Amendment 1 to Hazardous Substance Assessment, Cleanup, and Monitoring RFP serves to respond to inquiries, provide pre-proposal conference minutes, and amend RFP language.

The inquiries and responses begin on page 2 and end on page 5 of this Amendment, the pre-proposal minutes begin on page 6 and end on page 8, and the amended language begin and end on page 9. This Amendment is hereby made part of the RFP and is a total of 9 pages.

Issued by: Shawn M. Olsen
Procurement Specialist II
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**Item 1: Inquiries and Responses**

**Inquiry 1:** The RFP states that all the example projects listed on Attachment 1 must have been conducted in the last 3 years. For projects that have substantive work in the last 3 years, but were initiated prior to that, can we “check the box” for those activities completed prior to 3 years on the same site/project, or only those conducted at the site/project within the last 3 years? For example, a work plan was completed outside the time window for site characterization work conducted within the time window.

**Response 1:** No, the Task I activities must have been conducted within the last three years in order to “check the box”. Task I activities conducted more than three years ago may not be included in the text description.

**Inquiry 2:** If we don’t have experience in the last 3 years for a specific activity, will ADEC consider older project experience presented in the text narrative (in addition to the 10 projects listed in Appendix 1 table)?

**Response 2:** No, only experience within the last 3 years is to be included and is an evaluated criteria. If you don’t have the experience conducting a particular activity in Task 1 it will not disqualify you from proposing, it will lower your evaluation score.

**Inquiry 3:** Is there a page limit for the proposal response? If so, what is it?

**Response 3:** No page limit.

**Inquiry 4:** The RFP states that almost all Task 1 activities be conducted by a QEP – but then on page 29 states that minimum qualifications are only one QEP. Please clarify.

**Response 4:** The **minimum qualifications** for a proposal to be responsive to Task I is that at least one proposed staff be a QEP. Most of the Task I activities will naturally be conducted by a QEP, given the context of the RFP, however this fact is unrelated to the **minimum qualifications** necessary to be considered responsive to the RFP.

**Inquiry 5:** Within the Attachment 1 “Offeror’s Personnel” – Will ADEC provide definitions of the three RFP-required positions (Project Manager, Staff I, Staff II)?

**Response 5:** A Project Manager is a standard position that is responsible for overall management of a project from planning, to execution, to delivery and is typically the point of contact for SPAR project staff. Staff I and Staff II are to be defined by each individual proposer.

**Inquiry 6:** Cost Proposal – Related to question 5 above, should rates for all proposed personnel be incorporated into one of the three listed positions (Project Manager, Staff I, Staff II), or should these rates be developed for just those staff who meet the role definitions (not yet provided).
Response 6: Only rates for each of the 3 positions included in the RFP are necessary on the cost proposal. Do not incorporate rates for all proposed personnel into the 3 listed positions.

Inquiry 7: Are resumes required for (a) all proposed staff, (b) just key positions, or (c) only designated Project Manager/Staff I/Staff II?

Response 7: Resumes are required for all proposed staff.

Inquiry 8: 1.13 Subcontractors – For the purposes of the proposal, is the requirement identification of the services provided, or an actual list of specific subcontractors. If the latter, do we need to provide (a) a complete list of all potential subcontractors, (b) only primary subcontractors (i.e. lab, waste management, etc.), or (c) only professional consultants (i.e. risk assessment, etc.) requested?

Response 8: Section 1.13 states in part “The proposal shall identify any areas within the RFP that the Offeror intends to subcontract.” A list of actual subcontractors would only be required after the Service Commencement Date.

Inquiry 9: Section 2.01 Proposal Submittal – “Must provide proposal using MS 2007 or earlier version.” Is this meant to be “or later version”?

Response 9: A later version of Microsoft products is acceptable.

Inquiry 10: Section 5.02 Experience and Qualifications - The example 10 projects must have been conducted within the last 3 years, but the range of dates specified covers 4 years (1/1/2014 to 12/31/17) are included. Please clarify.

