



THE STATE
of **ALASKA**
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Division of Administrative Services

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RFP # 18-607-24 – Addendum Two

To: RFP # 18-607-24
Interested Parties

Date: Thursday, September 7, 2023

From: Bryant Trujillo – Procurement Specialist 3
Department of Environmental Conservation
Division of Administrative Services

Subject: RFP # 18-607-24
Addendum Two

The solicitation package for **Request for Proposal (RFP) 18-607-24 – Hazardous Substance Assessment, Cleanup, and Monitoring & Risk Assessment and Risk Assessment Support** for the State of Alaska, Department of Environmental Conservation (DEC), Division of Spill Prevention and Response (SPAR) is hereby clarified or changed as follows:

1. Questions submitted by interested parties and answers provided by the Division of Spill Prevention and Response (SPAR) representatives.

Addendum Two is hereby made part of the Request for Proposal (RFP) and comprises nine pages.

All other terms and conditions for this Request for Proposal (RFP) remain unchanged.

Issued by: Bryant Trujillo
Title: Procurement Specialist 3
Email: decdasprocurement@alaska.gov

Questions & Answers

❖ Question 1 –

- Should proposals only include five names/resumes to match the five critical positions, or are additional resumes desired for all staff who may work on Task Request for Proposals (TRFPs)?
 - Answer 1 –
 - As noted in **Sec. 4.05 – Experience and Qualifications (Submittal Form C)** of the solicitation, “Offerors must provide resumes for those personnel titled that will be assigned to complete subsequent TRFP projects as a separate attachment to Submittal Form C.” This requirement only pertains to the five mandatory positions (Program Manager, Professional Engineer, Chemist, Geologist/Environmental Scientist, and Risk Assessor) listed in **Sec. 4.04 – Minimum Requirements (Submittal Form B)**.

❖ Question 2 –

- Are references desired in addition to letters of recommendation?
 - Answer 2 –
 - As noted in the subsection titled *Vendor Experience and Letters of Recommendation* of **Sec. 4.04 – Minimum Requirements (Submittal Form B)** of the solicitation, “The vendor must have a minimum of five years of experience conducting Task I and/or Task II activities in the State of Alaska. Each proposal must be accompanied by at least three (3) letters of recommendation from current or past clients for whom the vendor conducted Task I and/or Task II activities.” The three letters of recommendation from current or past clients are the only disclosed requirement.

❖ Question 3 –

- Are letters of commitment desired for subcontractors?
 - Answer 3 –
 - Under **Sec. 3.11 – Subcontractors** of the solicitation, it states that “If a proposal with subcontractors is selected, the state may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to providing the goods or services required by the contract.” While not a requirement, statements from applicable subcontractors may be requested by DEC stakeholders following proposal evaluation.

❖ Question 4 –

- Should *Form B (Sec. 4.04)* or *Form C (Sec. 4.05)* document experience performing the Task I and Task II scope elements from **Sec. 3.01 – Scope of Work**?
 - Answer 4 –
 - As noted in the subsection titled *Vendor Experience and Letters of Recommendation* of **Sec.**

4.04 – Minimum Requirements (Submittal Form B) of the solicitation, “The vendor must have a minimum of five years of experience conducting Task I and/or Task II activities in the State of Alaska.” Though **Sec. 4.05 – Experience and Qualifications (Submittal Form C)** refers to “work described in the Scope of Work,” the explicit requirement is noted under **Sec. 4.04 – Minimum Requirements (Submittal Form B)** and should primarily be detailed within *Submittal Form B*.

❖ Question 5 –

➤ Does DEC want 5 pages of *Submittal Form B (Sec. 4.04)* and *Submittal Form C (Sec. 4.05)* as they appear in the PDF, or can we insert five pages after *Form B* and *C* with our information?

▪ Answer 5 –

- Although not adequately detailed under **Sec. 4.01 – RFP Submittal Forms**, DEC stakeholders encourage using the forms as they appear in the PDF document to increase readability and homogeneity during the proposal evaluation process.

❖ Question 6 –

➤ Do the letters of recommendation count as part of the five pages of *Submittal Form B*?

▪ Answer 6 –

- The vendor’s letters of recommendation listed under **Sec. 4.04 – Minimum Requirements (Submittal Form B)** of the solicitation do not count towards the five-page maximum of *Submittal Form B*.

❖ Question 7 –

➤ **Sec. 6.02 – Alaska Business License and Other Required Licenses** states the offeror must hold a valid Alaska business license prior to the deadline for receipt of the proposal. Please confirm to whom and what form we should submit proof.

▪ Answer 7 –

- As discussed in **Sec. 6.02 – Alaska Business License and Other Required Licenses** of the solicitation:

Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror 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 statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by the Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by the Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by the Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- mining licenses issued by the Alaska Department of Revenue.

Please note that your company must have an Alaska Business License. Please go to [Business Licensing Forms & Fees, Business Licensing, Division of Corporations, Business and Professional Licensing \(alaska.gov\)](#) to acquire the required documentation. Once obtained, please supply the documentation in PFD format alongside your proposal as an attachment to decdasprocurement@alaska.gov.

