

RFP FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

Pre-proposal Conference

**PROFESSIONAL ENVIRONMENTAL CONSULTING
AND ENGINEERING SERVICES
RFP No. 16-667-3000-0052**

**State of New Mexico
New Mexico Environment Department
Ground Water Quality Bureau**

October 26, 2015

ROLE OF THE GROUND WATER QUALITY BUREAU

- ❖ Protect the environmental quality of New Mexico's ground water resources.
- ❖ Identify, investigate and clean-up contaminated sites which pose risks to human health and the environment.

NEW MEXICO GROUND WATER QUALITY BUREAU

Programs:

- ❖ Superfund Oversight
- ❖ Mining Environmental Compliance
- ❖ Remediation Oversight Program
- ❖ State Voluntary Remediation Program
 - ❖ Federal Brownfields Clean-up Revolving Loan Fund
 - ❖ Targeted Brownfields Assessment Services

PURPOSE OF THIS RFP

Procure services of environmental consulting and engineering professionals to perform environmental site assessments and investigations, risk assessments, feasibility studies, and remediation activities, and other technical support, on an as-needed basis in support of the NMED Ground Water Quality Bureau.

SCOPE OF PROCUREMENT

- ❖ NMED expects primary Offerors to be full service environmental and/or engineering firms that have the in-house capability to perform assessment and remediation services and project oversight.
- ❖ Subcontractors for specialty tasks (i.e. risk assessment, ground water modeling, isotopic geochemistry, drilling, asbestos sampling and abatement) can be identified in the proposal as a teaming arrangement.
- ❖ The contract term will be four years, with work tasks assigned on an as needed basis.

SCOPE OF PROCUREMENT

- ❖ Phase I and II environmental site assessments
- ❖ Multi-media investigations
- ❖ Site specific SAPs, QAPPs, HASPs
- ❖ Risk assessments/determine clean up levels
- ❖ Alternatives analysis/ABCA
- ❖ Remedial design, cost analysis
- ❖ Remedial work plans
- ❖ Remediation services
- ❖ Project oversight
- ❖ Reporting

SCOPE OF PROCUREMENT

- ❖ Multiple contracts may be awarded under this RFP.
- ❖ Work will be assigned by NMED on an as-needed basis.
- ❖ The total amount of work in any one Federal Fiscal Year is dependent upon available federal and state funding.
- ❖ Under this RFP, contractors may be asked to submit competitive scopes of work and cost estimates for individual tasks or projects.

SCOPE OF PROCUREMENT

- ❖ Use of subcontractors must be explained in the proposal, and major subcontractors must be identified by name.
- ❖ Subcontractor cost and activity must be explained.
- ❖ If subcontractors are not specified in the proposal, a subcontractor can be identified for a specific work task once the contract is awarded; however, to do so, a minimum of three bids must be solicited.
- ❖ The Offeror is required to apply the good faith efforts described in 40 CFR 33 for soliciting subcontract proposals from disadvantaged business enterprises, minority business enterprises, women's business enterprises, and labor surplus area firms.

TYPES OF SITES

- ❖ Closed commercial and industrial facilities
- ❖ Asbestos and lead contaminated facilities
- ❖ Dry cleaners
- ❖ Rail yards
- ❖ Lumber yards
- ❖ Closed landfills
- ❖ Various hydrocarbon sites
- ❖ Abandoned UST sites
- ❖ Mine and tailings sites

ACCESSING THE RFP

- ❖ Offerors can download copies of the RFP from NMED's website at:

<https://www.env.nm.gov/NMED/RFP/>

- ❖ If a potential Offeror is unable to download a copy of the RFP, they may contact the Procurement Manager to arrange to pick up a hard copy or receive an electronic copy.

PROCUREMENT MANAGER

Rebecca Cook, Procurement Manager
New Mexico Environment Department
Ground Water Quality Bureau
1190 St. Francis Dr., N-2260
Santa Fe, NM 87505
(505) 827-0171 office
(505) 827-2965 fax
rebecca.cook@state.nm.us

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager.

PROCUREMENT LIBRARY

A procurement library has been established. Offerors are encouraged to review the material by selecting the link provided in the electronic version of the RFP or by contacting the Procurement Manager and scheduling an appointment.

- ❖ Procurement Regulations and Request for Proposal – RFP instructions: http://www.generalservices.state.nm.us/statepurchasing/ITBs_RFPs_and_Bid_Tabulation.aspx.
- ❖ Procurement Regulations, 1.4.1 NMAC. A copy may be obtained from the following website: <http://www.generalservices.state.nm.us/uploads/files/SPD/User%20Guides/1%204%201%20NMAC.pdf>.
- ❖ New Mexico Voluntary Remediation Regulations, 20.6.3 NMAC: <http://164.64.110.239/nmac/parts/title20/20.006.0003.htm>.
- ❖ New Mexico Ground and Surface Water Protection Regulations, 20.6.2 NMAC: <http://164.64.110.239/nmac/parts/title20/20.006.0002.htm>.