Response 10: The correct dates are 1/1/2015 to 12/31/2017.

Inquiry 11: Can I use my experience while working for other contractors or if only the work associated with my new company can be used?

Response 11: For Offeror Projects: Subsection 5.02 states in part “For proposals submitted in response to this RFP, Offerors must also include details on up to 10 projects conduct within the last 3 years (corrected dates 1/1/2015 to 12/31/2017)).” Appendix C defines Offeror as "Firm, Contractor, or entity responding to this Request for Proposal". Attachment 1, Tab entitled “Offeror’s Projects” is to include the experience of the Offeror defined as a Firm, Contractor, or entity; not an individual. Individual experience would only be allowed if the proposer is a Contractor and has performed those activities as a Sole Proprietor.

For Offeror’s Personnel: If you are asking if your experience as an individual proposed in Attachment 1, Tab entitled “Offeror’s Personnel” can be used, then yes. There is no time limit on the experience specific to individuals proposed.
Inquiry 12: Within the Attachment 1 “Offeror’s Personnel” – Will ADEC provide column F-G (“Required Minimum Qualifications for Position: Including Education, Experience, and Credentials”) of the three RFP-required positions (Project Manager, Staff I, Staff II)?

Response 12: No, this information is what each proposer determines their minimum qualifications for each position to be.

Inquiry 13: Within the Attachment 1 “Offeror’s Personnel” – Do named staff in addition to the three RFP-required positions (Project Manager, Staff I, Staff II) need titles (column A-B or D-E)? If so, what does ADEC envision?

Response 13: Yes, this would be the title that the proposer assigns to each position it proposes.

Inquiry 14: Will the experience and qualifications of the named staff designated within three RFP-required positions (Project Manager, Staff I, Staff II) be more heavily weighted than the rest of the additional staff?

Response 14: No.

Inquiry 15: Referenced in Section 6.03 Proposal Format – Please identify in bullet list the RFP sections and subsections which sequentially must appear in the offeror’s proposal.

Response 15:
- Cover Letter in Subsection 6.04 Cover Letter
- Technical Proposal Narrative for Response to Subsection 5.03.01 (ME) Task 1 Site Characterization, Monitoring, Remediation, and Related Support
- Attachment 1, Tab entitled Offeror’s Projects
- Attachment 1, Tab entitled Offeror’s Personnel
- Cost Proposal Appendix D

Inquiry 16: Do all potential subcontractors (analytical laboratory, driller, surveyors) that may be utilized need to be identified in the Term contract proposal? Or, in a potential Task Request for Proposal?

Response 16: Section 1.13 states in part “The proposal shall identify any areas within the RFP that the Offeror intends to subcontract.” A list of potential or actual subcontractors would only be required after the Service Commencement Date.

Inquiry 17: Do the labor category rates (Project Manager, Project Staff I and Project Staff II) provided in the Term Contract proposal apply to any individual categorized for that position for the contract duration? Will those same rates apply to those positions in a task specific contract? For example, John Smith is proposed as a Project Manager for $80/hour in the Term Contract. However, for a task specific contract Jane Doe is proposed as a Project Manager, but is more experienced for the task and will be billed at $100/hr. Would that be acceptable, or are those positions for the task specific and term contractor contract required to be the same rate?
Response 17: The rates for the 3 positions/persons identified and as proposed in Appendix D Cost Proposal apply only to those 3 specific positions/persons, not a category of positions. If DEC allows a different Project Manager to be proposed in a Task RFP, then a Term Contractor can propose whatever rate it desires for that position in that Task RFP; the rates do not have to be the same.

Inquiry 18: Are bidder’s rates considered confidential?

Response 18: Section 1.12 states in part “All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award (NOIA) is issued. Thereafter, proposals will become public information.” The section goes on to outline the process for requesting and identifying trade secret and proprietary data within a proposal, and DEC’s right to approve such requests. Only information that is trade secret and proprietary in accordance with the Alaska Trade Secret Act will be considered for approval. Generally speaking, bidder’s rates are not trade secrets nor proprietary.