❖ Question 8 –

➤ Please confirm if we can submit the letters as an attachment to the proposal.

▪ Answer 8 –

- Please provide the three letters of recommendation, as noted in the subsection titled *Vendor Experience and Letters of Recommendation of Sec. 4.04 – Minimum Requirements (Submittal Form B)* of the solicitation, in PFD format alongside your proposal as an attachment to decdasprocurement@alaska.gov.

❖ Question 9 –

➤ Can DEC project managers provide a letter of recommendation?

▪ Answer 9 –

- As noted in the subsection titled *Vendor Experience and Letters of Recommendation of Sec. 4.04 – Minimum Requirements (Submittal Form B)* of the solicitation, “Each proposal must be accompanied by at least three (3) letters of recommendation from current or past clients for whom the vendor conducted Task I and/or Task II activities.” The three letters of recommendation from current or past clients may include DEC representatives. DEC stakeholders must sign a *Non-conflict of Interest Statement* certifying that they have “no other relationship, bias or ethical conflict exists which will prevent [them] from evaluating any proposal solely on its merits and in accordance with the Request for Proposal’s evaluation criteria.” DEC stakeholders must recuse themselves from the proposal evaluation process if they wish to provide a letter of recommendation to any interested parties.

❖ Question 10 –

➤ Is it permitted to provide a cover, cover letter, and table of contents? If so, will it be exempt from the page count?

▪ Answer 10 –

- Per **Sec. 4.02 – Special Formatting Requirements** of the solicitation, “Offerors must not exceed the maximum page limits.” These page limits pertain to **Minimum Requirements (Submittal Form B)** and **Experience and Qualifications (Submittal Form C)**; both sections have a set maximum of five pages. A cover, cover letter, and table of contents are permitted but are not required and are exempt from the page limits referenced elsewhere in the solicitation.

❖ Question 11 –

- The RFP requires us to “identify disciplines or job classifications” in the resumes. Are you looking for the role the individual will serve in on this contract or a list of roles the individual has held over their career?
 - Answer 11 –
 - In **Sec. 4.05 – Experience and Qualifications (Submittal Form C)** of the solicitation, it states that “Position descriptions and resumes shall describe qualifications in terms of education and experience directly related to services required herein, identify professional disciplines or job classifications, and state of residency.” This requirement pertains to professional experience and roles related to Task I and/or Task II activities listed under **Sec. 4.01 – Scope of Work**. Please note that though **Sec. 4.05 – Experience and Qualifications (Submittal Form C)** refers to “work described in the Scope of Work,” the explicit requirement is noted under **Sec. 4.04 – Minimum Requirements (Submittal Form B)** and should primarily be detailed within *Submittal Form B*.

❖ Question 12 –

- Please confirm that the only three forms required (*Submittal Form A, B, and C*) are found under the opportunity link on the Online Public Notices website.
 - Answer 12 –
 - Submittal Forms A, B, and C Are provided in aggregate within a single file titled “3. RFP__Submittal Forms.pdf” on Alaska’s Online Public Notices (OPN) website at the following URL: <http://notice.alaska.gov/212275>

❖ Question 13 –

- Please clarify DEC’s roster definition and how stakeholders would like the information shown.
 - Answer 13 –
 - Please include the roster in PDF format using a simplified table listing position titles and personnel in separate columns. For example:

Position Title A	Personnel’s Name
Position Title B	Personnel’s Name

❖ Question 14 –

➤ Please clarify that the letters of recommendation should be provided as an attachment to *Submittal Form B* and not to be included in the total page count for *Submittal Form B*.

▪ Answer 14 –

- The three letters of recommendation, as noted in the subsection titled *Vendor Experience and Letters of Recommendation* of **Sec. 4.04 – Minimum Requirements (Submittal Form B)** of the solicitation, should be provided in PFD format alongside your proposal and sent as an attachment to decdasprocurement@alaska.gov. These documents are exempt from the page limits referenced elsewhere in the solicitation.

❖ Question 15 –

➤ To show the full depth and breadth of the staff available to support this effort, an interested party respectfully requests that the requested roster be attached to *Submittal Form C* and excluded from that section's total page count.

▪ Answer 15 –

- Per **Sec. 4.02 – Special Formatting Requirements** of the solicitation, “Offerors must not exceed the maximum page limits.” This page limit pertains to **Experience and Qualifications (Submittal Form C)** and has a maximum of five pages. An attached roster is permitted but is not required. This addition is exempt from the page limits referenced elsewhere in the solicitation.

Please note that the roster must include personnel essential to Task I and Task II activities as outlined in **Sec. 3.01 - Scope of Work**. The roster should not contain any additional positions for clerical or administrative staff within the organization.

❖ Question 16 –

➤ To show the full depth and breadth of the staff available to support this effort, an interested party requests that the organizational chart be attached to *Submittal Form C* and excluded from that section's page count.