PROCUREMENT LIBRARY CON'T

The following websites contain links to the State of New Mexico statutes and regulations, as well as the Federal Register and government publications that are relevant to this procurement:

- ❖ <http://www.generalservices.state.nm.us/statepurchasing/>
- ❖ <https://www.osha.gov/law-regs.html>
- ❖ <http://www.epa.gov/brownfields/>
- ❖ <http://www.epa.gov/QUALITY/qapps.html>
- ❖ <http://water.epa.gov/polwaste/npdes/stormwater/EPA-Multi-Sector-General-Permit-MSGP.cfm>
- ❖ <http://www2.epa.gov/aboutepa/about-office-solid-waste-and-emergency-response-oswer>
- ❖ <http://www.epa.gov/superfund/>
- ❖ <https://www.env.nm.gov/gwb/>
- ❖ <https://www.env.nm.gov/gwb/RemediationOversight/>
- ❖ <http://www.ecfr.gov>

PROCUREMENT SEQUENCE OF EVENTS

Action

Date

- | | |
|--|----------------------------------|
| 1. Issue of RFP | 10/14/15 |
| 2. Pre-Proposal Conference | 10/26/15 |
| 3. Acknowledgement of Receipt/Distribution List Response | 10/26/15 |
| 4. Deadline to Submit Questions | 10/27/15 |
| 5. Response to Written Questions/ RFP Amendments | 10/30/15 |
| 6. Submission of Proposal | 11/16/2015 By 3:00 PM MST |

LATE PROPOSALS WILL NOT BE ACCEPTED

SUBMISSION OF PROPOSAL

- ❖ ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE **NO LATER THAN 3:00 PM MST ON MONDAY, NOVEMBER 16, 2015.**
- ❖ Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.
- ❖ Proposals must be addressed and delivered to the Procurement Manager.
- ❖ Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the:
NEW MEXICO ENVIRONMENT DEPARTMENT, PROFESSIONAL ENVIRONMENTAL CONSULTING AND ENGINEERING SERVICES, RFP #16 667 3000 0052.
- ❖ Proposals submitted by facsimile, or other electronic means will not be accepted.

PROCUREMENT SEQUENCE OF EVENTS – CONT.

<u>Action</u>	<u>Date</u>
7. Proposal Evaluation	11/24/15
8. Selection of Finalists	12/01/15
9. Oral Presentation by Finalists (if needed)	12/09/15 <i>date is approximate</i>
10. Best and Final Offers from Finalists	12/09/15
11. Notify Finalists and Negotiate/ Finalize Contract	12/14/15 - 12/20/15
12. EPA Region 6 Review/Approval	01/08/16 <i>date is approximate</i>
13. Contract Award(s)	01/15/16 <i>date is approximate</i>
14. Protest Deadline	15 days after award date. By 3:00pm MST

CONTACT INFORMATION

Questions - technical inquiries or requests for clarification about the RFP process, and

Delivery of Proposals should be addressed to the Procurement Manager as follows:

Rebecca Cook, Procurement Manager
New Mexico Environment Department
Ground Water Quality Bureau
1190 St. Francis Dr., Room N-2260
Santa Fe, NM 87505
Email: rebecca.cook@state.nm.us
Phone: (505) 827-0171

ACKNOWLEDGEMENT OF RECEIPT FORM AND PRE-PROPOSAL CONFERENCE

Acknowledgement of Receipt

- ❖ Potential Offerors should hand deliver, or return by facsimile, registered, or certified mail the “Acknowledgement of Receipt of Request for Proposals Form” (APPENDIX A) to have their organization placed on the procurement distribution list. The list will be used for the distribution of written responses to questions. The form should be signed, dated and returned to the Procurement Manager by close of business on **Monday, October 26, 2015**.

Pre-Proposal Conference

- ❖ A pre-proposal conference will be held on **Monday, October 26, 2015** beginning at **9:30 AM MDT** in the **Runnels Auditorium** at the **NMED Harold Runnels Building, 1190 St. Francis Dr., Santa Fe, New Mexico**. Written questions may be submitted at the conference. All written questions will be addressed in writing by **October 30, 2015**. A public log will be kept of the names of potential Offerors that attended the pre-proposal conference. Attendance at the pre-proposal conference is not a prerequisite for submission of a proposal.