Inquiry 19: Are subcontractor’s services allowable for mark-up?

Response 19: Subsection 3.12.01 Contract Pricing, paragraph 4 states “Direct costs include, without limitation, actual costs and expenses incurred to purchase, rent, use, provide, and consume materials, equipment, and supplies for a specific Task; subcontractor fees; and other incidental costs such as shipping, printing, lodging, and transportation. These costs shall be invoiced without any mark up.” No markup is allowed for subcontractor fees.

Inquiry 20: Could ADEC confirm evaluation criteria for RFP and Task Request for Proposal (TRFP) will be scored differently, as indicated in Sections 3.04.01 Contractor Selection Method for Task Solicitations and 7.01 evaluation of proposals?

Response 20: Evaluation criteria for a Task RFP will be different from the evaluation criteria in this RFP.

Inquiry 21: I understand that a single individual can fill multiple Project Team Positions. Can the Hourly Billable Rate for this individual vary with position (for example-Project Manager John Smith bills out at $X/hr but when John Smith is working at Project Staff I tasks, he bills out at $Y/hr?

Response 21: Yes.
Item 2: Pre-Proposal Conference Minutes

Greetings, my name is Shawn Olsen and I am the Procurement Officer point of contact for RFP 180000031 – Hazardous Substance Assessment, Cleanup, and monitoring.

Introduction of RFP
The following are key areas of the RFP that are highlighted for you. Inquiries are due Friday, January 5, 2018 at 4:00pm

Deadline for receipt of proposals is Wednesday, January 31, 2018 at 4:00pm

Key proposal submittal information includes:
Page 9, section 2.01 it states “shall submit 1 original and 3 complete, sealed, and signed copies of its written technical proposal. An offeror’s failure to submit its proposal prior to the deadline will cause the proposal to be rejected.”

Page 15 section 3.01 Contract Type
The contract type shall be a Cost Plus Fixed Fee contract.

Primary contract from this RFP will be a Term Contract that sets forth the governing terms and conditions. The secondary contract, used under the Term Contract, will be a Task Contract awarded through the issuance off a Notice to Proceed that sets forth Task specific work, deliverables, and compensation. For the purposes of this RFP, “contract” collectively refers to both Term Contracts and Task Contracts. All price adjustments will be considered in accordance with subsection 3.12 Contract Compensation and Payment.

Page 15 section 3.02 Contract Term
Contract term will be for 3 years from service commencement date. The contract may be renewed for 1 additional 2 year term as executed through a written amendment.

3.04 Technical Support and Services Tasks/Subtasks
Please read through this section thoroughly, to include subsections 3.04.01 and 3.04.02.

Section 5.02 details the Experience and Qualifications
In your response to this section, we want you to list all the staff in your firm who will work on a term contract. Experience and qualifications will be evaluated on your firm as a whole, as well as the three who are listed as the project manager and project support staff.

Task 1 includes any and all tasks – a broad range of any type of services that we need to provide for any of the sites we’ll be working on. We’re only looking for you to include activities that were conducted within the last 3 years. A project summary to be provided separately – should be inclusive of what the project entailed. Include experience across any or all of the 37 tasks.

Section 6 Proposal Format and Content
We will evaluate the ME criteria– which means mandatory and evaluated specifications. Page 26, 5.03.01 talks about ME Site Characterization.
Failure to provide an answer on how you will complete that will deem your proposal nonresponsive.
Page 34 section 6.06 Cost proposal
Offerors shall submit Appendix D Cost proposal with fully burdened rates.

Section 7 Evaluation criteria and selection
7.01 Evaluation of Proposals
All proposals will be reviewed to determine if they are responsive. Once they are determined responsive, we will evaluate them according to the following categories.

ME 5.03.01 Task 1 Narrative Response is 40 Points – the proposal narrative which explains how you will accomplish the work described in subsection 5.03.01. You will need to complete Attachment 1, the “Offeror’s Projects as well as Offeror’s Personnel” will be worth 40 points (amended point value in this amendment). Cost Proposal is worth 10 points.

