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;
- f) The site shall be evaluated using the cleanup levels in 18 AAC 75.345 Table C, and 18 AAC 75.341 (c) Tables B.1 and B.2 for the over 40-inches of precipitation climate zone, and if applicable, Appendix D: Target Levels for Indoor Air of the DEC Vapor Intrusion Guidance for Contaminated Sites document dated January 2017.
- g) Utility locates are the sole responsibility of the Contractor and shall be performed prior to conducting sub-surface work at the site;
- h) Should the effort of the contract resulting from this RFQ, within this scope of work, develop 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.
- i) DEC retains the right to request and review the qualifications of the company and staff assigned to perform the work herein.

### 3.2 Deliverables and Tasks

#### Deliverable - Work Plan

Upon contract award, the contractor shall allocate 2 hours to meet with the DEC project manager to discuss site specific details and visit the site. The contractor shall then draft and submit a brief work plan for review by the project manager that includes details on the tasks presented below. Details for what to include in the work plan are presented in [Section 7- Deliverables](#).

#### Task 1 – Source Area Evaluation

- a) Advance 8 soil borings at the site to an assumed depth of 15 feet below ground surface at the groundwater interface. Suggested borehole locations include: the base of the aboveground storage tank where a pinhole leak in the fuel line caused a release, inside and outside near the building foundation where the fuel line enters the building, inside the crawlspace next to the sump pump, and outside the building towards the storm drain at the corner of the property where D Street crosses Second Street. Note that right-of-way and utility locates must be determined by the contractor and may include permits. Actual borehole locations will be determined in coordination with DEC following project award. The groundwater is expected to be shallow. Boring locations should be selected with the intent to delineate soil contamination both laterally and vertically associated with the release. Exterior boreholes will be advanced using a drill rig and interior (crawlspace) boreholes will be advanced with hand tools if possible.

- b) Collect soil from the soil borings for field screening using the heated headspace method from approximately 2 foot intervals; collect soil samples from the highest field screening location and from the deepest sampling interval in each boring for laboratory analysis using only DEC-approved methods for Diesel Range Organics (DRO), Gasoline Range Organics (GRO), Volatile Organic Compounds (VOCs), and Polycyclic Aromatic Hydrocarbons (PAHs). For the purposes of this RFQ assume a total of 12 analytical soil samples plus 2 duplicates will be collected. Soil cuttings may be put back into the borehole where feasible. If cuttings cannot be placed back in the hole, segregate, and containerize drill cuttings for disposal pending analytical results. Assume disposal of 2 drums of cuttings as non-hazardous petroleum contaminated soil at an approved facility.
- c) Complete 3 of the 8 boreholes as permanent monitoring wells: 1 located in or near the source area and 2 in downgradient locations. The purpose of the downgradient wells is to delineate groundwater contamination on the subject property. Develop, purge, and sample each well for DRO, GRO, VOCs, and PAHs, plus 1 duplicate for a total of 3 analytical samples and a duplicate. Assume disposal of 1 drum of purge water as non-hazardous pending analytical results.
- d) Complete a level loop survey of each well and calculate groundwater flow direction and gradient at the time of groundwater sampling.

#### Task 2 – Semiannual Groundwater Monitoring

Based on the results of the initial investigation and upon direction from ADEC, collect groundwater samples from the three monitoring wells for the same analyses noted in Task 1.

Please note, Task 2 will be awarded by DEC based on the results of Task 1. For the purposes of this RFQ, please include costs for all tasks.

#### Task 3 – Vapor Intrusion Investigation

- a) Conduct a vapor intrusion investigation to include inspection of the vapor barrier, completion of a building survey, and collection of 2 air samples (1 inside the residence and 1 in the crawlspace) and a duplicate. The samples will be collected and analyzed using EPA method TO-17 using a laboratory that is certified by the National Environmental Laboratory Accreditation Program (NELAP). All of the method's analytes will be reported.
- b) Completion of the DEC's Building Inventory and Indoor Air Sampling Questionnaire (Appendix I of the *DEC Vapor Intrusion Guidance for Contaminated Sites*, dated November 2016).

Please note, Task 3 will be awarded by DEC based on the results of Tasks 1 and 2. For the purposes of this RFQ, please include costs for all tasks.

#### **Deliverables – Project Reports**

Upon completion of the initial tasks outlined above, the contractor shall complete a project report that includes the project report details presented in [Section 7 - Deliverables](#). A second brief report must be submitted following completion of groundwater monitoring efforts.

