

STATE OF ALASKA

Department of Environmental Conservation
Division of Water



Ports and Waterways Ambient Water Quality Sampling

RFP 18-425-22

Addendum One

March 2, 2022

This amendment is being issued to answer questions received before and during the pre-proposal conference held on February 24, 2022.

The RFP is hereby clarified as follows:

1. Response deadline has not been changed
2. Questions and Answers
3. Attachments

The Questions and Answers 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 RFP remain unchanged.

Issued by: Lisa Trombi

Procurement Officer

Email: decdasprocurement@alaska.gov

Questions submitted by potential offerors and answers from the State:

Question 1: SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION, TASK 2: SAMPLING and TASK 3: RESULTS (Page 10) references field logs are a required deliverable. Where or how can copies of the 2021 field logs be accessed for review? They are not included in the 2021 Annual Report: Water Quality Measures in Alaska's Ports and Shipping Lanes: 2021 Annual Report.

Answer: A sample of a completed Field Log has been included with this addendum (see attachment 1).

Question 2: SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION, TASK 2: SAMPLING (page 10) mentions port clearance procedures. Can you elaborate on the specific port clearance procedures and what that means?

Answer: Each individual port and harbor you go into will require you to follow any rules and regulations related to that port. There are no specific port clearance procedures statewide, but each port may have their own requirements that you should be aware of and follow. We are asking that you follow local laws and regulations for each port.

Question 3: SECTION 4.07 COST PROPOSAL (SUBMITTAL FORM G) (Page 19) states, "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."

- a. Form G states it is not to be modified but only has a line for "Billing Rate Per Hour", "Hours" and "Total". How is the above information supposed to be entered on Form G without modifying the form?
- b. Sec 3.04 states the contract is Firm Fixed contract. Is all the information requested in Sec. 4.07 necessary for a firm fixed contract?

Answer:

a) You do not have to list the direct and indirect costs associated with each task line. Only enter in the fully burdened billing rate that you have calculated during your job costing process. The billing rate includes all labor costs and any other direct or indirect cost associated with completing that task.

b) The contract is a Firm Fixed contract. As such, it is not necessary to list out the individual costs on the cost form. The solicitation is worded to ensure offerors understand the costs used on the Cost Proposal form need to include all expenses associated with each task.

Question 4: Attachment 4: Cost Proposal (Submittal Form G) (page 54) for the 3rd Optional Renewal Period shouldn't the cost table also include tasks 1-3?

Answer: Yes, Cost Proposal (Submittal Form G) 3rd Optional Renewal Period should include all tasks. For this renewal period, the State's fiscal year runs from July 1, 2025, through June 30, 2026. Task 1-3 will be conducted during calendar year of 2025 and should be included here. The Cost Proposal (Submittal Form G) has been revised and is attached to this addendum (see attachment 2).

Question 5: Attachment 4: Cost Proposal (Submittal Form G) (page 54). Can you clarify what you want on the Submittal Form G. For example, on any given year, sampling cost may include multiple items, such as travel, laboratory analyses, personnel time.

- a) On the cost lines do you want just a total of all our costs to do that task?
- b) Then how do want that broken down into hours and rates?
- c) Do you want us to add different cost lines for subcategories that might go into each task?

Answer:

- a) Yes, each cost line should be a fully burdened hourly rate. It should include all associated expenses involved with completing the task.
 - b) The hours will be an estimate of all the hours necessary to complete the task. This will include man hours, but it will also include time needed for all efforts needed to complete the task.
 - c) No, do not add different cost lines for subcategories that might go into each task. You should not alter the cost form. Proposals may be considered nonresponsive if any modification or additions are made to the form.
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Question 6: SECTION 5.01 EXPERIENCE AND QUALIFICATIONS (page 20) item 1.b Asks, "Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?" How should those resumes be submitted?

Answer: Full resumes should be included as supplemental attachments to your proposal. Resumes should not be included on Submittal Form B – Experience and Qualifications. Submittal Form B should not exceed five pages and should not include specific names, instead use title or position names to illustrate the lines of authority. This Submittal Form shall be kept anonymous and must not contain names that could be used to identify the offeror.