TERMS AND CONDITIONS

Acceptance of Conditions Governing the Procurement

- ❖ Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement in the letter of transmittal (Appendix E).
- ❖ Submission of a proposal constitutes acceptance of the Evaluation Factors (Section V) of this RFP.

Contract Terms and Conditions

- ❖ The contract between NMED and a contractor will follow the format specified by NMED. (Appendix C - Sample Contract). NMED reserves the right to negotiate provisions in addition to those contained in this RFP with any Offeror.
- ❖ Should an Offeror object to any of the terms and conditions as set forth in the RFP Appendix C strongly enough to propose alternate terms and conditions, the Offeror must propose specific alternative language. NMED may or may not accept the alternative language.

PROPOSAL FORMAT & ORGANIZATION

Technical Proposals:

- ❖ One ORIGINAL, one HARD COPY, and one ELECTRONIC COPY of the proposal which will ONLY contain the Technical Proposal
- ❖ ORIGINAL and HARD COPY shall be in separate labeled binders.
- ❖ The electronic version/copy can NOT be emailed.
- ❖ The forms found in Appendix B need only be submitted with the ORIGINAL proposal. They should be submitted in a separate sealed envelope.
- ❖ Proposals containing confidential information must be submitted as two separate binders:
 - ❖ Unredacted version for evaluation purposes
 - ❖ Redacted version (information blacked out and not omitted or removed) for the public file

PROPOSAL FORMAT & ORGANIZATION

Technical Proposal (Binder 1):

- ❖ Signed Letter of Transmittal – must be completed in full
- ❖ Table of Contents
- ❖ Summary of Company Experience
- ❖ Professional Qualifications as Demonstrated by Similar Experience and Past Performance
- ❖ Proposal Summary
- ❖ Technical Approach for Scope of Work
- ❖ Offeror References
- ❖ Health and Safety /Quality Assurance
- ❖ Written Affirmative Response to Agency Terms and Conditions
- ❖ Offeror's Additional Terms and Conditions, if any
- ❖ Completed Forms and Other Supporting Material (submitted in original)

Cost Proposal (Binder 2):

- ❖ Pricing Information and Financial Stability Statement
- ❖ Completed Cost Response Form

DETAILED SCOPE OF WORK

Work to be Performed:

- ❖ Multimedia environmental site assessments and investigations;
- ❖ Risk assessments;
- ❖ Cleanup alternatives analysis (feasibility studies);
- ❖ Remediation planning and implementation;
- ❖ Related tasks at brownfield and voluntary remediation sites, Superfund sites, mining impacted sites, and other types of contaminated or potentially contaminated sites statewide, where there has been storage, use, disposal, or releases of hazardous substances, petroleum hydrocarbons, radionuclides, mine wastes, and other contaminants.

DETAILED SCOPE OF WORK

Work to be performed:

- ❖ Other environmental consulting tasks may include data management and analysis tasks, ground water modeling, ground or surface water sampling, providing expert testimony, assisting with public outreach, or other similar tasks identified by NMED.
- ❖ A site-specific Quality Assurance Project Plan (QAPP) prepared in conformance with EPA policy and 2 CFR 1500 and 40 CFR 35 is required for EPA-funded projects.
- ❖ A site specific Health and Safety Plan (HASP) which complies with 29 CFR 1910.120 “Hazardous Waste Operations and Emergency Response” (HAZWOPER) requirements will also be required.
- ❖ Work must be conducted in compliance with the applicable state and/or federal regulations and guidance.

WORK ASSIGNMENT PROCESS

- ❖ Upon contractor selection and establishment of contracts, NMED will contact one or more contracted firms when environmental services are required and request that the contractor(s) prepare a project-specific technical proposal.
- ❖ As appropriate to the project, technical proposals outline the site conditions, site history, contaminants expected, scope of work to be performed, deliverables, and schedule for the work to be performed.
- ❖ The technical proposal must include an estimate and explanation of costs not to be exceeded by the contractor for completion of the specified work . Not-to-exceed cost estimates must conform to the Rate Schedule negotiated and agreed to by the Department and the contractor as specified in resulting contracts and must identify costs for each task within the technical proposal.
- ❖ Work will not begin until NMED notifies the contractor that it agrees to the contractor's quoted prices, has secured access to the property, and has approved a work order.

TECHNICAL SPECIFICATIONS - MANDATORY

Failure to respond to Mandatory Specifications will result in the disqualification of the submission.