#### **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. 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:

Danielle Duncan  
Contaminated Sites Program  
410 Willoughby Ave #303  
Juneau, Alaska 99801  
Phone: (907) 465-5207  
Email: [danielle.duncan@alaska.gov](mailto:danielle.duncan@alaska.gov)

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

Theresa Felipe  
Contaminated Sites Program, 2nd Floor  
555 Cordova Street  
Anchorage, Alaska 99501  
Phone: (907) 269-7520 Fax: (907) 268-7507  
Email: [dec.spar.contracts@alaska.gov](mailto:dec.spar.contracts@alaska.gov) and [theresa.felipe@alaska.gov](mailto:theresa.felipe@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 soil borings and monitoring wells will be installed and sampled, how soil will be screened in the field, the analytical methods that will be used, and QA/QC information. The work plan shall also include a vapor intrusion investigation involving the evaluation of the potential for vapor intrusion and the method(s) used for the investigation.

### Project Report

The report shall include an introduction, details on all field activities and methods, deviations from the work plan, tabulated screening and sampling results compared to DEC soil and groundwater cleanup levels, maps and figures showing site boundaries, sample locations, approximate location of drinking water wells and septic system on the subject property and downgradient property, and source information, field notes, laboratory reports, DEC's QA/QC checklist, and conceptual site model. The vapor intrusion portion of the report shall include the evaluation of the vapor intrusion pathway and any data collected supporting the hazard determination such as physical building characteristics, air flow measurements, and air quality data.

The draft work plan and project reports will be reviewed by the DEC. Modifications to the reports may be requested before they are approved. Costs for report development must be included in Appendix A: Cost Proposal.

## 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 |
|-----------------------|-------------------|----------|
| Questions Due Date    | November 1, 2017  | 2:00 pm  |
| RFQ Quote Due Date    | November 10, 2017 | 2:00 pm  |
| NOIA issued           | November 13, 2017 |          |
| Contract award issued | November 23, 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             |
|--|----------------------|
| Deliverable – Work Plan                    | December 18, 2017    |
| Task 1 – Source Area Evaluation            | January – July, 2018 |
| Task 2 – Semiannual Groundwater Monitoring | January – July, 2018 |
| Task 3 – Vapor Intrusion Investigation     | January – July, 2018 |
| Deliverable – Project Report               | September 28, 2018   |

## 9. Proposal Requirements

### Cost Proposal

The bidder shall provide a detailed supplemental cost proposal identified with the title of this RFQ clearly noted in addition to Appendix A Cost Proposal. The cost proposal must include labor hours, detailed direct costs including subcontractors and sample analytical costs for all 3 subtasks collectively. The detailed cost proposal shall be summarized on Appendix A – Cost Proposal. 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.

The supplemental cost proposal shall be divided into the following 3 cost categories, shall include all costs associated with the performance of Task I, II, and III separately, and shall include sufficient detail. The supplemental cost proposal shall be summarized using Appendix A Cost Proposal showing rates for each of the following cost categories per task:

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



DEC retains the right to award Tasks 2 and 3 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.

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 highest score will be awarded the contract resulting from this RFQ.

## **10. Attachments**

The following are provided as an attachment to this RFQ:

Attachment A: Cost Proposal

Attachment B: Site Figures

## Appendix A Cost Proposal

Bidder Name

|  |
|--|
|  |
|--|

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

|   |  |
|---|--|
| <b>Task 1 – Source Area Evaluation</b>            | <b>Total Cost (not to exceed amount)</b> |
| <b>LABOR COSTS</b>                                |  |
| <b>DIRECT COSTS</b>                               |  |
| <b>FIXED FEE</b>                                  |  |
| <b>TOTAL COST</b>                                 |  |
| <b>Task 2 – Semiannual Groundwater Monitoring</b> | <b>Total Cost (not to exceed amount)</b> |
| <b>LABOR COSTS</b>                                |  |
| <b>DIRECT COSTS</b>                               |  |
| <b>FIXED FEE</b>                                  |  |
| <b>TOTAL COST</b>                                 |  |
| <b>Task 3 – Vapor Intrusion Investigation</b>     | <b>Total Cost (not to exceed amount)</b> |
| <b>LABOR COSTS</b>                                |  |
| <b>DIRECT COSTS</b>                               |  |
| <b>FIXED FEE</b>                                  |  |
| <b>TOTAL COST</b>                                 |  |
| <b>GRAND TOTAL</b>                                |  |