Question 7: Do you want letters of references, or do you want a list of references?

Answer: There are two requirements within the RFP for references.

SECTION 4.03 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B) (page 18) states, "Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed."

This requirement is specifically looking for a list of reference names and phone numbers for similar projects the offeror has completed. This list should include details such as company name, address, contact phone number(s), project title, dates associated with the previous projects.

And;

SECTION 5.01 EXPERIENCE AND QUALIFICATIONS

2) Questions regarding the firm and subcontractor (if used)

c) Has the firm provided letters of reference from previous clients? (page 20)

This requirement is specifically looking for letters of recommendation that are related to any subcontractors the offeror may choose to use for this project. If using subcontractors, the offeror should include letters of recommendation for the subcontractor(s) listed.

Question 8: Since the project is revisiting already established sampling locations how do we know where those sampling locations are located so we can revisit them?

Answer: Please refer to page 8 of the RFP for a table of the locations and number of samples needed for each location. In addition, please reference last year's report for detailed sampling location information including nautical charts with locations noted. This report includes maps of all locations sampled in 2021.

Last year's report is available to the public at <https://dec.alaska.gov/water/water-quality/reports/>.

This link will direct you to the DEC Reports Page, please scroll down to the list of reports. Currently, when sorted most current report on top, the report is listed second in the listing as: 2021 – Water Quality Measures in Alaska's Ports and Shipping Lanes: 2021 Annual Report (PDF).

Question 9: Can we a copy of last year's report Water Quality Measures in Alaska's Ports and Shipping Lanes: 2021 Annual Report?

Answer: Yes, last year's report is publicly available at <https://dec.alaska.gov/water/water-quality/reports/>. Please see additional information on accessing the report in **Answer 8**.

Attachments:

- 1) Sample of Completed Field Log (one page); and
- 2) Revised Attachment 4 Cost Proposal – Submittal Form G (three pages).

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

The proposal documents require acknowledgment individually of all addenda to the original solicitation. This is a **mandatory requirement** and any proposal received without acknowledgment of receipt of addenda may be classified as a nonresponsive proposal.

End of Addendum

Attachment 1-Sample of Completed Field Log

Auke Bay & Shipping Lane 5-4-21

| CPVEC Data Collection Log | | | | | | | | | | | | | | | | |
|-----------------------------|--------------|-------|----------------------------------------------|-------|-------------|-------|-------|-------|--------------|-------|-------|-------|--------------|-------|-------|-------|
| Page/Pages | 1 | | | | | | | | | | | | | | | |
| Harbor | Auke | | | | | | | | | | | | | | | |
| Date (mm/dd/yy) | 5-4-21 | | | | | | | | | | | | | | | |
| Weather (C, PC, LR, HR) | LR | | Clear, Partly Cloudy, Light Rain, Heavy Rain | | | | | | | | | | | | | |
| Air Temp C | | | | | | | | | | | | | | | | |
| Check w/Harbor Master (Y/N) | | | | | | | | | | | | | | | | |
| Implement Boat Safety (Y/N) | | | | | | | | | | | | | | | | |
| Samplers | JL | | | | | | | | | | | | | | | |
| Sample ID* | FP | | | | LC01 | | | | AU02 | | | | AU01 | | | |
| Time | 0915 | | | | 1020 | | | | 1130 | | | | 1200 | | | |
| Latitude | 58° 24.95 | | | | 58° 32.888 | | | | 58° 22.760 | | | | 58° 22.962 | | | |
| Longitude | -134° 58.357 | | | | 134° 59.682 | | | | -134° 41.042 | | | | -134° 39.192 | | | |
| Water Depth (ft) | | | | | 1000 | | | | | | | | | | | |
| Photographs (No) | N | | | | N | | | | N | | | | 3 | | | |
| Fecal (Y/N) | Y | | | | Y | | | | X | | | | Y | | | |
| Depth (m) | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Temp C | 5.5 | 5.5 | 5.5 | 5.5 | 5.3 | 5.3 | 5.3 | 5.3 | 7.1 | 7.1 | 7.0 | 6.9 | 7.2 | 7.2 | 7.2 | 7.1 |
| pH | 8.29 | 8.26 | 8.29 | 8.26 | 8.38 | 8.40 | 8.41 | 8.37 | 8.43 | 8.47 | 8.42 | 8.39 | 8.44 | 8.49 | 8.48 | 8.42 |
| Salinity (ppt) | 30.88 | 30.90 | 30.91 | 30.92 | 30.83 | 30.82 | 30.82 | 30.82 | 27.30 | 27.50 | 27.75 | 27.86 | 26.73 | 27.91 | 28.09 | 28.23 |
| D.O. mg/L | 12.11 | 13.01 | 13.52 | 13.94 | 13.26 | 13.27 | 13.28 | 13.28 | 12.81 | 12.79 | 12.76 | 12.74 | 12.74 | 13.33 | 13.49 | 13.66 |
| Notes/Comments | Set 2-5 | | | | Set 6-9 | | | | Set 10-13 | | | | Set 14-17 | | | |

