



**Department of Environmental Conservation
Division of spill Prevention and Response**

**Request for Proposals (RFP)
RFP # 18-349-21**

Addendum One

CSP Technical Support

Date of Issue: May 11, 2021

The RFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed.
2. Remove and Replace
3. Questions and Answers

The questions and answers, remove and replace, begin on page two. This Addendum is hereby made part of the RFP and is a total of five pages.

All other terms and conditions for this remain unchanged.

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Remove and Replace:

1. On page 8 of the RFP, Section 3.02.

Remove: The contracts awarded under this RFP will be a one-year term contract with four-one-year optional renewals. Renewals will be exercised solely at the discretion of the state. The Department of Environmental Conservation makes no guarantee as to the amount of the work that will be available for technical assistance and planning for response and emergency response activities related to oil spills and substance releases in Alaska during the initial period of the contract and any subsequent renewals. Work will be requested by DEC as needed for technical support in the response to an emergency or oil spill.

Replace: The contracts awarded under this RFP will be a one-year term contract with four-one-year optional renewals. Renewals will be exercised solely at the discretion of the State. The Department of Environmental Conservation makes no guarantee as to the amount of the work that will be available for reviewing and commenting on documents submitted to SPAR for activities conducted at contaminated sites and leaking underground storage tank sites, participate in project meetings, and review and comment on meeting minutes as requested by the Project Manager (PM).

2. On page 8 of the RFP, Section 3.02, **Individual Project**.

Remove: The Department will issue project specific Scope of Work (SOW) requests for proposals for individual projects to the contractor selected from this RFP.

Replace: The Department will issue project specific Scope of Work (SOW) requests for proposals for individual projects to the contractor selected from this RFP. The SOW for individual projects will be advertised for five days.

3. On page 15 of the RFP, Section 4.04.

Remove: Offerors must provide detail on the personnel instead (use example word: “Title”, “Position”) assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization instead (use example word: “Title”, “Position”, “The Company”) of the project team and a personnel instead (use example word: “Title”, “Position”) roster that identifies each person instead (use example word: “Title”, “Position”) who will actually work on the contract along with their titles and location(s) where work will be performed.

Replace: Offerors must provide detail on the personnel (use example word: “Title”, “Position”) assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization (use example word: “Title”, “Position”, “The Company”) of the project team and personnel (use example word: “Title”,

“Position”) roster that identifies each person (use example word: “Title”, “Position”) who will actually work on the contract along with their titles and location(s) where work will be performed.

4. On page 16 of the RFP, Section 4.08.

Remove: Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

Replace: Offerors must complete and submit this Submittal Form. Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

5. On page 18 of the RFP, Section 5.04.

Remove: c) How successful is the general history of the firm (The Company) regarding timely and successful completion of projects?

Replace: c) How successful is the history of the firm (The Company) regarding timely and successful completion for technical assistance in reviewing and commenting for activities conducted at contaminated sites (CS and LUST)?

Questions and Answers

Question 1: Section 1.01 mentions providing assistance SPAR with contaminated sites (CS) and leaking underground storage tank sites (LUST). Section 3.02 mentions technical assistance and planning for response and emergency response activities related to oil spills and substance releases. Although somewhat related, the response activities typically fall under the preview of PERP. Will our project understanding need to address emergency spill response as well as CS and LUST sites? Will our experience be judged on CS and LUST work as well as spill response?

Answer 1: See Remove and Replace, Answer Number 1.

Question 2: Section 3.02 (Individual Projects) states the contractor must respond with a cost proposal and narrative. However, project awards will be based solely on lowest cost. How will the narrative be used in the individual project selection process?

Answer 2: **The award will be based on lowest cost only.** The narrative will be utilized by the PM as an overview of what is understood by the Offeror regarding the project.

Question 3: Section 3.07. How will the contractor be compensated for quarterly reporting?

Answer 3: The State will not compensate for quarterly reporting; it must be considered within the proposal cost.

Question 4: Section 4.04. This section appears to require that all experience and qualifications discussion to be included in Submittal Form B must not include the offeror's company name or the name(s) of any offeror staff. Is that correct?

Answer 4: Yes.

Question 5: Section 4.04. Second paragraph is confusing and appears to be missing some words. Would you clarify the requirement(s) outlined in this paragraph? This section appears to require that all experience and qualifications discussion must not include the offeror's company name or the name(s) of any offeror staff. Is that correct?

Answer 5: **See Remove and Replace, Answer Number 3.**

Question 6: Section 4.04 The third paragraph states resumes must include those personnel with names and title that will be assigned to complete the project. Will we identify these personnel using their actual names and titles? Or, will the resumes be subject to the de-identification requirements of the preceding two paragraphs?

Answer 6: Per Section 4.04, Offerors must provide resumes for those personnel with names and title that will be assigned to complete the project **as a Separate Attachment to Submittal Form B.**

Question 7: Section 4.08. The second sentence is incomplete but outlines a series of required elements to include in Submittal Form F. The included Submittal Form F does not include space to include any elements other than fully burdened hourly rates for PM and QEP. Please confirm that we only need to submit Form F with the hourly billing rates for PM and QEP and corresponding total cost based on the 40-hour (PM) and 500-hour (QEP) assumption.

Answer 7: Correct.

Question 8: Section 4.08. During the preparation of individual task orders under the term contract will we be bound by those two rates listed on Form F?

Answer 8: Yes.

Question 9: Section 5.04 c). What metrics will be used to assess the successfulness of the general history of the firm regarding timely and successful completion of projects? Does the inclusion of the word "general" insinuate that details are not required? Is there specific information the offeror should provide to address this criterion. If yes, what?

Answer 9: See Remove and Replace, Answer Number 5.

Question 10: Section 5.10 references the Alaska Bidder Preference Certification Form as an attachment to the RFP but that form does not appear to have been included in the RFP documents. Please provide the Alaska Bidder Preference Certification Form.

Answer 10: The Alaska Bidder Preference Certification Form has been added to the OPN advertisement: [Contaminated Site Program \(CSP\) Technical Support - Alaska Online Public Notices \(state.ak.us\)](https://www.state.ak.us/onlinepublicnotices/)

Question 11: Submittal Form A (Critical Team Members). If awarded the contract and, subsequently, an individual project, will we be limited to using only the critical team members listed in this section? If yes, are we limited to a maximum of four critical team members?

Answer 11: Yes. Yes.

Question 12: Submittal Form A (Federal Requirements). Please clarify what information the offeror needs to include in the blank space provided on page 2. Must the federal compliance requirements listed in the section on page 3 be duplicated in the that blank space?

Answer 12: On page 3, we are requesting offerors to provide their knowledge of any known federal requirements.

Offerors must acknowledge receipt of this addendum prior to the submittal deadline.

The proposal documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement** and any proposal received without acknowledgment of receipt of addenda may be classified as not being a responsive proposal.

End of Addendum