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

## Attachment B Site Figures

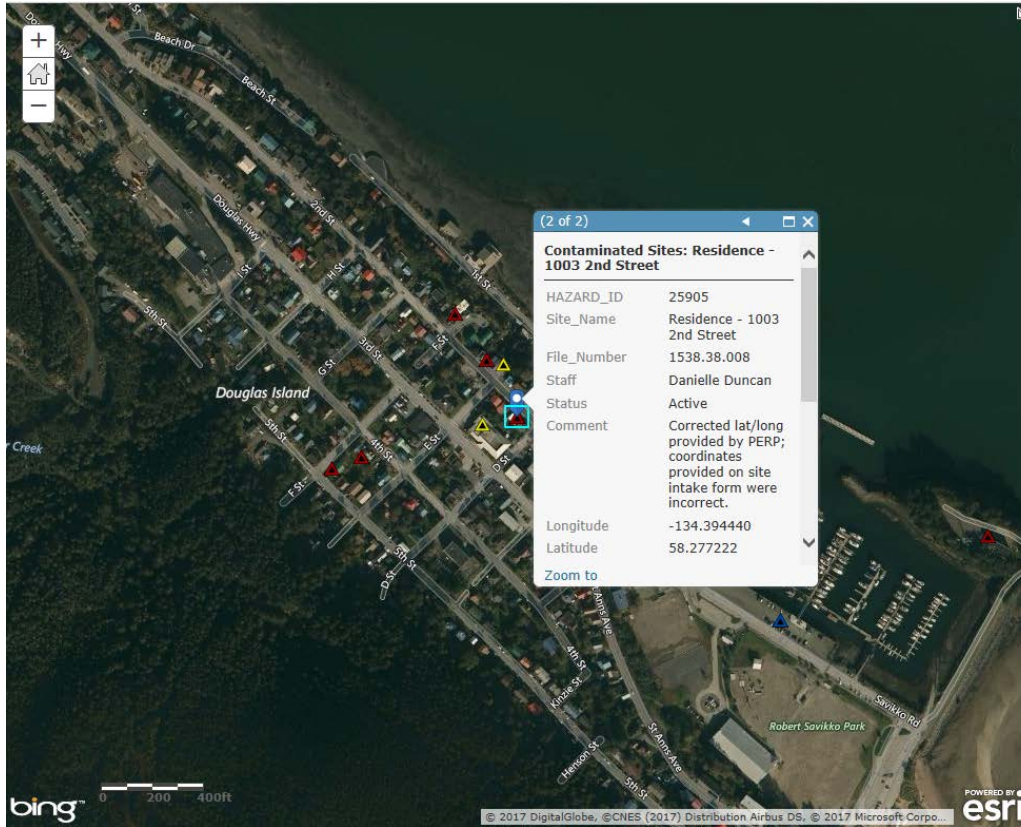


Figure 1: Area View.

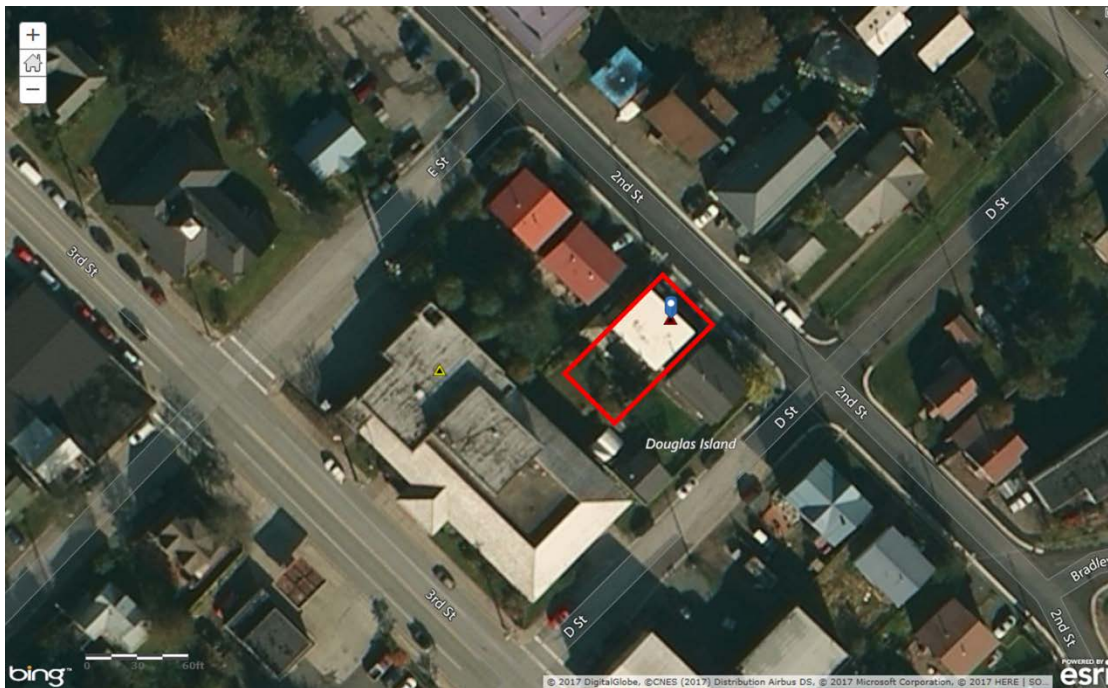


Figure 2: Property view (site (1003 2<sup>nd</sup> St.) is highlighted by red rectangle).



Figure 3: Crawlspace near the sump at the time of fuel release. Photo copied from “RE: Fuel Oil Spill Assessment and Remedial Work Plan Report Letter,” dated February 22, 2012, prepared by Nortech Inc.