*Sample ID is combined harbor (JH or SK), Site (01-24), Date (mm/dd).
Add "R" for replicate, add "FB" for field blank, "EB" for equipment blank.

REVISED - ATTACHMENT 4**Cost Proposal (SUBMITTAL FORM G)****PORT and WATERWAYS AMBIENT WATER QUALITY SAMPLING
RFP 18-425-22**

Water quality sampling, analysis, and reporting on select waterbodies for the Ports and Waterways Project for years 2022-2026. Base quote on 149 per season readings as described in SECTION 2.01 BACKGROUND INFORMATION, Number of Sites Samples in 2021 table. In calendar year 2026 no sampling will occur. This year will be used to complete a comprehensive report.

Modifications and any additions to the below form or format will not be allowed. Proposal may be considered non-responsive if any modification or additions made to the form.

| Description | Billing Rate per Hour | Hours | Total |
|--------------------------------------------------------------------------|-----------------------|-------------|-------|
| Task 1: Planning | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 2: Sampling | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 3: Results | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 4: Reporting | | | US\$ |
| Sampling and Reporting Initial Term 04/01/22 - 06/30/23 | | Grand Total | US\$ |

| Description | Billing Rate per Hour | Hours | Total |
|----------------------------------------------------------------------------------------------|-----------------------|-------------|-------|
| Task 1: Planning | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 2: Sampling | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 3: Results | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 4: Reporting | | | US\$ |
| Sampling and Reporting 07/01/23 - 06/30/24 1 st Optional Renewal Period | | Grand Total | US\$ |

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| Task 2: Sampling | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 3: Results | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 4: Reporting | | | US\$ |
| Sampling and Reporting 07/01/24 - 06/30/25 2 nd Optional Renewal Period | | Grand Total | US\$ |

| Description | Billing Rate per Hour | Hours | Total |
|----------------------------------------------------------------------------------------------|-----------------------|-------------|-------|
| Task 1: Planning | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 2: Sampling | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 3: Results | | | US\$ |
| | Billing Rate per Hour | Hours | |
| Task 4: Reporting | | | US\$ |
| Sampling and Reporting 07/01/25 - 06/30/26 3 rd Optional Renewal Period | | Grand Total | US\$ |

REVISED - ATTACHMENT 4
Cost Proposal (SUBMITTAL FORM G)

PORT and WATERWAYS AMBIENT WATER QUALITY SAMPLING
RFP 18-425-22

Water quality sampling, analysis, and reporting on select waterbodies for the Ports and Waterways Project for years 2022-2026. Base quote on 149 per season readings as described in SECTION 2.01 BACKGROUND INFORMATION, Number of Sites Samples in 2021 table. In calendar year 2026 no sampling will occur. This year will be used to complete a comprehensive report.

Modifications and any additions to the below form or format will not be allowed. Proposal may be considered non-responsive if any modification or additions made to the form.

Name of Offeror's Firm: _____

Printed Name: _____

Signature: _____

Date: _____