▪ Answer 16 –

- Per **Sec. 4.02 – Special Formatting Requirements** of the solicitation, “Offerors must not exceed the maximum page limits.” This page limit pertains to **Experience and Qualifications (Submittal Form C)** and has a maximum of five pages. An organization chart is permitted but is not required. This addition is exempt from the page limits referenced elsewhere in the solicitation.

Please note that the organization chart should only include personnel associated with Task I and Task II activities, as stated in **Sec. 3.01 - Scope of Work**. Excluding clerical and administrative staff from the organizational chart is strongly advised.

❖ Question 17 –

➤ Please confirm what should be provided regarding *Federal Requirements* on page 3 of *Submittal Form A*.

- Answer 17 –
 - As noted in **Sec. 4.03 Offeror Information and Certifications (Submittal Form A)**, offerors are to include “known federal requirements that could apply to the proposal.” These requirements may relate to a firm’s existing obligations. These may also pertain to known conflicts or considerations with existing State or Federal statutes relating to Task I and/or Task II activities disclosed under **Sec. 3.01 – Scope of Work**.

❖ Question 18 –

- An interested party prefers to stay at NET30 terms with no discount. Is this request possible, or is the 5% discount mandatory? This provision is detailed on page 10 of the solicitation, under **Sec. 3.06 Prompt Payment for State Purchases**.

- Answer 18 –
 - Per **Sec. 3.06 Prompt Payment for State Purchases**, “The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount.” This provision is mandatory and non-negotiable.

❖ Question 19 –

- Would a no answer in the Key Personnel section for the role of Risk Assessor disqualify a firm from the RFP?

- Answer 19 –
 - Per **Sec. 3.01 – Scope of Work**, “If no person can be identified when proposals are submitted, the Offeror shall note the title and minimum hiring qualifications (or subcontractor qualifications) that will be applied to each applicable position. If no person was identified for a particular position and the contract is awarded to that selected Offeror, the Offeror agrees to submit to the DEC Contract Manager the identity and resume for each applicable position as soon as the recruitment process is complete. Submit per Section 1.06, Return Instructions. DEC retains the right to approve the proposed person based on the minimum qualifications, per section 4.04, for each Task that person is presented to perform.”

Suppose the position is vacant when proposals are due. In that case, offerors must submit the minimum hiring qualifications that will be applied to each position, whether direct-hire or subcontracted. This applies to all critical positions listed in **Sec. 4.04 – Minimum Requirements (Submittal Form B)**, not just for the Risk Assessor.

Offerors that do not supply any information for vacancies will be deemed non-responsive, as disclosed under **Sec. 5.02 – Review of Minimum Requirements**.

❖ Question 20 –

- Must the Engineer have ten years of experience as a Professional Engineer (PE)?

- Answer 20 –

- Under **Sec. 4.04 – Minimum Requirements (Submittal Form B)**, the Professional Engineer (PE) must have ten years of experience collectively, as noted in the passage “This person must be a registered professional engineer in the State of Alaska with at least ten (10) years of experience in the field of engineering.” Personnel occupying this position must have at least ten years of experience but do not need to hold the Professional Engineer (PE) license for the entire duration to qualify. However, the person identified must be registered as a professional engineer in the State of Alaska at the time of proposal. If vacant, offerors must submit the minimum hiring qualifications that will be applied to the position, whether direct-hire or subcontracted.

❖ Question 21 –

- Should Terms and Conditions questions be submitted with proposals?

- Answer 21 –

- Inquiries should be sent to the Procurement Officer of record at the offeror’s earliest convenience. It is the offeror’s responsibility to contact the issuing agency via email at DECDAProcurement@alaska.gov with questions related to the terms and conditions of this solicitation.

❖ Question 22 –

- Task II under Section 3.01 states that the Contractor must have experience conducting human health and ecological risk assessments. Section 4.04 states that the Risk Assessor must have a degree in toxicology and/or currently working as a Risk Assessor with five years of experience. Does the listed Risk Assessor require experience conducting both human health and ecological risk assessments?

- Answer 22 –

- Per **Sec. 4.04 – Minimum Requirements (Submittal Form B)**, “This person must have a degree in the field of toxicology and/or be currently working as a Risk Assessor with at least five (5) years’ experience conducting risk assessment related activities in accordance with DEC’s Risk Assessment Procedures Manual.” To be deemed responsive, personnel must meet this criterion.

❖ Question 23 –

- Would DEC accept the suggested revisions to the indemnification clause in **Article 1 – Indemnity and Insurance** of Appendix B2? Please see the following with markup:

*The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of or liability for **negligent or wrongful** error, omission, or ~~negligent~~ act of the contractor under this agreement.*

- Answer 23 –

- The phrasing of the indemnification clause listed in **Article 1 – Indemnity and Insurance** of Appendix B2 is non-negotiable and mandatory. This language pertains to all contracts within the State of Alaska, not just those of the Department of Environmental Conservation.

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 being a non-responsive proposal.

End of Addendum