



**Department of Environmental Conservation
Division of Air Quality**

**Request for Proposals (RFP)
RFP # 18-418-22**

Addendum One

Opacity Monitoring of Cruise Ships & State Ferries

Date of Issue: January 11, 2022

The RFP Package is hereby clarified or changed as follows:

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

The remove and replace, questions and answers begin on page two. This Addendum is hereby made part of the RFP and is a total of 4 pages.

All other terms and conditions for this RFP remain unchanged.

Issued by: Lisa Trombi
Procurement Officer
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Remove and Replace:

On page 10 of the RFP, Section 3.01 Scope of Work & Contract Information, Consultation and Communication,

Remove: “Opacity readers to be available to the state as a witness for time in excess of ten hours per year at a rate no more than \$100.00 per year.”, and

Replace: “Opacity readers to be available to the state as a witness for time in excess of ten hours per year at a rate no more than \$100.00 per hour.”

On page 35 of the RFP, Section 7,

Remove: Attachment 1) Cost Proposal Form G, and

Replace: REVISED Attachment 1) Cost Proposal Form G.

Questions and Answers:

On January 6, 2022 at 2:00 pm AST a Pre-proposal Conference was held via Microsoft Teams Below are the questions and answers discussed.

Question 1: Page 5. Section 1.07 Return Instructions. Offerors must submit their proposal electronically to the procurement officer in a single pdf file. This conflicts with the next sentence requiring the services and cost proposals be submitted as separate pdf documents and, in the next paragraph, the pdfs can be broken into multiple pdf files.

Answer 1: There are two different proposals. The Technical Proposal and the Cost Proposal Form G. Each proposal should have its own pdf file. Each pdf file needs to be clearly labeled and sent as an email attachment. The maximum size of a single email cannot exceed 20 megabytes. If your document exceeds the 20-megabyte threshold it is acceptable to break the pdf attachment into separate pdf files and email separately.

Please note the maximum page number lengths within Page 18. Section 4.02 Special Formatting Requirements. Each submittal form has a maximum page limit of five pages. Offerors must not exceed the maximum page limits.

Question 2: Page 10. Section 3.01 Scope of Work, Item 6, requires opacity readings at minor ports. Should there be a separate rate category in the Cost Proposal, otherwise how should minor ports be invoiced?

Answer 2: Yes, there should be an additional column for “Rate for Opacity Readings Minor Ports”. The Cost Proposal Form G has been updated. Please see attachment one to this addendum.

Question 3: On Cost Proposal Form G we are not allowed to modify the form however there is not enough room to put full names. Is it acceptable to use abbreviations?

Answer 3: Yes, it is acceptable to abbreviate names and titles. If needed, the division will request clarification for any abbreviations used.

Question 4: Page 10. Section 3.01 Scope of Work, Item 6. Are all ports other than Juneau, Ketchikan, and Skagway to be considered minor ports?

Answer 4: Yes, all ports other than Juneau, Ketchikan, and Skagway are to be considered minor ports.

Question 5: Page 10. Section 3.01 Scope of Work, Consultation and Communications. Bullet 4. Opacity readers are to be available to the state as a witness for time in excess of ten hours per year at a rate of no more than \$100.00 per year. Shouldn't this be \$100.00 per hour?

Answer 5: Yes, this should be \$100.00 per hour.

Question 6: Page 12, Section 3.06 Prompt Payment for State Purchases. The state takes a 5% discount if it pays within 15 days. It is unusual for the purchaser to require a discount for a service. Is it the intent of the state to reduce the value of the contract by \$12,000, as this appears to do?

Answer 6: Yes, the State is looking to reduce the contract by 5% for prompt payment as a savings to the State.

Question 7: Page 13, Section 3.08 Mandatory Reporting. It would seem unnecessary to require quarterly usage reports for Quarter 1 and Quarter 4. What is the purpose of Q1 and Q4 reporting?

Answer 7: The quarterly usage reports are mandatory. A summary of these reports is submitted to the Chief Procurement Officer, who in turn is required to submit them to his management. These reports are a requirement and must be done for all four quarters.

The reports are done for State of Alaska fiscal quarters. For the State Q1 and Q4 are in Summer/Spring. Q2 and Q3 are in the Fall/Winter. See Page 13, Section 3.08 Mandatory Reporting for specific dates that cover each quarter.

Question 8: Page 18, Section 4.2 Special Formatting Requirements. In Forms B through F, proposals are to be anonymized. Should the resumes required in Section 4.04 Experience and Qualifications also be anonymized? How about Method 9 certifications?

Answer 8: No, the resumes and Method 9 certifications do not need to be anonymized. The resumes are to be provided as a separate attachment, to Submittal Form B, therefore the resumes do not need to be anonymized. Please provide any certifications as part of your resume attachments.

Attachments:

The following are provided as an attachment to this addendum:

Attachment 1: REVISED Attachment 1) Cost Proposal Form G (one page)

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