

NEW MEXICO ENVIRONMENT DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

**WASTE ISOLATION PILOT PLANT (WIPP) TECHNICAL AND REGULATORY
SUPPORT**



RFP#

15-667-2000-0007

Addendum #1

Release Date: July 14, 2014

Due Date: August 21, 2014

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1. The RFP is revised to state:

Section IV.C.1 - Cost

Offerors must propose one fixed, fully-loaded hourly rate per service category on the Cost Response Form in Appendix D pages 46-47. The cost responses for the project work plan shall be based on the offerors Cost Response Form using the maximum hourly rate for each service classification. The fixed cost shall include all fringe benefits and overhead, as well as subcontractor personnel, if appropriate. New Mexico gross receipts taxes, travel, and per diem are excluded from the proposed maximum hourly rates. They shall be shown separately on the invoice.

However, at no time shall employee per diem rates be more than the allowable amounts posted by the U.S. General Services Administration for each relevant fiscal year. Offerors must include a complete Time and Materials Fee Schedule for all activities listed in the sample project work plan. The offerors must include any other elements of cost that are appropriate included in Binder 2, and one without costs, to be included in Binder 1, shall be submitted (see Section III.C pages 19-20).

The service classifications are as follows:

- a. Technical
- b. Regulatory
- c. Clerical

2. The RFP Section IV.B.1.(a)), ***first sentence only***, is revised to state:

“Offerors **must**: provide a description of relevant corporate experience with state government, federal government and private sector.”

3. The RFP Section IV.B.4 is added to require the following:

Each offerors must submit resumes of all proposed key professional staff members who are proposed to perform services under the contract. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and should include a thorough description of the education, knowledge, and relevant experience as well as certifications or other professional credentials that clearly shows how they meet and/or exceed the Agency’s minimum experience requirements as follows:

- a. Key staff members must have a minimum of 5 years of experience with RCRA Subtitle C regulations and related technical areas.
- b. Proposed staff members must have the RCRA Subtitle C technical and regulatory expertise to address WIPP permit and permit modification activities.
- c. Proposed staff member in the RFP response will be bound by the contract. Any changes to proposed staff must be approved by the Agency.

4. The RFP Section IV.C is added to require the following:

Offerors must submit a thorough project plan as part of the proposal. At a minimum, the project plan must include a milestone chart clearly indicating the interim regulatory and technical steps to be performed, the time frame and proposed staff member designated for the completion of each task, to get to a final action. The sample project work plan should include checklist(s) for administrative completeness and any other pertinent information demonstrating a logical progression towards project completion. A sample project work plans should be submitted for the following: a Class 2 permit modification request to add a new type of container, including the class determination analysis.