- ❖ Letter of Transmittal found in Section II.C.34.
- ❖ Summary of Corporate Experience, see Section IV.B.1
- ❖ Professional Qualifications as Demonstrated by Similar Experience and Past Performance, see Section IV.B.1
- ❖ Technical Approach for Scope of Work, see Section IV.B.1
- ❖ Health and Safety / Quality Assurance , see Section IV.B.1
- ❖ Written Affirmative Response to Agency Terms and Conditions, see Section IV.B.1
- ❖ Offeror's Additional Terms and Conditions, if any, see Section IV.B.1
- ❖ Completed Forms and Other Supporting Material, see Section IV.B.1

TECHNICAL SPECIFICATIONS - MANDATORY

Forms (Appendix B) include:

- ❖ NMED “Certification of Independent Price Determination” form completed, dated, and signed in black ink. (Appendix B)
- ❖ NMED “Disclosure Requirements/Conflict of Interest Certification” form completed, dated, and signed in black ink. (Appendix B)
- ❖ NMED “Campaign Contribution Disclosure Form” completed, dated, and signed in black ink. (Appendix B)
- ❖ EPA “Certification Regarding Lobbying” form completed, dated, and signed in black ink. (Appendix B)
- ❖ EPA “Disclosure of Lobbying Activities” form completed, dated, and signed in black ink. (Appendix B)
- ❖ Completed reference form giving contact information for at least three people, businesses, or organizations that are knowledgeable of the contractor's past work experience. (Appendix F) References will be checked.

TECHNICAL SPECIFICATIONS-DESIRABLE

Offerors are encouraged to include:

- ❖ Table of Contents
- ❖ Proposal Summary - to summarize the proposal and explain why it should be selected.
- ❖ Other Supporting Material - as deemed necessary, by the Offeror. This should be provided with the required forms in a separate, sealed envelope.

BUSINESS SPECIFICATIONS

Pricing Information/Financial Stability.

- ❖ Offerors are required to submit prices as shown on the General Cost Detail Form shown in Appendix D. These are the prices that NMED will pay for personnel, equipment and services.
 - Include a rate sheet for any anticipated subcontractor services and the Offeror's markup rate for subcontractors.
- ❖ Cost Tracking- A description of how the offeror tracks costs on a project basis.

Specific costs must be submitted in a separate sealed envelope from the technical portion of the proposal.

EVALUATION – POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These factors will be used in the evaluation of proposals.

Section V, A, Table 1	
Technical Evaluation	Points
Quality and completeness of response	25
Offeror's overall qualifications and experience	100
Project staff qualifications and demonstrated experience	150
Technical approach to meet scope of work	150
Demonstrated quality system and H&S policies, and Offeror's ability to produce HASPs and QAPPs	100
Offeror's references	75
Technical Point Total	600
Business Evaluation (cost proposal)	
	300
Finalist Evaluation	
Oral Presentation*	100
TOTAL POINTS	
	1000

*Only Finalist Offerors will have the opportunity for oral presentations (if needed) and submittal of Best and Final offers.

COST EVALUATION

The evaluation of each Offeror's cost proposal will be conducted by comparing hourly rates for the following staff categories:

- ❖ Senior Engineer/Hydrologist/Scientist,
- ❖ Project Engineer/Hydrologist/Scientist,
- ❖ Staff Engineer/Hydrologist/Scientist,
- ❖ Field Technician, and
- ❖ Administrative Secretary.

Scores will tallied using the following formula:

$$\frac{\text{Lowest Responsive Offer Sum of Rates}}{\text{This Offeror's Sum of Rates}} \times \text{Available Award Points}$$

APPENDIX B

CERTIFICATIONS AND DOCUMENTATION:

- ❖ Certification of Independent Price Determination
- ❖ Disclosure of Requirements/Conflicts of Interest Certification
- ❖ Campaign Contribution Disclosure Form
- ❖ Certificate Regarding Lobbying

APPENDIX C & APPENDIX D

Appendix C:

Sample Contract

Appendix D:

General Cost Detail Form (note starred staff positions used in cost evaluation formula)

- ❖ Senior Engineer/Hydrologist/Scientist,
- ❖ Project Engineer/Hydrologist/Scientist,
- ❖ Staff Engineer/Hydrologist/Scientist,
- ❖ Field Technician, and
- ❖ Administrative Secretary.

APPENDIX E & APPENDIX F

Appendix E:

Letter of Transmittal Form

- ❖ Must be submitted with the proposal
- ❖ All seven items on the form must be completed

Appendix F:

Reference Questionnaire

- ❖ Must be sent to each business that's listed as a reference
- ❖ The reference should then send the Questionnaire directly to the Procurement Manager

**ALL PROPOSALS DUE BY 3:00PM MST,
NOVEMBER 16, 2015**