Opening the floor to questions

Q: Page limit?
R: No page limit.

Q: Resume? Or everyone on attachment 1 to provide resumes?
R: See Inquiry 7 response.

Q: Looking forward to the next 3 years, what funding does the DEC have for those tasks?
R: Funding for these projects comes from 3 sources – the brownfield grant, brownfield projects that were awarded last winter but have not been worked on; capital improvement projects including orphan sites; and contracts funded from the emergency fund response. We will find out in May about funding from legislature.

Q: Projection for next year as far as a dollar amount?
R: No projections are anticipated. Funding has never been run down to zero, but it’s been close. Who knows what the future holds.

Q: Is there a project hierarchy for Project Support Staff?
R: No, they should be field staff. We would just like to know what kinds of resources your firm is looking to bring to this contract.

Q: Page 35, section 7.01.01 awarding 8 term contracts?
R: That wording will be amended to read “Up to 8 term contracts will be awarded”.

Q: Prices are fixed for the duration of the contract – is that for the initial 3 years or for the entirety of the contract including amendments?
R: Subsection 3.12 states prices are firm for the entire term of the contract, to include renewals and amendments.

Q: Is it the intent that all our staff to fit in those 3 categories?
R: See the response to inquiry 17.

Q: Positions not listed in RFP proposal could not be charged for previously, has that changed? People leave the firm – every time we had to send an amendment – will there be the same kind of list?
R: This RFP is not structured the same as previous solicitations and subsequent term contracts. RFP section 5.02 requires a list of all proposed positions/persons that will perform services defined within the Scope of Work. This list will be part of the contract. Any change in the positions, persons, team, or subcontractors either named in a proposal or approved based on a recruitment must be submitted to the DEC Contract Manager and approved in advance of that change taking place or a person beginning in their proposed role. This does not require an amendment to the contract.

Q: So if I put john smith here, he is the only one who can be charging that project rate?
R: Yes.

Q: You were unable to answer for funding going forward, but historically?
R: In 2006, we were requesting 3 to 5 million dollars in funding. Recently we have requested 1.5 million dollars in funding.

Q: Personnel staff list – Column G “required minimum qualifications” – is that something that you will be providing? Column for the brief summary of qualifications to meet the minimum qualifications.
R: See the response to inquiry 12.

Q: Cost proposal in the same envelope?
R: Section 2.01 states the cost proposal shall be in a separate sealed envelope.

**Ending the Pre-Proposal Conference**
There is still an opportunity to submit written questions by 4pm tomorrow, Friday 1/5/17.
Item 3: Amended RFP Language

Language within RFP 180000031 Hazardous Substance Assessment, Cleanup, and Monitoring is hereby amended as follows, all other original terms and conditions remain the same:

RFP Section 7.01 Evaluation of Proposals, paragraph 3 is hereby amended as follows:
“Evaluation Categories and Weights
The table below indicates the total number of points assigned to each area of the RFP proposal evaluation.

Evaluation Categories:

<table>
<thead>
<tr>
<th>Evaluation Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME 5.03.01 Task 1 Narrative Response</td>
<td>25 Points</td>
</tr>
<tr>
<td>ME 5.03.01 Task 1 Attachment 1 – Offeror’s Projects</td>
<td>25 Points</td>
</tr>
<tr>
<td>ME 5.03.01 Task 1 Attachment 1 – Offeror’s Personnel</td>
<td>30 Points</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>10 Points</td>
</tr>
<tr>
<td>Alaska Offeror Preference</td>
<td>10 Points</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>100 Points</strong></td>
</tr>
</tbody>
</table>

RFP Subsection 7.01.01 Contract Award and Offeror Selection, second sentence is hereby amended to read as follows:
““The DEC intends to award up to 8 Term Contracts to the top scoring Offerors with the best overall combined scores based on the technical and cost proposal evaluation.”